

MERTON INFANT SCHOOL

Minutes of the Full Governing Body virtual meeting held on Thursday 21st October 2021

MINUTES

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Rachel Hill		
	Jan Beard		
	Emily Mean	Chair	
	Gary Pierce		
In attendance:	Zoe Wisken	Deputy Headteacher	
	Sophie Durbajlo	SEN Curriculum Manager	
	Mark Livesey	Clerk	

The meeting started at 6.05 pm.

		ACTION
1.	Presentation from SEN Curriculum Manager Sophie Durbajlo (SD), the SEN Curriculum Manager, gave a presentation on the school's SEND provision to the GB. Q. EM asked what the response rate to the parent questionnaire was. A. SD advised that she did not have the figure to hand and will therefore check the figure when she is in school tomorrow and then email the figure to EM. Q. GP asked LJ if she had concerns about the increased number of SEN children joining the school this year, and if so what those concerns are. A. LJ advised that there are always concerns in terms of timeframes that have to be met and the fact that the level of CPD given to all staff may have to increase; there is also the question of manageability with regard to the other children in the class, although the school does forward planning through SLT meetings and SENCO surgery meetings and therefore hopefully there should not be any unwelcome surprises. She also advised that the school will need to closely monitor staffing and absences caused by Covid and ensure that any such absences or lack of staff do not negatively impact the provision that the school makes for the children. SD left the meeting at 6.35 pm.	
2.	Welcome and Apologies for Absence Mrs Mean welcomed everyone to the meeting; apologies were received and accepted from LS.	
3.	Update Register of Pecuniary Interests; Declaration of Pecuniary Interests or Conflicts of Interest The Clerk advised that he had received 2 completed and signed Register of Pecuniary Interests forms and that if the other governors could email him their completed forms he will produce the Register of Pecuniary Interests for the current school year. There were no verbal declarations of pecuniary interests or conflicts of interest.	
4.	Minutes of the meeting held on 21st July 2021 Agreed.	
5.	Matters Arising 210721_3 Carry out minor amendment to show the correct spelling of 'Tintern' in the last paragraph under item 16 (Clerk): Closed. 260521_6_2 Check with the local councillor whether she is in possession of a later version of the catchment plan than the school's plan (EM): ACTION C/F. 210721_8 Send the Inclusion and Diversity Partnership documentation to the staff during the holidays so that they can consider whether they want to add anything before the school collates the documentation in September; she will send the collated documentation to the governors (LJ): Closed. 210721_11 Circulate amended Resources Committee Terms of Reference for approval by the FGB via email (Clerk): Closed.	EM

	210721_13 Update the FGB Terms of Reference with regard to ‘The Seven Principles of Public Life’ and the addition of the September 2021 Framework grade descriptors (LJ): Closed. 210721_17 Pass the potential new governor’s email address on to LD who can provide the potential new governor with some information about the role of governor at Merton Infant (WR): LD advised that she has not yet received the potential new governor’s email address from WR. ACTION C/F. 210721_18 Share the WGBT dates, when confirmed, with the GB (LS): Closed. 210721_19 Finish Governor Visit Report before the end of term (LS): LD advised that she had not yet received a Report from LS. ACTION C/F. 210721_22 Produce a draft version of the next issue of the Newsletter over the summer holidays and circulate it to everyone (EM): this matter was due to be discussed later under agenda item 10. Closed. 210721_23 Email the Chair of Governors and the Headteacher at St. Anne’s School and advise them that the Merton GB would very much like to renew the Collaboration Agreement (EM): Closed. 210721_24 Circulate the new SIP in time for approval at the next FGB meeting (LJ): printed copies of the SIP had been distributed to the GB. Closed. 210721_25 Produce a list of suggested meeting dates for academic year 2021/22 and email the list to EM and LJ for approval or amendment (Clerk): Closed. 210721_26_1 Circulate the Joint Schools Leaflet for comment once she has a first draft of the leaflet (ZW): this matter was due to be discussed later under agenda item 16. Closed. 210721_26_2 Obtain quotes for printing the Joint Schools Leaflet over the summer holidays (ZW): this matter was due to be discussed later under agenda item 16. Closed. 210721_28 Move the green-highlighted actions in the Governor Open Action Tracker spreadsheet to the ‘MIS Closed’ tab (GP): Closed. 210721_30_1 Update the Home-School Agreement (ZW): Closed. 210721_30_2 Communicate information to the staff regarding Google Classroom being the mode of communication for such items as celebration of work and also regarding the class and year group Facebook pages being taken down (ZW): Closed. 210721_31 Circulate the Discipline Committee Terms of Reference (LJ): agreed to close this action as the Discipline Committee Terms of Reference are part of the MOPP. Closed. 210721_35 Confirm the date of the next FGB meeting, when all the dates for the next academic year have been agreed (Clerk): Closed.	WR LS
6.	Report from Resources Committee – any questions for Chair of Resources Questions: None.	
7.	Receive Headteacher Verbal Report LJ invited questions on the Pupil Premium Strategy or Sports Funding Strategy documents that were circulated. Q. GP asked about the Trim Trail which had cost £18,793 although the allocated budget for the academic year was £17,140, amounting to an overspend overall. A. LJ advised that any additional funding received by the school never fully covers the relevant expenditure with the result being that the school has to contribute monies from other budgets to such projects. She also advised that the Pupil Premium and the Sports Funding come in 2 parts and also work on a financial year, rather than on an academic year, basis; there will therefore always be a mismatch of the expenditure as the school is using part of one year’s financial amount and part of another year’s financial amount. LJ then talked the GB through her Verbal Report, the main points of which are summarised below: - all teachers & LSAs have had their performance management; performance management for the Admin staff will be carried out during the week after the Half Term break - objectives for the next academic year will be based on percentages to a lesser degree than during the previous academic year, and will be more anecdotal - today’s LLP visit was very positive; the next LLP visit is now scheduled for 12th January rather than 13th January as originally planned - the LLP is aware that the school’s main area for improvement is Writing; although in July 55% of children met expected standards as compared with 66% in 2019, the LLP and the school will be looking at SEND and EAL children particularly, analysing their starting point and the provision delivered to those children; the school will aim to reduce the gap and increase the 55% to 57% as this would be a worthwhile improvement if it is achieved - the school has held a ‘Let’s Explore’ theme week which has seemed busy and appears to have gone well, with the focus for each day having been Safeguarding (Monday), History (Tuesday), Art & DT (Wednesday) and PE (today) - remote learning has been working well for staff, with children self-isolating when necessary - this half-term there has been a Lockdown Drill and a Fire Drill, the Fire Drill having been	

	unplanned and unexpected although it went well - the Lockdown Drill went well, although there was an issue as a child was in the toilet and was unable to regain access to the classroom which had been locked as per the guidance; she has reminded everyone to check the toilets before locking the doors - the school has updated its privacy notices for staff and parents; the notices document what information is held on everyone and what the school does with the data - the new national tutoring guidance has been published; there are 3 routes, i.e. i) tuition partner, e.g. an external tutoring company, ii) an academic mentor, or iii) school led; she has selected the school led tutoring and the school has employed a teacher who will work for the school for 2 days, predominantly in Y2 - RH and her team have been asked to identify a group of children who will work with the new tutor, these children are mainly the Disadvantaged and Pupil Premium children although the tutoring can be provided for children that the school believes would benefit from it - the school has to complete a spreadsheet each time that the Census is completed, indicating how the money has been used; the tracking grids will be available to indicate the starting points of the children and to evaluate the impact of the end of the tutoring - the school has implemented its new management system 'Arbor' and the school office staff are working through any teething problems that arise; there will initially be some cross-over with other systems, e.g. staff absence has to be recorded on the SAP system although the school believes that the reports available from the Arbor system will be more effective for the school	
8.	Update on Internal Audit Findings during Financial Years 2019/20 and 2020/21 LJ advised some information as summarised below: - she and the School Business Manager have examined the Internal Audit Findings and can confirm that the school is carrying out the activities described in the 'Areas working well' section of the presentation - regarding the 'Development Areas', one of the observations of the audit team was that purchase orders were often raised after the goods or invoice have been received; she explained that sometimes the school will not always know that a charge has been increased, e.g. sometimes a supplier will update their annual charges, because of inflation, without informing the school in advance - regarding contracts, the school always enters into contracts with Hampshire-approved suppliers - regarding Debt Recovery, the school does not normally have debt owing to it and therefore does not have a Debt policy in place; any debts arising are normally related to the Breakfast Club or After School Club, although the school takes appropriate action quickly, in the form of warning letters, if such debts have been accrued - regarding Safeguarding annual returns, the guidance states that safe keys should not be held on site overnight; in fact the school has a code system for the safe rather than keys - regarding Procurement Cards, the guidance supplied with the audit presentation states that evidence of pre-approval of purchases should be retained; the school often has verbal permission given as part of the pre-approval - regarding an Imprest Account, the guidance states that payments should not be made to individuals for services carried out; in fact the school holds a cheque book account for such payments - the school does not hold any unofficial funds and therefore no audits are carried out on such funds	
9.	Discuss GB Membership Regarding the current vacancies on the GB, i.e. LA Governor vacancy (for which EM has a related action), Parent Governor vacancy and 4 Co-opted Governor vacancies, agreed that: - the school will advertise for a governor after Half Term - for the governor advert, the governors will produce individual videos of themselves describing themselves and their role on the GB, with EM mentioning the possibility of remote governors that may not necessarily live in the vicinity of the school but can contribute to the work of the GB without necessarily visiting the school; ZW will coordinate the inclusion of both the governor videos and video scenes of children playing in the school playground, and answering the question 'what do you think a governor does?', in the advert, and she will also coordinate publication of the governor video advert on the school website - the individual governor videos will be added to the Merton Governors' 'WhatsApp' group, as an easy way of sending the videos to the school - the deadline date for publication of the governor video advert is 4th November	ALL/ZW

	Regarding governor roles, it was also agreed that GP will take the role of SMSC (Spiritual Moral Social Cultural) Governor.	
10.	Update Governor Newsletter EM asked for ideas for inclusion in the new edition of the Newsletter; those suggested were generally thought to be good ideas and are summarised below: - the governor video advert - the new LLP (as part of quality assurance of the school's standards) - dates of the Governor Monitoring Days - the children and the School Council - the Theme Week this week - the school's current focus on Safeguarding Agreed that: - RH will send EM some text regarding the School Council that can be included in the Newsletter ACTION	RH
11.	Discuss Governor Training Governors reported that they had undergone recent training as summarised below: - Computing and SMS eWebinars (LJ) 'Holding Leaders to Account' training (RH) - Completion of Performance Management training (GP) EM reminded the governors to carry out their evaluations of the WGBT (Whole Governing Body Training), if they have not carried them out yet.	
12.	Approve Self Evaluation Monitoring Schedule It was agreed to approve the Self Evaluation Monitoring Schedule, subject to the following changes being made, i.e. i) document the fact that LS will not be attending the Pupil Progress meeting, as GP will be attending the Pupil Progress meeting tomorrow, and ii) WR to be removed from PPN for the Autumn Term; LJ advised that she hoped that WR would do PPN in Spring 2. Agreed that: - The Clerk will add a new standing item 'Review Governor Visits' to the draft FGB Annual Planner which is due for review in July 2022, and ensure that this item is included in all future FGB agendas. ACTION. - LD's request, that the new governor induction folder, including SIP (School Improvement Plan) and LLP Reports, be emailed to her in electronic form so that she can add it to the system or replace the existing electronic folder on the system, will be complied with. - As there is now a Governor Open Action Tracker spreadsheet, at FGB meetings the governors should review the open actions in order to check what has been done and what is still outstanding.	Clerk
13.	Monitor any parental complaints LJ advised that she believes that the school may be about to receive a parental complaint and that if this does arise the complainant will be sent a copy of the Complaints Policy, in accordance with the documented procedures. EM advised that as Chair of Governors she had received an email of concern, rather than a complaint, and that she will write back to the parent and refer them to the Complaints policy	
14.	Agree SIP (School Improvement Plan) including Governor Action Plan EM advised that GP has produced a Governor Open Action Tracker spreadsheet containing a number of actions and that it is necessary to assign governors to some of the various actions, update the spreadsheet accordingly and circulate the updated spreadsheet. Q. EM asked GP if he would be updating the Tracker spreadsheet before each FGB meeting, so that the spreadsheet could then be shared. A. GP advised that with regard to the spreadsheet he has a plan which he had tested last night; he is waiting for LS to get back to him regarding his plan. He also advised that within Teams there is a OneNote application and that he has managed to send LS an invite on OneNote; if the invite works and LS is able to open it, the plan will be to place the Governor Open Action Tracker spreadsheet on OneNote and provide each GB member with an invite or access to where the spreadsheet is saved. The advantage of this would be that each governor can carry out their particular action and then update the spreadsheet in OneNote themselves. In order to provide guidance to the governors on how to access the spreadsheet in OneNote, GP advised that he will probably produce a governor video describing the spreadsheet access process; if he does this he will post the video and circulate it via the governors' WhatsApp group.	

	Agreed that: - Details of the sponsorship money raised from the 'Race for Life' should be included in the Newsletter (EM). ACTION. - RH will supply EM with a photo of the 'Race for Life' for the Newsletter. ACTION. LJ advised that the opening of the Venetia Garden has been provisionally arranged for 6th December and that she will text Mrs Merritt's husband to let him know about the money raised from the 'Race for Life'.	EM RH
22.	Date of next FGB meeting The next FGB meeting (virtual) is scheduled for Wednesday 1st December 2021 at 6.45 pm.	

The meeting closed at 8.01 pm.

These minutes are accepted as a true and accurate record of the meeting.

Signed _____ Chair Date _____