

MERTON INFANT SCHOOL

Minutes of the Full Governing Body (virtual) meeting held on Wednesday 26th May 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 6.51 pm.

		ACTION
1.	Welcome and Apologies for Absence Apologies: None.	
2.	Declaration of Pecuniary Interests or Conflicts of Interest None.	
3.	Minutes of the meeting held on 31st March 2021 Agreed as a true record.	
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 in the meeting under agenda item 8. 021220_5_3 Make a note to ensure the leaflet is discussed at the Summer 1 and Summer 2 FGB meetings and to ensure that related agenda items are included in the draft Annual Task Planner which will be reviewed in the Summer 2 FGB meeting (Clerk): the related items have been included in the draft Annual Task Planner. Closed. 021220_5_5 Ask the Headteacher of St. Anne's to ask the Chair of Governors at St. Anne's to make initial contact with EM (LJ): EM had made contact with the Chair at St. Anne's. Closed. 030221_9_1 Continue with the LA Governor vacancy by asking the local councillor for a nomination (EM): EM advised that she will contact the councillor before the next meeting; this will hopefully result in an LA Governor nomination being received. ACTION C/F. 030221_9_2 Include a mention, in 'Popley Matters', of the fact that the school still has governor vacancies and that applications for these can be made and handled remotely (ZW): Closed. 030221_9_3 Change the wording of the governor vacancy advert slightly, with a view to attracting potential new governors, and send it to ZW for inclusion in 'Popley Matters' (LS): Completed. Closed 030221_11_1 Email her Governor Visit Reports to the nominated person for circulation (EM): Completed. Closed 030221_12_1 Ask GB meeting attendees for their contributions to the Governor Newsletter a bit nearer the time of publication (EM): Closed. 030221_20_1 Register for the New Governor Induction training course via GovernorHub (GP,WR): GP has registered for the training, WR needs to register. ACTION C/F (WR only). 030221_20_2 Check to see what course dates exist for the New Governor Induction course and email the new governors to let them know the exact title of the training course that they need to book a place on (LS): Closed. 030221_20_3 Produce a training report for the next FGB meeting, if possible (LS): This was due to be discussed later under agenda item 11. Closed.	ZW EM WR

	030221_20_4 Include an item for the training report in the agenda for the next FGB meeting (Clerk): Closed. 030221_20_5 Circulate the relevant links and dates for the Mental Health & Wellbeing meetings to the governors (ZW): Completed. Closed 310321_11_1 Give Governor Services feedback, at a meeting on 20th May, regarding some of the issues the GB is having with training and the availability of dates and spaces on courses (LS): this was due to be discussed later under agenda item 11. Closed. 310321_11_2 Communicate any ideas for possible WGBT topics to LS as the DTG (ALL): this was due to be discussed later under agenda item 11. Closed. 310321_11_3 Check to see what the information from her Mental Health training consists of, and possibly where the information is available from, and inform LS accordingly (ZW): Completed. Closed 310321_11_4 Undertake a Health & Safety Governor course (JB): JB advised that she will book herself on a H&S Governor course. ACTION C/F. 310321_11_5 Check to see what training is currently available from HGS (Hampshire Governor Services), with regard to report writing and questioning by governors in school, and circulate some suggestions within the next 2 weeks (LS): this was due to be discussed under agenda item 9. Closed. 310321_11_6 Add GP to the relevant 'WhatsApp' group and send details of the group to GP (LS): LS advised that she just needs GP to email her his mobile number, or give it to her at the end of the meeting. ACTION C/F. 310321_12_1 Check that the 2016 version of the model policy is the up to date version when attending the relevant training for pupils with medical conditions on 27th April (JB): JB advised that there did not appear to be a more recent policy, although it would be worth checking each term whether a more recent version than the 2016 version has become available. Closed. 310321_12_2 Email any alternative wording of the 'Supporting Pupils with Medical Conditions' policy to LJ so that LJ can update the policy (ALL): LJ advised that she had not received any alternative wording and that she had updated the policy. Closed. 310321_12_3 Highlight in yellow the areas where greater detail is needed in the 'Supporting Pupils with Medical Conditions' policy and email the highlighted policy text to LJ (LS): Closed. 310321_12_4 Inform LJ if you have any additional information or text that you believe should be included in the 'Addendum to the Covid Risk Assessment' (ALL): Closed. 310321_13 Update the Governor Action Plan with a) the actions and any other changes arising out of the recent WGBT session and b) information regarding the Induction Pack and Role Profiles, and circulate the updated Plan together with the Recruitment Strategy (EM): the Governor Action Plan was updated & circulated and was due to be discussed later in the meeting under agenda item 9. Closed. 310321_17_1 Email EM some pre-existing survey forms, one of which is linked in with the Mental Health agenda (LJ): Closed. 310321_17_2 Circulate a version of a Staff Survey form to the other governors for feedback to her, with a view to the GB collaboratively producing a Staff Survey form (EM): Completed. Closed 310321_17_3 Circulate a copy of the Induction Process for new governors, that he has been working on, so that the GB can provide any missing information (GP): Completed. Closed 310321_17_4 Email the 'Induction Process for New Governors' to LD for storage on the school drive, once he has updated it with the missing information (GP): Closed. 310321_17_5 Look at the Governor area of the website with a view to publishing any new minutes that need to be published and also to check for any other governor information that needs to be updated (Clerk): the Clerk advised that he has sent some minutes, in addition to some updates to existing governor information, to the school and that JB has published all the documents on the school website, which is now up to date in the governor information area. Closed. 310321_17_6 Amend the Induction Process document, incorporating the following suggestions that were made at the last FGB meeting, i.e. i) the document could be sub-divided into sections and ii) there could be a section containing very important information for all governors, facilitating a phased approach to governor induction (GP): Closed.	JB LS
5.	Report from Resources Committee – any questions for Chair of Resources Questions: None.	
6.	Receive Headteacher Verbal Report LJ talked the GB through her verbal HT Report, the main points of which are summarised below: • she had circulated 2 reports, one regarding the new way that moderation is assessed and the other being the Maths Report from the virtual Visit • Early Years teams in schools no longer have to have moderation carried out by the LA, although the school can 'buy in' to the LA's moderation if it wishes; there is a 4 Year cycle,	

	so the school can consider the budget situation in 4 years' time and assess whether it would be beneficial to buy in to the LA's moderation • for NQTs, the DfE have set up a new programme called 'Early Career Teachers' and the NQTs no longer have to work a one-year Induction; instead, the NQTs (as ECTs) take the induction over 2 years • the school has to sign up to another appropriate body; in previous years the NQTs have been signed up to The Teaching School. Hampshire LA have set out their appropriate body as being one of six providers • the school will have to decide whether to return to the LA or to sign up to The Teaching School Teaching Hub; the costs are similar to those the school has paid in previous years, when the Teaching School was generally found to offer better value for money in terms of the number of visits and the amount of quality assurance • she is not currently sure whether the school has to sign up to another appropriate body at present even though the school does not currently have an NQT • Laura Bennett, the Y2 Class Teacher is commencing her maternity leave during the Half Term break; she has placed an advert for a maternity leave cover teacher, and in spite of making it clear that she did not want to recruit NQTs has so far only shown 2 NQTs around the school • the school may have to employ NQTs, although she is not sure how long the maternity leave cover will be; she has made it clear to the NQTs that have come forward for a viewing that if they are employed for a term, then the NQT will have to seek alternative placements to continue their early career teaching framework • the new LSA's induction has been completed and she is progressing well and will remain with the school for the next academic year • the pupil number figure for Year R in 2020/21 is currently 60 • the school has achieved the EAL Excellence Gold Award • she attended the Area Heads Meeting last week; many headteachers are cautious and believe that schools should not relax many restrictions as there are only 3 weeks before the end of term after the 21st June (the cut-off date for restrictions) • a group of headteachers will confer and make a decision regarding whether restrictions should be relaxed with a view to adopting a consistent approach across schools • now that masks have been removed, it is no longer possible, especially in the mornings, to tell that there is a staggered start time in place • having talked to the Acting Head (Sarah McGillfrey) at the Junior School, as there has been no further guidance from the LA it has been agreed that a newsletter will be sent to parents reminding them that there are staggered start times which will continue after the Half Term break • the Covid Risk Assessment does not need to be reviewed until after the Half Term break; by then there may be further guidance • the DfE are still expecting staff to test themselves twice weekly during the Half Term break and staff have been reminded accordingly; testing will continue during the remainder of the Summer term • an update has been issued by the Schools Forum to make GBs aware that there has been a 16% demand for EHCPs across the county, this level being very significant with implications for school budgets with regard to High Needs Top Up Funding • the Resources Committee have just discussed EHCPs and it is known that a couple of EHCP children are joining YR • she believes that the EHCP children joining the school in September are at the maximum of 32.5 hours which is not the best financial situation for the school and will need careful monitoring • there is another consultation about Top Up Funding and she and the Inclusion Manager will be attending a webinar after Half Term; until the government change the way that the SEN banding works, very little will change • she has circulated the latest update of the School Self Evaluation which contains a breakdown of the numbers and percentages of the number of children in each group • there is an article in the Summer version of the Governors and Clerks Newsletter, page 9, about electronic document storage; she has been considering the archiving of all GB documents that have to be retained in school according to the retention schedule • following on from the previous bullet point, she advised that GB members should read the article about electronic document storage in the Governors and Clerks Newsletter as the GB needs to make a decision whether to archive the GB documents in the GovernorHub system or whether to continue maintaining the archive of GB documents using paper copies; this decision will be an agenda item at the next FGB meeting	
--	--	--

	- GB members should be receiving the Governors' and Clerks' Newsletters regularly if they have logged on to their GovernorHub page - there was an article about schools having a 'Healthy Eating' policy in the Governors' and Clerks' Newsletters; although not currently a statutory policy, it may well become a statutory policy in the future; she will investigate to see whether is a standard model policy that could form the basis of a 'Healthy Eating' policy, and at the next FGB meeting the GB can discuss whether it is in a position to adopt a 'Healthy Eating' policy ACTION - there is an intention to change the PPA (Planning, Preparation and Assessment) time for teachers from September; currently each year group takes a Tuesday, Wednesday or Thursday on a rota basis through the academic year. It has been found that teachers taking PPA on a Tuesday have difficulty because it is too early, the week having only just started - she and PB have been exploring an external company that can come into school and cover a range of subjects, with the subjects of interest to the school being Music and Spanish from the external company and the continuation of Football with the existing company, with PPA being combined into one day of the week, i.e. Thursdays - following on from the previous bullet point on PPA, each year group would have a term on Spanish, a term on Music and a term on Football; as Music is statutory, for the terms when the children are not being taught by the external company, the school needs to ensure that the teachers are picking up that part of the curriculum - still regarding PPA, the costing is £6480; this is more expensive than the current Music provision and the Football combined, but includes another subject; it would be taught by the same PPA teacher each week, with the external company carrying out all the planning and all the assessments on the children, with the PPA teachers all being DBS checked - also on PPA, the scheme just explained appears to be a very good scheme and it was agreed at the Resources Committee meeting, held just before this meeting, that the school will trial the new company for a year and then assess the benefits; this will mean that all the teachers can have PPA together on a Thursday, and if there is any training that needs to be undertaken by the teachers as a staff team, it can be undertaken on one particular day Q (EM). A governor advised that regarding the YR pupil numbers, the next time that pupil numbers are discussed it would be very interesting for governors to know the numbers that are in and out of catchment, from a leaflet targeting point of view, and asked if this would be possible. A. LJ and JB advised that these figures could be produced although the production will be a paper exercise; LJ also advised that sometimes the catchment areas are changed without the schools being informed. Although she believes that the school has an up to date catchment plan, it would be useful if the local councillor could be asked if there is a later version of the catchment plan. EM advised that she will check with the local councillor whether they are in possession of a later version of the catchment plan than the school's plan. ACTION. Q (LD). Asked whether the school can take in 90 children. A. LJ advised that the school's PAN is still set to 60.	LJ
7.	Governor Monitoring Day LJ advised that the Governor Monitoring Day had worked to an acceptable standard and that she and the other governors had greatly benefitted from the Day, which had given rise to a number of new actions which it would be important to keep doing regularly during the next academic year. EM suggested dividing up the actions that had arisen during the Day, e.g. from the GB Self Evaluation, between the GB members during the summer holidays, so that the GB will be well prepared at the start of the new school year in September; this was generally thought to be a good approach.	
8.	Discuss the possibility of publishing a school leaflet jointly with the Junior School, with a view to publication in the summer holidays and September ZW advised several points as follows: - she had spoken to the Acting Head of the Junior School about the possibility of a joint leaflet; it was some time ago when they discussed the idea of a joint leaflet and they had left the idea with each other for further consideration - she had produced designs for the leaflets, including a map of the school's location and information about the school and awards that the school has received - no publication companies have been approached yet - the format that a joint leaflet would take needs to be decided at some point, e.g. whether it would be in the form of a card or a pamphlet Q (JB). Asked whether it would be worth getting the preschool involved in the joint leaflet idea so that parents would know that their children can receive educational provision on the Merton site	

	from 2 years 9 months of age until 11 years of age. A (ALL). This was thought to be a good idea and would probably mean the leaflet would be in the form of a full leaflet rather than a single card. LJ advised that the previous Preschool Leader had obtained another post at a different nursery; another Preschool Leader was recruited who will be joining the preschool after the Half Term break. She will be meeting with the new Preschool Leader, who she believes has some ideas, during the Half Term break. EM advised that LJ and the new Preschool Leader meeting may possibly be an opportunity to discuss ideas such as the joint leaflet. LJ advised that she believes that the school and GB need to have something ready for the school to send out to the local community so that they can look at it over the summer holidays. It was then agreed that the following actions should be carried out: - LJ to 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 ACTION - ZW to continue with her action by further discussions, regarding a joint leaflet, with the Junior School Acting Head and also by coordinating ideas with the Preschool Deputy Leader and the Junior School Deputy Headteacher - ZW to also arrange for any leaflet designs 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 ACTION Q (LD). Asked if it would be worth posting some information about the school on the local community Facebook page for the area that she lives in, as many children from that area attend the school; the information could be the sort of information that would have previously been published in the now-discontinued local publication 'Popley Matters'. A. ZW advised that she has some information that can be published on the relevant Facebook page and that she will send the information to LD tomorrow. ACTION. Q (GP). Asked if a link to the school website could be published on the relevant Facebook page. A (ALL). Agreed to ACTION	LJ ZW ZW
9.	Review and update Governor Action Plan EM advised a number of points regarding the Governor Action Plan, as summarised below: - she has added to the Plan, in red text, the actions arising from the recent WGBT session - the outstanding additions to the Plan are the new items added to the role profiles for the governors - at yesterday's Governor Monitoring Day it had been agreed that the GB needed to update its recruitment strategy and view it differently in terms of aiming to achieve a better representation of governors that would be reflective of the school - she will update the Plan by adding some of the new actions that had been discussed at the Monitoring Day, and circulate the updated Plan with a view to governors volunteering to take on responsibility for certain actions within the Plan A governor advised that he thought that a 'task tracker' might help in this regard, as it provides for tasks to be allocated to individual governors, the idea being that at each FGB meeting the task tracker is reviewed and the individual governors report back on progress relating to any actions that they have taken on responsibility for carrying out. Agreed that when EM has updated the Plan with the new actions that have been discussed, she will circulate the Plan and GP will pick out the various particular tasks from the Plan and include them in a task tracker which he will set up for the Merton Infant GB, showing the tasks allocated to individual governors; GP will then send the task tracker to EM for comment. Also agreed that the intention is to update the Plan and have the role profiles updated, a reviewed recruitment strategy in place and a task tracker set up before the next FGB meeting, so that this documentation will be fully in place and up to date for September.	
10.	Discuss GB Membership EM advised that governor roles and responsibilities had been allocated at the last FGB meeting. LS advised that she had emailed a version of the 'List of GB Member End Dates', which she had updated with information on roles and responsibilities, to EM and the Clerk, with a view to the information staying on the list and thereby being available for reference; the additional information is included in an additional column, entitled 'Additional Area of Responsibility', the contents of which are as follows: GP: Mental Health Governor	

	WR: Enrichment Governor JB: Health and Safety Governor LD: SEN Governor EM: Safeguarding Governor LS: Training and Development Governor / Headteacher Performance Panel Agreed that GP will join the Resources Committee for the July 2021 Resources Committee meeting as a member of the Committee on a permanent basis.	
11.	Governor Training, including WGBT and Training Report LS provided a verbal report on governor training, the main points being summarised below: - LD has completed various training courses including 'SEND' and 'EAL', 'Role of EAL Coordinator' and 'Perspectives on Multilingualism' - GP has Finance Training booked for June 2021 and will be completing his Induction training - she (LS) has some training booked for July 2021 - WR has not yet had sufficient opportunity to investigate what training is available for her - LJ is booked for training on the Primary Curriculum in September 2021 - the WGBT was held on 16th March 2021 on the topic of 'WGBT Effective Governance' - WR will be focusing on booking a 'New Governor Induction' training course which will probably require support from the school and GB in getting set up in GovernorHub so that she can book the course - there is a course on Health & Safety that would be suitable for JB in her Health & Safety Governor role; the course is 'GT146 Understanding Health and Safety in school', for which some webinars are available. Q(LJ). Asked LS if she was aware of any relationships and health training for governors, as a new statutory policy for this area was published in September. A. LS advised that she was not aware of any training courses in this area although it is possible that the relevant training course has not been developed yet. Agreed that bespoke training in relationships and health would be a good topic for WGBT as it would be linked to Safeguarding and Child Protection. However, it was generally thought that although HGS are able to deliver WGBT topics that are listed in the training catalogue, at present they are not able to deliver bespoke training. LJ advised that she will raise this point at the next Area Heads meeting which HGS will be attending. RH advised that she had completed an eLearning course entitled 'Being a governor as a member of staff'; she also advised that there was an eLearning course that would benefit GP and WR, entitled 'Being a governor as a parent'. RH also advised that she had completed an eLearning course entitled 'Designated teacher for Looked After Children'. Agreed that if a governor carries out an eLearning course which provides the governor with an electronic certificate, that the certificate should be filed in a dedicated folder (that will be set up by LS in GovernorHub) by the governor who had undertaken the eLearning. LS will inform the GB when she has created the dedicated folder. ACTION. LS advised that at the last meeting it had been thought that it would be beneficial for governors to undertake training on when to carry out governor visits, and on report writing; she also advised that there is a 'Governor Visits to the School' course that covers this area. Agreed that 'Governor Visits to the School' will be the topic for the next WGBT and that LS should attempt to book the WGBT for October 2021, so that the training can feed into the next Governor Monitoring Day in the autumn. ACTION. Q (RH). Asked if there are any training courses that LS or the GB believe would benefit her. A. LJ advised that any courses that have anything to do with the curriculum would be of benefit to her. LS suggested 'GT112 Understanding the Primary Curriculum'. Agreed that a course on Ofsted would also be of benefit to RH, as there is a course on this topic. Agreed that LS will circulate a copy of the Training Catalogue. ACTION. Q (GP). Asked if LS had been able to find a course on Mental Health. A. LS advised that she does not believe that there is a course on this topic yet.	LS LS LS
12.	Reports from Governor Visits LD advised that she has not received any Governor Visit Reports. EM advised that it had been agreed at yesterday's Governor Monitoring Day that the governors would look to send their Visit Reports to LD within 2 weeks, and also to send them to WR and GP tonight so that WR and GP can view them.	

13.	Governor Newsletter EM advised that the next issue of the Newsletter is due to be published after the Half Term break. Agreed that the following items will be included in the Newsletter; information on some of these items had already been included by EM in the draft Newsletter: EAL Gold Award: LD to produce some text ACTION Advertising the school: EM to produce some text ACTION Fund raising (breakdown of the amounts raised at each event): JB to produce some text ACTION Governor Vacancy Advert: EM to include a line in the Newsletter on this topic ACTION Governor Monitoring Day: EM to produce some text ACTION Governor Communications (governors letting LJ know, via text message, when they are available on the school playground): EM to produce some text ACTION	LD EM JB EM EM EM
14.	Monitor any parental complaints None.	
15.	Policy Reviews: Emergency School Lock Down Procedure, Best Value Statement Emergency School Lock Down Procedure LJ talked the GB through the Lock Down Procedure, the main points of which are summarised below: - the procedure currently works; the children and staff carry out the procedure effectively - there can be a slight problem when alerting YR because there is difficulty in hearing the whistle from YR's location - there has been some discussion regarding the possibility of the school obtaining an electronic alarm system; this will be investigated further - there are 2 areas that the school needs to tighten up on, i.e. in some classes the children go in under each group table, whereas in others the children locate themselves in one corner of a room; however it may be difficult to have a process requiring consistency across all classes, because of the layout of the rooms and the positioning of the doors; she will discuss the procedure with the staff Q (GP). Asked if there were telephones in each of the classrooms. A. LJ advised that there is only a telephone system around the Y1 internal area and in one of the YR areas. She also advised that there had been discussion regarding having a telephone system within each class room, which would be quite expensive although if the GB believes that installing such a system would safeguard the children more then the school would arrange for a system to be installed. However, she believes that it would be quicker for staff to use their mobile phones for communications in these situations. There was further discussion regarding the role of communications, based on the idea of teachers communicating information to a central point to let the school know that they had reached the relevant classroom with the pupils; the use of texts, panic alarms, and possibly part of the Arbor system were all mentioned as methods of communication; in relation to the Arbor system it was thought that part of this system could incorporate a facility for information to be updated with the updated information being accessible from a central area so that the various classes could inform the central area that all the pupils and staff are present. An attendee advised that regarding the use of mobile phones within the classroom, she believes that this is a significant Safeguarding issue as such phones have the ability to take photographs as well as being personal devices; she believes that it should be clear when mobile phones should be used and where they should be kept and that before this can be done it will probably be necessary to do some more research. A governor offered to make some information available to LJ which was based on similar principles to the Lock Down Policy, i.e. it focuses on everyone locking themselves in and ensuring that everyone is accounted for, as he thought it might benefit the development of the Lock Down Policy. LJ advised that she was happy to review this information and thanked the governor for the offer. Agreed to approve the policy, and that if anyone has any research-based or other information that they would like to send in to LJ they would be welcome to do so with a view to LJ possibly including such additional material at a later date. Best Value Statement LJ advised that as the Best Value Statement is no longer a statutory policy, the GB had agreed not to have a Best Value Statement.	

	LJ asked the Clerk to remove the review of the Best Value Statement from the FGB Task Planner. ACTION	Clerk
16.	Premises Update LJ talked the GB through the Premises Update, the main points being summarised below: - the Wellbeing Garden has been set up; there are just a couple of items to be delivered - the path by the Car Park main gate has suffered damage, the repair of which is being investigated - there are no other items beyond those that will be reported in the minutes of today's Resources Committee meeting A governor advised that some parents had mentioned the branches that are growing over the fence and which the parents pass when they are walking their children to the school. LJ advised that responsibility for the overhanging branches lies with Basingstoke and Deane, and suggested that some text should be included in the Newsletter to this effect. ACTION LJ suggested that if WR could inform the School Business Manager (SBM) which areas have branches overhanging, the school can take this matter up with Basingstoke and Deane; she also suggested that EM may like to take up this matter up with the local councillor. There was a discussion regarding parking problems in Romsey Close and it was generally thought that it would probably be a good idea to distribute copies of the Newsletter to the residents of the Close with a view to making them aware that the school is doing its best to prevent the parents of children at Merton Infant causing parking problems. As there was the possibility that the parking problems were related to a locked gate in Tintern Close, LJ advised that she will check the question of the locked gate with the Junior School Headteacher, as it is possible that both the Junior School and Infant School caretakers are locking some gates. ACTION	EM LJ
17.	Correspondence None.	
18.	Any Other Business Q (RH). Referring to the different groups of children in the breakdown circulated by LJ, RH asked whether the Looked After Children should be looked at as a separate report. A. LJ advised that Looked After Children normally fall within the Disadvantaged group, although they can be looked at separately if necessary. RH advised that according to the eLearning, there is Pupil Premium funding and also Looked After Children who have Pupil Premium Plus funding which she believes is supposed to be recorded separately. LJ advised that she will look into this and report back. ACTION.	LJ
19.	Date of next (virtual) FGB meeting The next virtual FGB meeting is scheduled for Wednesday 21st July 2021 at 6.45 pm.	

The meeting closed at 8.13 pm.

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

Signed _____ Chair Date _____