

MERTON INFANT SCHOOL

Minutes of the virtual Full Governing Body meeting held on Wednesday 21st July 2021

MINUTES

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Rachel Hill		
	Jan Beard		
	Emily Mean	Chair	
	Louise Silvertown	Vice Chair	
	Gary Pierce		
	Wendy Rowland		
In attendance:	Zoe Wisken	Deputy Headteacher	
	Mark Livesey	Clerk	

The meeting started at 6.45 pm.

		ACTION
1.	Welcome and Apologies for Absence Apologies: GP had given his apologies as he had advised that he would be late joining the meeting.	
2.	Declaration of Pecuniary Interests or Conflicts of Interest None.	
3.	Minutes of the meeting held on 26th May 2021 Agreed as a true record, subject to a minor amendment, in the last paragraph under item 16, by the Clerk to the word 'Tinterne', which should read 'Tintern'. ACTION.	Clerk
4.	Matters Arising 021220_5_1 Discuss a joint leaflet with the Junior School in July with a view to publication during the summer holidays and September (ZW): this was due to be discussed later during the meeting under agenda item 26. Closed. 030221_9_1 Continue with the LA Governor vacancy by asking the local councillor for a nomination (EM): EM advised that she had emailed 3 local councillors who she is hoping to meet or converse with by telephone with a view to obtaining a nomination for the post of LA Governor; one councillor who is also a teacher would ideally like to visit the school in September. Closed. 030221_20_1 Register for the New Governor Induction training course via GovernorHub (WR): Closed. 310321_11_4 Undertake a Health & Safety Governor course (JB): JB advised that she has booked a place on a H&S course which is scheduled for the next academic year. Closed. 310321_11_6 Add GP to the relevant 'WhatsApp' group and send details of the group to GP (LS): Closed. 260521_6_1 Investigate to see whether is a standard model policy that could form the basis of a 'Healthy Eating' policy (LJ): the Healthy Eating policy was due to be discussed later in the meeting under agenda item 30. 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. 260521_8_1 Speak to the new Preschool Leader about the possibility of the preschool contributing to a joint leaflet between the Preschool, Infant School and Junior School (LJ): Closed. 260521_8_2 Arrange for any leaflet designs, that she may have, to be circulated by email to the GB by the end of June or early July, so that via email the GB can view the designs and provide feedback, including possible approval, and also discuss how the leaflet could be distributed (ZW): Closed. 260521_8_3 Send the information about the school, that she has available, to LD tomorrow for publication on the local community Facebook page for the area in which LD resides (ZW): Closed.	EM

	260521_11_1 Inform the GB when she has created the dedicated folder for electronic certificates for eLearning courses undertaken by governors (LS): LS advised that she had sent an email to the GovernorHub Support Team regarding creation of the folder; the Support Team will talk LS through the folder creation process. Closed. 260521_11_2 Attempt to book the WGBT, on the topic of 'Governor Visits to the School', for October 2021, so that the training can feed into the next Governor Monitoring Day in the autumn (LS): LS advised that she has emailed Governor Services with some suggested dates for the WGBT and is awaiting a response to her email. Closed. 260521_11_3 Circulate a copy of the Training Catalogue (LS): LS advised that she is aiming to circulate the Catalogue tonight, although the Catalogue is available in GovernorHub. Closed. 260521_13_1 Produce some text on the EAL Gold Award, for the Governor Newsletter (LD): the Governor Newsletter had been published. Closed. 260521_13_2 Produce some text regarding advertising the school, for the Governor Newsletter (EM): Closed. 260521_13_3 Produce some text regarding Fund raising (breakdown of the amounts raised at each event) (JB): Closed. 260521_13_4 Include a line in the Governor Newsletter on the topic of the Governor vacancy advert (EM): Closed. 260521_13_5 Produce some text regarding Governor Monitoring Day, for the Governor Newsletter (EM): Closed. 260521_13_6 Produce some text regarding Governor Communications, for the Governor Newsletter (EM): Closed. 260521_15 Remove the review of the Best Value Statement from the FGB Task Planner (Clerk): Closed. 260521_16_1 Include some text, regarding the responsibility for overhanging branches lying with Basingstoke & Deane, in the Governor Newsletter (EM): EM advised that she had included some text about the overhanging branches in the Newsletter. Closed. WR advised that she had telephoned HCC twice regarding the overhanging branches; she had also carried out some branch pruning herself. HCC advised her that someone will be visiting the school soon in order to carry out any further pruning necessary. EM advised that when she meets with the local councillor she will raise the matter of the branch pruning. 260521_16_2 Check the question of the locked gate in Tintern Close with the Junior School Headteacher (LJ): LJ advised that she believes that at the time of the locked gate, the Junior Caretaker was probably self-isolating. Agreed to close the action and that LJ will speak to the caretakers of both schools regarding the issue. Closed. LJ also advised that the After School Club is being moved into the hall. 260521_18 Investigate the reporting of the Pupil Premium Plus funding which RH believes is supposed to be recorded separately (LJ): LJ advised that this information is included in her HT Report. Closed.	
5.	Set End Dates for the offices of Chair and Vice Chair Agreed to set the End Dates for both offices to 31st July 2022.	
6.	Elect Chair and Vice Chair EM was re-elected as Chair; LS was re-elected as Vice Chair.	
7.	Report from Resources Committee – any questions for Resources Chair EM asked if there were any questions for LS as the Resources Chair; there were no questions.	
8.	Receive Headteacher's Written Report LJ advised several points of information that were additional to the information included in her written HT Report, as follows: • prior to the last week or two, attendance was good with no major concerns; she will circulate the latest attendance data • for the last few weeks, the closing of the bubbles has affected attendance; all the necessary procedures continue to be followed EM invited questions regarding the HT Report; there were no questions. LJ also advised some additional information, the main points of which are summarised below: • the parent questionnaire return was the best return ever achieved, as compared with the returns from previous years; the school had tried to capture as many parent comments as possible • regarding the Basingstoke and Deane Inclusion and Diversity Partnership, the school has been asked to send off a summary sheet before the 16th July; the District Managers have now agreed that the return date can be extended to allow time for the evaluation and summary to be completed, and therefore this will be done during the summer holidays	

	- she will 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 ACTION - she asked anyone who had any ideas to contribute in relation to the Inclusion and Diversity Partnership to let her know - there is a new KCSiE (Keeping Children Safe in Education) document which is ready for circulation in September - the Ofsted Framework has been updated; the emphasis has changed slightly with regard to remote learning, the impact of Covid and the manner in which inspections will be conducted	LJ
9.	Review committee membership, including smaller committees Agreed that GP will join the Headteacher Performance Management Panel, and that WR will join EM on the Pay Committee, with effect from September 2021.	
10.	Agree Headteacher PM Date and Governor Panel The Governor Panel had been discussed and agreed under the previous agenda item. LJ advised that the school has a new LLP, with a familiarisation visit scheduled for 14 th September; she is waiting for the LLP to contact her with a view to arranging a Headteacher PM date.	
11.	Ratify Approval of Resources Committee Terms of Reference EM explained that normally the Resources Committee Terms of Reference would have been reviewed at a previous Resources Committee meeting, following which the Terms would have been updated and circulated in preparation for ratification by the FGB at this meeting. She also explained that at the Resources Committee meeting that had been held just before this meeting, the committee had agreed on some minor changes to the Terms which the Clerk will circulate for approval by the FGB via email. ACTION	Clerk
12.	Ratify Approval of Resources Committee Annual Task Planner EM advised that the Resources Committee, when it met just prior to this meeting, had agreed on a minor change to the Resources Committee Annual Task Planner, i.e. removal of the agenda item 'Review financial impact of Enrichment activities from previous year' from the Autumn 2 meeting. Agreed to ratify the approval of the Resources Committee Annual Task Planner by the Resources Committee on 21 st July 2021.	
13.	Review FGB Terms of Reference LJ advised a couple of points of information, as follows: - the Terms of Reference have been updated, with regard to 'The Seven Principles of Public Life', following the evaluation exercise carried out during the Governor Monitoring Day - the grade descriptors at the end of the Terms of Reference document relate to the 2019 Framework; she needs to add the September 2021 Framework grade descriptors to the document Agreed to approve the FGB Terms of Reference, subject to LJ updating the Terms as just minuted. ACTION.	LJ
14.	Review FGB Annual Task Planner Agreed to approve the FGB Annual Task Planner.	
15.	Review Clerking Service Agreed to continue with the Clerking Service.	
16.	Adopt Manual of Personnel Practice Agreed to adopt the Manual of Personnel Practice (MOPP).	
17.	Discuss GB Membership Agreed that the GB will continue with its current recruitment strategy in September. EM advised that she will try to meet with local councillors during the summer. WR advised that she knows a person who may be interested in becoming a governor, but would like some information on what the role entails. It was generally agreed that: - the information that a potential new governor would find useful would include the number of meetings, the experience and skills that the GB are looking for, what the role involves, the FGB Terms of Reference and the level of commitment required - the information that a new governor would find useful is summarised in the governor advert that was drafted Also agreed that WR will obtain the potential new governor's email address and pass this on to LD who can provide the potential new governor with some information about the role of governor at Merton Infant. ACTION.	WR
18.	Discuss Governor Training LS advised that when she obtains a response from Governor Services regarding the dates for the	

	WGBT she will share the dates with the GB. ACTION. WR advised that she had had a date booked for her New Governor Induction training course, although whenever she tried to access the training link she had been taken into GovernorHub; she now has this training booked for November. EM advised WR that the GB could provide assistance to WR, on request, with accessing the training. LS advised several points as follows: • JB is booked on Health and Safety Governor training • she herself has completed both the training courses on Finance • she has completed the 'Improving your school's Computing offer' webinar training; she has the equivalent training for RE booked for September	LS
19.	Discuss reports from governor visits LD advised that she had circulated most of the Governor Visit Reports and is waiting to receive reports from LS and WR. LS advised that she will finish her Governor Visit Report before the end of term. ACTION. EM invited questions regarding the Governor Visit Reports that had been circulated. There were no questions.	LS
20.	Monitor any parental complaints None.	
21.	Discuss collective responses for Safeguarding Audit Questionnaire LJ advised that there had not been any changes to the questions, as compared with last year's questions. LS advised that there was one question, question 4, with no response against it. It was then agreed that a response could be provided, based on text similar to the following: "Safeguarding continues to be an agenda item during the school's business meetings". Another governor suggested that part of the response could be that when she visits the school as a governor, she asks various members of staff about Safeguarding; it was then agreed to include text to this effect as the response. LJ then added the additional text as the response / evidence for question 4. Agreed to approve the completed Safeguarding Audit Questionnaire, from which LJ will complete the online Safeguarding Report by the deadline of 30th September.	
22.	Update Governor Newsletter LJ advised that the last Newsletter had been published and that there will not be another issue of the Newsletter until the Autumn Term. It was then agreed that EM will produce a draft version of the next issue of the Newsletter over the summer holidays and circulate it to everyone; the Newsletter will include a welcome message from the governors, an explanation of how the governors can be contacted and a statement that the governors will be available on Governor Monitoring Day. Also included will be the governors' photos and a summary of what each governor is responsible for. ACTION.	EM
23.	Review Annual Collaboration Agreement with St. Anne's School Agreed that the Collaboration Agreement should continue. LJ advised a couple of points of information as follows: • St. Anne's has a summer club scheme for Free School Meals • Merton Infant was asked about the summer club scheme; the school published the advert for the scheme although there was not much uptake and it is believed that this was because the location was the other side of town Agreed that EM will 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. ACTION.	EM
24.	Draft School Improvement Plan LJ advised several points as follows: • much of the current SIP (School Improvement Plan) is still applicable and will be carried forward to the next academic year • there will not be a large number of new initiatives in the new SIP • there will be a focus on Computing in the new SIP • there will be a project, 'Project Evolve', that the school will develop next year • she will work on the new SIP over the holidays and circulate it in time for approval at the next FGB meeting ACTION	LJ

	a degree of uncertainty if the GovernorHub system was ever discontinued for any reason; if the GB agreed to storing documents electronically in GovernorHub, it would be beneficial if the GB could agree that once a set of meeting minutes has been approved by the Chair in a Resources Committee or FGB meeting, the Chair will electronically sign those minutes by inserting a typed signature in the signature section of the minutes. The Clerk also advised that Governor Services recommend that confidential minutes should not be stored in GovernorHub and that it may therefore be best to continue storing confidential minutes under lock and key in a secure manner; as there are usually only a few confidential minutes each year, they should not take up very much storage space. Q (Clerk). Asked what the GB wanted to do with any minutes and related documents in GovernorHub that have gone past the statutory retention period. A. LS advised that these minutes and documents should not be retained beyond their retention period and should be removed from GovernorHub. Agreed that: - from the next FGB meeting, Resources Committee and FGB minutes that have been approved in a Resources or FGB meeting will be electronically signed by the Chair using a typed signature and stored in GovernorHub, with related documents, for the time period documented in the Document Retention Schedule - any confidential minutes will continue to be stored under lock and key in a suitable secure location in school and will not be stored in GovernorHub - any minutes and related documents in GovernorHub that have gone past the statutory retention period should not be retained and should be removed from GovernorHub	
28.	Review and update Governor Action Plan GP joined the meeting at 7.41 pm. EM advised some information regarding the Governor Open Action Tracker spreadsheet, the main points of which are summarised below: - GP has taken the Governor Action Plan and the updates that the GB has applied to it and transferred the information into the Governor Open Action Tracker spreadsheet - the rows highlighted in green in the Tracker spreadsheet are closed actions - there is a separate tab for the closed actions, so that only the active actions will be displayed in the main tab, i.e. GP will move the green-highlighted actions to the 'MIS Closed' tab ACTION - the actions now need to be allocated to individual governors - she will make a start on allocating the actions over the summer and circulate the Tracker spreadsheet; if anyone wishes to volunteer for a particular action or actions they should email her and express their interest	GP
29.	Pay Policy – consider whether to adopt the revised Hampshire Pay Structure (i.e. the existing structure with some points removed) and inform the LA if the GB do not intend to adopt it, by email to: eps.consultants@hants.gov.uk by 16th July 2021 EM explained that if the GB does not adopt the revised Hampshire Pay Structure, the school and GB have to produce their own Pay policy. LJ advised that she understands that the new Pay policy is due to be published in September/October; she hopes that the new policy will be in place ready for performance management. Agreed to adopt the revised Hampshire Pay Structure.	
30.	Review policies – Home-School Agreement, Exclusion of Pupils (adopt Exclusions section of MOPP), Admissions, Healthy Eating Q (ZW). Asked whether, because of the emphasis on remote learning, it would be worth including some text in the Home-School Agreement to reflect the fact that there are some online learning platforms that the school expects the children to access. A. LJ advised that it would be worth including some text regarding online learning platforms; she also advised that, bearing in mind the Healthy Eating policy, the parents need to be aware of the need to ensure that any packed lunches that they provide for their children should meet the necessary nutritional standards and that the Home-School Agreement should be updated to reflect this. Agreed that ZW will update the Home-School Agreement, including the necessary text in relation to a) the expectation that the children will access the necessary online learning platforms and b) packed lunches provided by the parents for their children. ACTION. ZW advised a couple of points as follows: there is a desire within the school to move away from the class Facebook pages, to avoid	ZW

	having additional lines of communication to parents, with the idea being that the school would have an Admin Facebook page which might possibly be run by JB and the school office, rather than the teachers - the school would like to use Google Classroom as the mode of communication for such items as celebration of work LJ advised that she thought that this was a good idea and that centralising a school Facebook page would be much better; she also advised that the school should make it clear to parents that at specific times of the year, and of the day or night, the centralised Facebook page will not be accessed as the staff need to maintain a work/life balance. ZW advised that it will be necessary to communicate to staff that Google Classroom will be the mode of communication for such items as celebration of work and that the class and year group Facebook pages will be taken down. Agreed: - that ZW will communicate this information to the staff ACTION - to approve the Home-School Agreement subject to being updated as discussed - to approve the Admissions and Healthy Eating policies - that the Exclusion of Pupils policy is part of the MOPP, which was adopted earlier in the meeting under agenda item 16	ZW
31.	Review Discipline Committee Terms of Reference LJ advised a couple of points as follows: - the Discipline Committee Terms of Reference are a standard terms of reference within the MOPP, which was adopted under agenda item 16 - she will circulate the Terms ACTION Agreed that if anyone has any comments regarding the Terms they should forward them to LJ as soon as possible so that the necessary changes can be made.	LJ
32.	Premises Update LJ talked the GB through the Premises Update, the main points of which are summarised below: - the school is looking at moving the fence that is located at the back of Y1; as there will now be three Y1 classes, the intention is to extend their outside area; a quote of £1,720 has been received and the work will go ahead as the necessary financing is in place - the major part of the work on the creation of the Venetia Garden has been carried out and a grand opening, in memory of Mrs Merritt, is scheduled for September Q (EM). Asked if a plaque will be obtained for the Venetia Garden. A. LJ confirmed that a plaque will be arranged.	
33.	Correspondence None.	
34.	Any Other Business LS advised that she understands that some children have been returning home with end of year governors' awards; she suggested that the GB could adopt this process next year and agree what sort of awards they would like to see the children receiving, as the receipt of awards would raise the school's profile. A governor suggested that there could be a governors' award for each of the letters in the Merton values; this was generally thought to be a good idea. GP advised that he had completed his 'Strategic Financing Skills' training on 22nd June; he also advised that he is booked on 'Strategic Leadership' training on 7th February and on 'Monitoring and Evaluating Safeguarding' training on 8th February. RH advised that she had been involved in a couple of developments, as summarised below: - she has been investigating a nationwide event known as 'Cut 26'; the idea is that the school signs up to it and receives lesson plans and activities on green initiatives and climate change - she has signed the school up to do a 'Race for Life' at the school on 21st October in memory of Mrs Merritt EM advised that she has purchased a card on behalf of the GB; she will send the card, offering the GB's condolences, to Mrs Merritt's husband and family. LJ advised a number of points regarding Mrs Merritt, as follows: - Mrs Merritt's family has allocated 12 places at the funeral; she has arranged for	

	representatives from the different school teams to attend • she will suggest to members of staff that will not be physically attending the proceedings that if they wish to come into school together on that particular Friday, they can watch the proceedings livestreamed • the school has been asked to carry out a reading and the intention is to read a poem; she has asked all staff to send in their memories of Mrs Merritt so that these can be added to some text that RH has already drafted • she and RH will probably read the poem together • it has been agreed with Mrs Merritt's family that the Wellbeing Garden will be named as the Venetia Garden after Mrs Merritt; Mrs Merritt's family would like to donate a bench to be set up in the area of the Venetia Garden	
35.	Date of next FGB meeting The date of the next FGB meeting will be confirmed by the Clerk when all meeting dates for the next academic year have been agreed, as discussed under agenda item 25. ACTION	Clerk

The meeting closed at 8.06 pm.

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

Signed_____Chair Date_____