

## Minutes of the Full Governing Body meeting (virtual) held on Wednesday 31st March 2021

## MINUTES

|                       |                  |                    |  |
|-----------------------|------------------|--------------------|--|
| <b>Present:</b>       | Lee-ann Dirienzo |                    |  |
|                       | Larissa James    | Headteacher        |  |
|                       | Rachel Hill      |                    |  |
|                       | Jan Beard        |                    |  |
|                       | Emily Mean       | Chair              |  |
|                       | Louise Silverton | Vice Chair         |  |
|                       | Gary Pierce      |                    |  |
|                       |                  |                    |  |
| <b>In attendance:</b> | Zoe Wisken       | Deputy Headteacher |  |
|                       | Mark Livesey     | Clerk              |  |

**The meeting started at 6.45 pm.**

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| 1. | <p><b>Presentation on Art (by Larissa James)</b><br/> Larissa James gave a presentation on Art.<br/> <b>Q(EM).</b> Asked about attainment in art. <b>A.</b> LJ advised that the school uses 'I can' statements.<br/> <b>Q(EM).</b> Asked if a specific tracker is used. <b>A.</b> LJ explained that a specific tracker is not used because the school knows what the children have achieved and experienced as evidenced in sketchbooks. A tracker would not give any useful information and would waste valuable teaching time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |
| 2. | <p><b>Welcome and Apologies for Absence</b><br/> Apologies: WR, &amp; the Clerk who had advised that he may be late joining the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                |
| 3. | <p><b>Declaration of Pecuniary Interests or Conflicts of Interest</b><br/> None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                |
| 4. | <p><b>Minutes of the meeting held on 3rd February 2021</b><br/> Agreed as a true record.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                |
| 5. | <p><b>Matters Arising</b><br/> <b>021220_5_1</b> Discuss a joint leaflet with the Junior School in July with a view to publication during the summer holidays and September (ZW): <b>ACTION C/F</b> to July.<br/> <b>021220_5_3</b> 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 Clerk had produced a draft Annual Planner, including reference to the leaflet, for approval at the July FGB meeting. <b>ACTION C/F.</b><br/> <b>021220_5_5</b> Ask the Headteacher of St. Anne's to ask the Chair of Governors at St. Anne's to make initial contact with EM (LJ): <b>ACTION C/F.</b><br/> <b>021220_9_2</b> Email LD the name of the webinar "Understanding the governors' role in monitoring and evaluating SEND" (LS): Closed.<br/> <b>030221_9_1</b> Continue with the LA Governor vacancy by asking the local councillor for a nomination (EM): EM will follow up. <b>ACTION C/F.</b><br/> <b>030221_9_2</b> 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): <b>ACTION C/F.</b><br/> <b>030221_9_3</b> 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): <b>ACTION C/F.</b><br/> <b>030221_10_1</b> Book the WGBT on the topic 'Effective Governance and Managing with a Smaller Governing Body' for 16<sup>th</sup> March on the understanding that Governor Services can ensure that the GB is provided with the content that it requires (LS): Closed.<br/> <b>030221_10_2</b> Provisionally earmark 16<sup>th</sup> March 2021 for the WGBT (ALL): Closed.</p> | <p>ZW</p> <p>Clerk</p> <p>LJ</p> <p>EM</p> <p>ZW</p> <p>LS</p> |

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|     | <p><b>030221_11_1 Email her Governor Visit Reports to the nominated person for circulation (EM): ACTION C/F.</b></p> <p><b>030221_12_1 Ask GB meeting attendees for their contributions to the Governor Newsletter a bit nearer the time of publication (EM): ACTION C/F.</b></p> <p><b>030221_19 Set up the new governors in GovernorHub so that they can book training (Clerk): Closed.</b></p> <p><b>030221_20_1 Register for the New Governor Induction training course via GovernorHub (GP,WR): ACTION C/F.</b></p> <p><b>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): ACTION C/F.</b></p> <p><b>030221_20_3 Produce a training report for the next FGB meeting, if possible (LS): ACTION C/F.</b></p> <p><b>030221_20_4 Include an item for the training report in the agenda for the next FGB meeting (Clerk): ACTION C/F.</b></p> <p><b>030221_20_5 Circulate the relevant links and dates for the Mental Health &amp; Wellbeing meetings to the governors (ZW): ACTION C/F.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>EM</p> <p>EM</p> <p>GP,WR</p> <p>LS</p> <p>LS</p> <p>Clerk</p> <p>ZW</p> |
| 6.  | <p><b>Report from Resources Committee – any questions for Chair of Resources</b></p> <p>LS invited questions regarding the minutes of the last Resources Committee meeting, held on 3<sup>rd</sup> February 2021; there were no questions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                             |
| 7.  | <p><b>Receive Headteacher Written Report</b></p> <p>Mrs James talked the GB through her Headteacher Report which had previously been sent, the main points of which are summarised below:</p> <ul style="list-style-type: none"> <li>• regarding Topic Evaluation, 43% of the teaching was face to face teaching and 57% was remote teaching</li> <li>• regarding the full school opening on 8<sup>th</sup> March, the Risk Assessment was amended to reflect the new DfE guidance; the vast majority of children settled well into class</li> <li>• in September 2021, the Early Years Foundation Stage is changing; a new framework will be published, and new non-statutory guidance will be provided</li> <li>• staff meetings will be planned for the summer term to ensure that the amended EYFS curriculum expectations link to the current school subject Age Related Expectations (ARE) in Reading, Writing and Maths, with regard to looking at the wider picture and implications for KS 1 progress and attainment</li> <li>• in spite of the cancellation of statutory primary assessments, schools will continue to use assessment to inform teaching, to enable them to give information to parents on their child's attainment in their statutory annual report, and to support transition</li> <li>• in 2020, there was no requirement to report to parents using the frameworks; this is highly likely to be the case again this year. Nevertheless, gaining an accurate understanding of each pupil's strengths and weaknesses, and sharing those with parents (and the pupil's teacher for September 2021) will be an important activity</li> <li>• all staff have had their PM (Performance Management) interim reviews and are on target to achieve their objectives; in the light of the current 3<sup>rd</sup> national lockdown, the Pupil Progress objective for teachers has been slightly amended to coincide with the current assessment expectations</li> </ul> <p><b>Q(GP).</b> Asked how the SIP priorities are tracked. <b>A(LJ).</b> Advised that the school has a colour coded system and specific timelines; also, some targets have a longer term monitoring timeline.</p> <p><b>Q(RH).</b> Asked if Sam the bear can be used now that the pupils are back in school. <b>A(LJ).</b> Advised that she could not see any reason why this should not happen.</p> |                                                                             |
| 8.  | <p><b>Discuss reports from Governor Visits</b></p> <p>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                             |
| 9.  | <p><b>Monitor any parental complaints</b></p> <p>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                             |
| 10. | <p><b>Discuss GB Membership and new Mental Health Governor role</b></p> <p>Agreed the following governor roles and committee membership:</p> <p>Safeguarding &amp; Attendance Governor (includes SMSC &amp; Prevent): EM</p> <p>Safer Recruitment Governor: EM</p> <p>Inclusion Governor (includes EAL Governor and SEN Governor): LD</p> <p>H&amp;S Governor: JB</p> <p>Standards Link Governor: Each governor in turn, on a rota basis</p> <p>Year R Classes Autumn Term 2020 Governor: LD</p> <p>Year 1 Classes Spring Term 2021 Governor: LD</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                             |

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|     | <p>Year 2 Classes Summer Term 2021 Governor: LD<br/> Training Link Governor/DTG: LS<br/> Forum Representative: EM<br/> Nominated Governor to liaise with the LADO (Local Authority Designated Officer) for allegations against the Headteacher: LS (on an interim basis)<br/> Mental Health Governor: GP<br/> Enrichment Governor: WR</p> <p>Pay Committee: EM<br/> HT PM Panel: LS</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                           |
| 11. | <p><b>Governor Training, including a) Governor Training Report by DTG and b) Possible WGBT topics for Financial Year 2021/22</b><br/> <b>a) Governor Training Report (verbal) by LS</b><br/> <b>Training Undertaken</b><br/> New Governor Induction (GP), WGBT topic 'Effective Governance and Managing with a Smaller Governing Body' (ALL)<br/> <b>Training Booked</b><br/> Finance Training (GP)<br/> <b>Meetings</b><br/> She (LS) is attending a meeting on 20<sup>th</sup> May to give Governor Services feedback – discussion regarding some of the issues we are having with Training and availability of dates and spaces on courses by all Governors. LS will feed these issues into the meeting.</p> <p><b>b) Possible WGBT topics and discussion</b></p> <ul style="list-style-type: none"> <li>• Agreed that the GB should be looking to arrange some WGBT on report writing, and questioning by governors when they are in school, e.g. on Governor Monitoring Day</li> <li>• Agreed that it is important to provide GP with some information, training or experience of Mental Health with a view to supporting him in his new role of Mental Health Governor</li> <li>• Agreed that some of the information from ZW's Mental Health training would be of great value to the Mental Health Governor</li> <li>• Agreed that the Report Writing course would be of benefit to WR, especially if WR was going to write reports on the school's enrichment activities</li> <li>• Agreed that it would be beneficial for governors who are relatively new to the governor role to have a contact on the GB that they could put a question to when they feel the need to do so</li> <li>• Agreed that the Governor 'WhatsApp' Group for the Merton Infant GB would enable any GB member who picked up a communication, from one of the more recent recruits to the GB, to answer a question or discuss an issue</li> </ul> <p><b>Agreed Actions</b><br/> Anyone with an idea or ideas for possible WGBT topics to communicate them to LS as the DTG.</p> <p><b>ACTION.</b><br/> ZW to 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. <b>ACTION.</b><br/> JB to undertake a Health &amp; Safety Governor course. <b>ACTION.</b><br/> EM shared that unable to undertake the 'Developing yourself as Chair' course as all dates available clash with EM's work commitments. This will be fed back by LS as above.<br/> LS to 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. <b>ACTION.</b><br/> LS to add GP to the relevant 'WhatsApp' group and send details of the group to GP. <b>ACTION.</b></p> | <p>LS</p> <p>ALL</p> <p>ZW<br/>JB</p> <p>LS</p> <p>LS</p> |
| 12. | <p><b>Policy Reviews – Supporting Children at School with Medical Conditions, Allegations of Abuse against Staff (adopt HCC Manual of Personnel Practice), Early Years Foundation Stage, Disciplinary Procedure for Employees, Off Site, Governor Visits, Managing Sickness Absence</b><br/> LJ advised that all policies are based on the model LA policy for the topic in question; she then advised some information about the individual policies as summarised below:<br/> <b>Supporting Children at School with Medical Conditions</b></p> <ul style="list-style-type: none"> <li>• the policy wording is as follows: "The Governing Body is responsible for making arrangements to support pupils with medical conditions"; 'making arrangements' means LJ as Headteacher makes the policy available for governors and staff and ensures that the relevant training is in place for the appropriate members of staff</li> <li>• the model policy is Version 2 introduced in 2016</li> </ul> <p><b>Discussion</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                           |

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|            | <ul style="list-style-type: none"> <li>Agreed that the author's original intention was for the policy to be clearly worded, although some of the wording could be interpreted in 2 different ways and that it should not be necessary for a third party to determine or explain which interpretation is correct</li> <li>Agreed that the policy refers to certain roles having the responsibility to check various things, but does not describe how those things should be checked</li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>JB to 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 27<sup>th</sup> April. <b>ACTION.</b></li> <li>In the meantime, any governors that have an alternative wording that they would like to see included in the policy to email the alternative wording to LJ so that LJ can update the policy. <b>ACTION.</b></li> <li>LS to highlight in yellow areas where greater detail is needed and email the highlighted policy text to LJ <b>ACTION.</b></li> </ul> <p>It was agreed to approve all the policies listed at the beginning of this agenda item, although at this stage the GB requires some amendments to be made to the 'Supporting Pupils with Medical Conditions' policy which should be brought back before the FGB at a future meeting.</p> <p><b>Addendum to the Covid Risk Assessment</b></p> <p>LJ advised that she had added an Addendum to the Covid Risk Assessment, as recommended by Laura Bennett who had attended the Educational Visit Coordinator Refresher Course; she asked any governors who had any additional information or text that they thought should be included in the Addendum to let her know. <b>ACTION.</b></p> <p><b>Off Site Visits and School Trips</b></p> <p>LJ advised a couple of points as follows:</p> <ul style="list-style-type: none"> <li>since the Covid Risk Assessment was issued, the school has received an update from the DfE regarding off site visits</li> <li>it should be borne in mind that if the school is still on the road map at Step 2, the guidance states that 'Day trip visits can take place providing that all the necessary risk assessments are in place'</li> </ul> <p>The GB discussed some ideas and issues regarding school trips and advised the following points:</p> <ul style="list-style-type: none"> <li>as long as a school trip is conducted following government guidance there should not be a problem</li> <li>decisions regarding school trips should be made on a case by case basis, bearing in mind where the school is in relation to the road map and government guidelines</li> </ul> | <p><b>JB</b></p> <p><b>ALL</b></p> <p><b>LS</b></p> <p><b>ALL</b></p> |
| <b>13.</b> | <p><b>Review Governor Action Plan</b></p> <p>EM described the Governor Action Plan and advised that there are no objectives or actions in the Plan that are not either being worked on by the GB or been achieved or completed.</p> <p>Agreed that EM will update the 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. <b>ACTION.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>EM</b>                                                             |
| <b>14.</b> | <p><b>Premises Update</b></p> <p>LJ provided a verbal Premises Update as summarised below:</p> <ul style="list-style-type: none"> <li>quotes have been received for a 7-Day redecoration programme</li> <li>the Wellbeing Garden installation will occur on 17<sup>th</sup> May</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                       |
| <b>15.</b> | <p><b>Monitor Human Resources Data</b></p> <p>EM advised that the HR data was shared at the Resources Committee meeting that immediately preceded this meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                       |
| <b>16.</b> | <p><b>Correspondence</b></p> <p>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                       |
| <b>17.</b> | <p><b>Any Other Business</b></p> <p>LJ advised several points, as follows:</p> <ul style="list-style-type: none"> <li>she would like the governors to carry out a Staff Survey in May, as this would tie in quite well with Mental Health initiatives</li> <li>although there are simple versions of surveys available, she believes that it is important for the GB to provide some input into formulation of the questions</li> <li>regarding the timing of the Staff Survey, her suggestion is that the Staff Survey and Parent Survey should be sent to the staff during the next half term so that the results of the surveys are available for Governor Monitoring Day on 25<sup>th</sup> May</li> <li>she will email EM some pre-existing survey forms, one of which is linked in with the Mental Health agenda</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>LJ</b>                                                             |

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|            | <p>Agreed that EM will 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.<br/>Also agreed that the Parent Survey, which is normally carried out using the standard Ofsted format, could possibly include an additional question, relating to remote learning, at the end of the survey form.</p> <p>GP advised a couple of points, as follows:</p> <ul style="list-style-type: none"> <li>• he had visited the school website last week and noticed that the governor minutes and some other governor data was not fully up to date</li> <li>• after the meeting he will 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; once he has updated the Process with the missing information he will email it to LD for storage on the school drive</li> </ul> <p>The Clerk advised that he will 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. <b>ACTION.</b></p> <p>The GB discussed the Induction Process document and made 2 suggestions, 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.</p> <p>GP advised that he will amend the Induction Process document, incorporating the suggestions just made.</p> <p>ZW advised that she is holding a workout fundraising event on Friday 30<sup>th</sup> April.</p> | <p><b>EM</b></p> <p><b>GP</b><br/><b>GP</b></p> <p><b>Clerk</b></p> <p><b>GP</b></p> |
| <b>18.</b> | <p><b>Date of next FGB meeting (virtual)</b><br/>The next FGB meeting is scheduled for Wednesday 26th May 2021 at 6.45 pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                      |

**The meeting closed at 8.17 pm.**

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

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_