

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held on Wednesday 15th July 2020

MINUTES

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Rachel Hill		
	Jan Beard		
	Emily Mean	Chair	
	Louise Silverton	Vice Chair	
	Kady Pike		
In attendance:	Zoe Wisken	Deputy Headteacher	
	Mark Livesey	Clerk	
Apologies:	None		
Absent:	None		

The meeting started at 6.30 pm.

		ACTION
1.	Confirm the election of Rachel Hill as a Staff Governor It was agreed to confirm the election of Rachel Hill as a Staff Governor for a period of 4 years from 25 th June 2020.	
2.	Welcome and Apologies for Absence Mrs Mean welcomed everyone to the meeting; there were no apologies.	
3.	Declaration of Pecuniary Interests or Conflicts of Interest There were no declarations of pecuniary interests or conflicts of interest.	
4.	Minutes of the meeting held on 20th May 2020 and Minutes of the Resources Committee Meeting held on 6th May 2020 The minutes of the meeting held on 20th May 2020, and of the Resources Committee meeting held on 6 th May 2020, were agreed as a true record.	
5.	Matters Arising 100719_6 Liaise with the Junior School regarding creation and distribution of a joint Junior School/Infant School leaflet, to be distributed with an issue of the local publication 'Popley Matters' (Miss Bennett): Mrs Wisken advised that the Junior School had indicated that they were not interested in collaborating on the production of a joint leaflet; the school will therefore look to create and distribute a School Leaflet. Action taken over by Mrs Wisken. ACTION C/F. Q. Mrs James asked if it was known why the Juniors were not interested in collaborating on a joint leaflet. A. Mrs Wisken advised that she will look into this and report back. ACTION. 100719_13_2 Further investigate training available for Pay Committee members and communicate this information by email (Mrs Silverton): this was due to be discussed later in the meeting under agenda items 11 and 14. 100719_23 Contact the Chair of Governors at Rucstall School in order to check that Rucstall Primary School would like to continue with the collaboration agreement (Mr Martin): Mrs Mean advised that collaboration agreements between the GBs of different schools tend to occur when there is a particular link between the GBs or between the schools; she also proposed that the GB should pursue collaboration agreements with Merton Junior School and with St. Anne's Catholic Primary School, as there has been no response from Rucstall. This was agreed. Closed. 241019_11_1 Produce the next Governor Newsletter, which will be the December issue (Mr Martin): Mrs Mean advised that the Governor Newsletter had been produced. Closed. 181219_11 Investigate the inclusion of the name of another school in the Rucstall School Collaboration Agreement document (re. error correction) (Mr Martin): the question of a	Mrs Wisken Mrs Wisken

	collaboration agreement with Rucstall School was discussed earlier in connection with action 100719_23 above. Closed. 200520_10_1 Place an advert for a Staff Governor (Mrs James): this action was completed. Closed. 200520_10_2 Double check the guidance on the Staff Governor Election process and advise Miss Bennett accordingly (Mrs James): this action was completed. Closed. 200520_10_3 Forward the emails to/from both applicants for Parent Governor vacancies to Mrs Mean (Mr Martin): Mrs Mean confirmed that she had received the emails. Closed. 200520_12 Contact HGS and find out whether in principle the school can be provided with financial compensation for any non-availability of suitable training courses (Clerk): the Clerk explained that HGS had advised that no financial compensation is available for lack of any suitable training courses; he had mentioned the GB's need for training in performance management to HGS who had advised that the MOPP (Manual of Personnel Practice) contains some useful resources for performance management. Closed.	
6.	Report from Resources Committee – any questions for Resources Chair The minutes of the 6th May 2020 Resources Committee meeting, and the Notes of the 1st July 2020 Informal Get Together to discuss Resources, had been circulated in advance of the meeting. Mrs Mean invited questions regarding the Resources minutes or the Notes; there were no questions.	
7.	Receive Written Headteacher Report Mrs James invited questions on her Headteacher Report, which had been circulated; there were no questions and she then advised a number of items of information, the main points of which are summarised below: - the KCSIE (Keeping Children Safe in Education) document will be published in September with a number of changes - the school has a new LLP, Matthew Rixon, who is a County Data Lead, and with whom Mrs James had her first familiarisation discussion yesterday via Teams - there have been a number of developments regarding assessments and baselines; she has today received notice that the plan is that schools will administer a past Y1 Phonics Test to the Y2 pupils in the 2nd Half of the Autumn Term - the Engagement Model is intended for children who work below the standard for the National Curriculum Assessment; it was due to be implemented in Academic Year 2020/21 which will now be a Transitional Year following which the Model will be statutory - the guidance for the full school opening is a draft from the SLT and the staff have not yet been consulted on the document; the greatest difficulty with opening the school in the Autumn Term is the staggered start times in conjunction with the junior school to ensure the whole school site is safe - as the intention is to maximise the learning time for the children, she has decided to reduce playtime by 5 minutes - split times have been adopted for lunchtimes; the reason for the split times is that they enable the staff to ensure that all tables are cleaned between year group sessions - she has received a resignation today from Kelly Cowdrey lunchtime supervisor; as a result the school will need to advertise for 3 lunchtime supervisors in September - guidance on classroom operation is clear; the guidance advises that the school can operate its classes with all children sitting side by side and facing forwards, although this is not essential - there had been a discussion regarding whether the school should operate the classrooms as they are normally set up, as they will be run as a Year Group Bubble; if a teacher wishes to have their class set up with the children in rows with forward facing tables, she believes that the school must accept this There followed a discussion regarding classroom setup and operation, with a governor advising that having discussed the subject with the other class teacher in her year group and other staff she can advise a number of points (as summarised below): - the staff wish to start September with a continuous provision approach - she and her year group colleague feel that having the children in rows would feel like a very restricted situation for the staff and that it would result in them not getting to know the children as well; they also feel that because the children joining the school in YR have significant needs they believe that such children would not cope well in this situation - she and her year group colleague's preferred approach would be a group table and making extensive use of an outside area - in Y2, if the teacher preferred to have the children sitting in rows, she and her year group colleague believe that the children would cope a lot better Mrs James advised that she agreed with this approach.	

Q. Mrs James asked Mrs Wisken what conversations she has had with the YR team. **A.** Mrs Wisken advised several points, as summarised below:

- the feeling of the YR team is that for the children joining the school, school is a new experience for them and that the team want the children's experience of school to be a good one
- the YR team had discussed best practice in YR; the guidance states that if an outside area can be used to deliver the provision, this would be preferable
- both the other YR class teachers have stated that they would like to operate with a normal classroom setup

Mrs Mean advised that from the discussions that had just taken place, it appeared that the consensus was that the best way forward is for the classroom setup to be as normal as possible and following best practice wherever possible.

Mrs James advised some additional information as summarised below:

- she would like September to be as normal as possible; the school will explain to parents that the school cannot guarantee social distancing
- the important message for staff is that she is happy for a year group to operate with a different setup from other year groups, although she believes that it is important for the school to decide on either a whole school approach or a year group approach, thus avoiding having a different approach for different classes within the same year group
- regarding the curriculum, the school will have to undertake a large amount of assessment work in the initial weeks to see where the children are and then plan accordingly; the school is already using the Catch Up planning from the LA
- the school will not be sending home reading books for the time being and therefore the school needs to insist that the children do some reading at home; the school will also read with each individual child every day for a minimum of 5 minutes; the school and the children will be making use of the remote learning package which Mrs Wisken is working on
- the issue for the Breakfast Club is whether the school should hold the Breakfast Club in the hall, but split in half between Infant children and Junior children
- regarding the After School Club, she believes that the school should attempt to concentrate the Club in the Computer Room with the Infant bubble inside and the Junior bubble outside, before swapping over
- regarding school cleaning, if the teachers can leave their classrooms as early as possible, the cleaners can gain access to the classrooms and elsewhere for cleaning purposes and the Caretaker should have sufficient time to use his specialist cleaning machine afterwards to ensure thorough deep cleaning

Q. A governor asked, regarding PPA, whether Y1 have access to the Football Pitch on a Thursday when Y2 have the Football Coach coming into school. **A.** Mrs James advised that it will be necessary for the school to ask Y1 not to use the Pitch on that day at playtimes, as the Pitch will have to be sprayed down, before another year group bubble can use it.

Q. A governor advised that in the Classroom Organisation section, it states that the children will have their own Resource packs and equipment, and asked if this includes work books **A.** Mrs James advised that her current view is that the necessary Resources for each child will be a zipped wallet which will include glue, pencils and scissors etc., and that the books can be handed out as and when they are needed; however she believes that this matter can be discussed with the staff and that she would be happy to adopt an arrangement that the staff will find easy to operate.

Q. A governor asked whether the school will continue to use home reading diaries. **A.** Mrs James advised that if home reading diaries will be used then the school should ensure that every time a staff member uses the diary it should be wiped down before it is opened. Mrs Wisken advised that it had been agreed at an SLT meeting that if a member of staff writes in a home reading diary it should be a 'Beginning Log' of their reading; the intention had been that home reading diaries would be kept in school inside the pupils' wallets as a log of the school's reading, following the guidance that sending books home was not the best approach. A governor advised that she did not regard sending diaries to and from school as appropriate, given the necessity of reducing transmission of the virus.

Q. Regarding communications with parents, an attendee asked about the possibility of school staff having personal emails. **A.** Mrs James advised that personal emails were being looked into as part of the Remote Learning Package and that with the texting service it would be possible to arrange an email service when all the parents' email addresses have been collated; the service could be used for communications to parents advising of entries in their children's reading diaries.

It was then agreed to approve the 'Guidance for Full School Opening in September' document,

	subject to minor adjustments following discussions with staff regarding the classroom setups.	
8.	Set End Dates for terms of office of Chair and Vice Chair, e.g. 31st July 2021 It was agreed to set the End Dates for the terms of office of Chair and Vice Chair to 31 st July 2021.	
9.	Discuss GB Membership Mrs Mean advised several points regarding GB Membership as summarised below: • there is an LA Governor vacancy, 2 Parent Governor vacancies and 4 Co-opted Governor vacancies • Mrs Silverton has produced a Governor Recruitment Strategy document which she will share after the meeting with all attendees, for comment • the Recruitment Strategy document includes the plan to carry out Parent Governor recruitment in September • the only governor recruitment topic not discussed during the last Governor Monitoring Day was the LA Governor vacancy Following a brief discussion, it was agreed that the GB did not have an existing governor that it wished to put forward for nomination to the local councillor for nomination as an LA Governor; the GB therefore asked the Clerk to request a nomination from the local councillor for the post of LA Governor. ACTION. Q. The Clerk asked if there were any particular skills that the GB would ideally like an LA Governor to possess. A. The GB advised that the skills and attributes that they are looking for are drive, ambition, IT skills and financial skills. Mrs Silverton advised that she needs to look at the question of skills with a view to arranging adverts for governor vacancies; she had considered what gaps she thought existed in terms of the current GB skills, and suggested the following skills and experience as being desirable: • a good Health and Safety background or experience • financial skills or experience • fundraising skills or experience • special educational background, skills or knowledge Mrs Silverton then asked the GB if anyone had any other skills that they would like to suggest as desirable. A number of suggestions were made, i.e. fundraising skills and community engagement skills, marketing skills, HR experience. Mrs Mean advised that Mr Martin, who had recently resigned as Chair of Governors and as a governor, has advised that he would be prepared to be a governor again as meetings are currently taking place via Teams, which would enable him to attend the meetings. She also advised that she believes that this possibility should be kept on hold until the GB has had time to see how the governor recruitment process progresses in September/October.	Clerk
10.	Discuss and agree a new structure for FGB meetings and Resources Committee meetings, in terms of potentially combining FGB and Resources meetings until additional governors can be recruited to the GB Mrs Mean explained that the Resources Committee does not currently have sufficient governors to constitute a quorum and that this issue had been discussed at an Informal Get Together to discuss Resources on 1st July. She also explained that at the 1st July discussion there had been a proposal to merge the Resources Committee meetings and FGB meetings, which would not involve merging the Task Planners, i.e. the Resources topics would be discussed in the first part of the FGB meetings, concentrating mainly on reporting on Finance and the Budget, and the FGB topics would be discussed in the second part of the meeting. Mrs Mean asked if there were any questions or concerns regarding this topic and the proposal made. Mrs James advised that the proposed new arrangement would mean that the Resources Committee minutes would not be available at the FGB meeting, however if there was something pertinent from the Resources discussion it could be mentioned during the second part of the meeting. It was then agreed to adopt a new structure for FGB and Resources Committee meetings, the intention being to operate this arrangement until additional governors can be recruited to the GB.	
11.	Review committee membership including Pay Committee & HT Performance Management Panel Following discussion it was agreed that Miss Pike will join Mrs Mean and Mrs Silverton on the Headteacher Performance Management Panel, and that at the end of the current academic year Mrs Mean will leave the Panel with Mrs Silverton & Miss Pike remaining as Panel members.	

	Mrs James advised that it would be beneficial if Miss Pike could check to see if there is any performance management training available online, in addition to talking to Mrs Silverton who is an existing member of the HT Performance Management Panel. ACTION. She also advised that she had booked her meeting with the LLP, Matthew Rixon, at 9.30 pm on Wednesday 30th September 2020, and that if this date was not convenient for the Panel members she would be happy to arrange an alternative date with the LLP.	Miss Pike
12.	Allocate specialist and link governor roles: Safeguarding Governor & Attendance Governor (includes SMSC & Prevent), Safer Recruitment Governors (2), SEN Governor, H & S Governor, Year R Classes Autumn Term 2020 Governor, Year 1 Classes Spring Term 2021 Governor, Year 2 Classes Summer Term 2021 Governor, DTG (Development & Training Governor), Forum Representative, Nominated Governor to liaise with LADO for allegations against HT Following discussion it was agreed to allocate governors to specialist governor roles as follows: Safeguarding Governor & Attendance Governor (includes SMSC & Prevent): Emily Mean Safer Recruitment Governors (2): Emily Mean SEN Governor: Kady Pike with short term support from Lee-ann Dirienzo H & S Governor: Jan Beard Standards Link Governor: each governor in turn on a rota basis Year R Classes Autumn Term 2020 Governor: Lee-ann Dirienzo Year 1 Classes Spring Term 2021 Governor: Lee-ann Dirienzo Year 2 Classes Summer Term 2021 Governor: Lee-ann Dirienzo Training Link Governor/DTG (Development & Training Governor): Louise Silverton Forum Representative: Emily Mean Nominated Governor to liaise with LADO for allegations against HT: Louise Silverton (on an interim basis) As part of the discussion, the following matters were agreed: - as there are a number of members of staff that are trained in Safer Recruitment, including the Headteacher and Deputy Headteacher, the requirement to have 2 people, who are either governors or members of staff, Safer Recruitment trained is satisfied for the present - the intention is that when a new governor is recruited, that governor can be asked to book a place on a Safer Recruitment training course	
13.	Discuss collective responses to Safeguarding Audit Questionnaire questions (in preparation for submission of Safeguarding Report to LA by 30th September), and approve Questionnaire or agree arrangements for approval of Questionnaire when completed Mrs James, who had circulated a draft of the completed Questionnaire in advance of the meeting, advised that the format of the Safeguarding Questionnaire had changed since last year, including new questions, i.e. Question 1 on Culture and Question 3 (ii) on Governance; she then asked the GB to review the draft completed Questionnaire and let her know if they would like anything added, so that she can produce a final version of the Questionnaire before submitting the Safeguarding Report to the LA by 30th September. Mrs Mean advised a couple of points of information, as summarised below: - the Governor Action Plan includes a section on Safeguarding; she will take any necessary elements from the Questionnaire and ensure that they are included in the Governor Action Plan, to ensure that the necessary actions are carried out - she has been considering whether the Governor Visit Report form should be altered, so that each Governor Visit Report could include some information relating to Safeguarding, so that Reports evidence the fact that governors are considering Safeguarding during every Governor Visit - regarding the SIP, Mrs Mean advised that the document was about creating the environment in school where anyone can report anything, even if the matter in hand appears not to be of great significance Mrs James advised that the new governance aspects of the Safeguarding Questionnaire are derived from the KCSIE consultation. She also advised that it is important to have very clear Safeguarding Reports from governors, and although these Reports are produced as a result of visits carried out as part of Governor Monitoring Day(s), it may be worth producing the Reports on a more consistent basis. Q. Mrs Mean then asked whether the GB can look at how many times the CPOMS system is updated and added to, in terms of evidence that the school has a culture where it reports and highlights as much information as possible. A. Mrs James advised that on the CPOMS system it is possible to obtain a graph showing updates or different types of cases. Q. Mrs Wisken asked Mrs Mean if she wanted a data capture between 2 particular dates/times, or a	ALL/Mrs James Mrs Mean

	data capture that records how many cases the school has. A. Mrs Mean advised that a data capture between 2 different periods of time would be useful so that governors can evidence that matters are being reported and that information is being added to between time periods. Mrs James advised that one of the main questions that Ofsted would be interested in is what is the time gap between a) someone reporting something, b) the appropriate action being taken, and c) someone from Children Services contacting/visiting the school. Q. Mrs James then asked Mrs Wisken whether some data analysis for the timeframes just described could be obtained from CPOMS, as if so she believes that the data obtained could be reported in the form of a case study, e.g. the school entered a concern on Date A, by Date B it had been reported to County and by Date C the situation was as follows. A. Mrs Wisken advised that this would involve an appropriate member of staff looking into individual cases and knowing exactly who those children were, although she believes that this data can be obtained if the data extraction is done slowly and carefully; she will investigate production of this information from the system. ACTION. Mrs Mean advised that when the Safeguarding Governor comes into school to work on the Safeguarding Biannual Report, they can ask to see the sort of Safeguarding data just described, so that a summary of the data can be included in the Report. A governor advised that some of the LSAs may not be as familiar with using CPOMS, in terms of selecting categories, and that it may be worth providing some refresher training on the use of the system. Mrs James advised that it is important that that it is made clear to members of staff which category or categories should be selected when inputting information into the system; she also advised that she will add this reminder/refresher to the Action Plan at the end of the Safeguarding Questionnaire/Review form. ACTION.	Mrs Wisken Mrs James
14.	Discuss Governor Training, including WGBT Mrs Silverton advised a number of points regarding governor training, as summarised below: • there is now quite a lot of training appearing or reappearing on the system and she has completed the Headteacher Performance Management Panel training • there is Finance training available; although the courses are full at present, governors can add their names to waiting lists for courses that they are interested in • where governors have specific responsibilities, it is important that they look for relevant training courses that may be available, via GovernorHub; to do this it is necessary to ensure that they are registered on GovernorHub, so that they can access the available training, a lot of which is remote • there is some face to face training available after January, although this training will revert to online training if a problem is encountered • it is necessary for the GB to decide on its WGBT for the current financial year Following discussion it was agreed to put the question of which WGBT topic to select on hold until Mrs James has had her meeting with the LLP, as it may be possible to set up a bespoke WGBT session in conjunction with the LLP. Mrs Silverton advised that she will update HGS to the effect that the GB is hoping to arrange a bespoke WGBT session in conjunction with the LLP. ACTION. Q. Mrs James asked about New Governor Induction Training for the new staff governor, Rachel Hill. A. Mrs Silverton advised that Part 1 of this training is scheduled for 17th September at 7.00 pm via webinar, and that Part 2 is scheduled for 24th September; as Parts 1 and 2 are fully booked, Rachel just needs to contact HGS (Hampshire Governor Services) and ask for her name to be added to the waiting lists for these training events; there are other New Governor Induction courses in October, with dates being available until the end of the year. Q. Mrs James asked the Clerk if he had set Rachel up on GovernorHub. A. The Clerk advised that although he has not yet set Rachel up on GovernorHub, he will do so in order that Rachel can book herself onto training courses. ACTION.	Mrs Silverton Clerk
15.	Review FGB Annual Planner Following discussion it was agreed to approve the FGB Annual Planner.	
16.	Review FGB Terms of Reference (which refer to the Governors' Good Practice Guide) Following discussion it was agreed to approve the FGB Terms of Reference.	
17.	Approve Resources Committee Terms of Reference Following discussion it was agreed to approve the Resources Committee Terms of Reference.	
18.	Approve Resources Committee Annual Planner Following discussion it was agreed to approve the Resources Committee Annual Planner.	

19.	Adopt MOPP (Manual of Personnel Practice) Following discussion it was agreed to adopt the MOPP.	
20.	Review Clerking Service Following discussion it was agreed to continue with the Clerking Service.	
21.	Discuss reports from Governor Visits Mrs James advised that on 8 th July a Whole Governing Body Monitoring Day was held, when the governors carried out Governor Monitoring Visits, discussed GB Self Evaluation and completed the GB Self Evaluation document, in addition to producing a Governor Action Plan for 2020/21; the Governor Action Plan included a significant focus on the Governor Recruitment Strategy. Mrs Mean advised that she will circulate the GB Self Evaluation document and the Governor Recruitment Strategy following the meeting. ACTION.	Mrs Mean
22.	Monitor any parental complaints There were no parental complaints to discuss.	
23.	Update Governor Newsletter Following discussion it was agreed that Mrs Mean will produce a draft Governor Newsletter in advance of the first FGB meeting of the Autumn Term, with a view to agreeing any additions to the Newsletter and approving the Newsletter at the FGB meeting, prior to publication. ACTION.	Mrs Mean
24.	Review annual collaboration agreement with Rucstall School The question of a collaboration agreement with Rucstall School had been discussed earlier in the meeting under agenda item 5 and as a result it had been agreed that the GB will discontinue its attempts to contact Rucstall School in this connection. Under agenda item 5 it had also been agreed that the GB will pursue collaboration agreements with Merton Junior School and with St. Anne's Catholic Primary School. Mrs Mean advised that she has been in touch with the Headteacher and Chair of Governors at the Junior School for this purpose. Mrs Mean also advised that HGS had sent her a draft Collaboration Agreement which can be amended and finalised once verbal agreement with the Junior School and St. Anne's School has been reached; she will provide further feedback on this matter at the next FGB meeting. ACTION.	Mrs Mean
25.	Draft School Improvement Plan Mrs James advised a few points of information regarding the Draft SIP (School Improvement Plan) as summarised below: - a Governor Action Plan has already been produced; her aim for the next academic year is a continuation of this year's SIP - she will ask Curriculum Managers to amend their current Action Plans as necessary and identify which actions were not completed, at the beginning of September - at present she believes that there is no intention to introduce any new initiatives, however the important areas will be monitoring of the Curriculum, Assessment, and monitoring of how the school fares with the school setup in September A governor suggested adding details of the school's arrangements for the Pupil Catch Up programme to the Action Plan, such as HIAS Literacy or Maths catch up planning. Mrs James agreed that the Literacy and Maths CMs will include this as a task in their action plans; she also advised that once the school knows what government funding it will receive for the Pupil Catch Up programme, this information can be added to the Action Plan under Leadership & Management.	
26.	Policy Reviews – Home-School Agreement, Exclusion of Pupils (adopt Exclusion section of MOPP), Admissions Mrs James advised the following information regarding these policies: Home School Agreement - there have been no changes to the Agreement Exclusion of Pupils - this policy is part of the MOPP, which was adopted earlier in the meeting under item 19 Admissions - the only change to the Admissions policy is an update of the PAN to 90 Q. A governor asked whether the PAN will remain at 90 for the next academic year 2020/21. A. Mrs James advised that she will be discussing this matter with Glenn Parkinson in the Autumn Term, and that she has raised this matter with the new LLP this week, her view being that the formula that County use for calculating pupil numbers needs to change. She also advised that this matter has also been taken to Catherine Redgrave, the School Improvement Manager for Basingstoke, and discussions are taking place regarding making the question of pupil numbers clearer for schools. It was agreed to approve the Home School Agreement and the Admissions policy; regarding the Exclusion of Pupils policy which is part of the MOPP, the MOPP had been adopted earlier in the	

	meeting.	
27.	Policy Adoptions (as discussed at Resources Get Together) – Performance Management, Capability - Agree to adopt as circulated, subject to the caveat that if updates to the policies are published in the summer holidays, the policies will be reviewed in the Autumn Term Mrs James advised that the Performance Management and Capability policies were last updated in April 2019 and had not been changed; there has been no indication from the LA that these policies will have to be changed before September, although sometimes such notifications are received during the summer holidays. Mrs James proposed that the GB should adopt both policies and that if the school becomes aware of the need to change these policies in the new academic year it can take the necessary action at that point; the GB agreed to this proposal and to adopt both policies accordingly.	
28.	Confirm meeting dates / times for the next academic year, including dates for Governor Monitoring Days and for a GB Self Evaluation & Governor Monitoring Day Following discussion it was agreed to decide on the Autumn Term dates for the Informal Get Togethers to discuss Resources and FGB meetings, and then in the Autumn Term to decide on the remaining meeting dates for Academic Year 2020/21. The Autumn Term dates were agreed as follows: Informal Get Together to discuss Resources and FGB meeting (via Teams) on Wednesday 21st October 2020 at 6.00 pm Informal Get Together to discuss Resources and FGB meeting (via Teams) on Wednesday 25th November 2020 at 6.00 pm It was then agreed that the date for the Governor Monitoring Day, that is normally held in January, will be Thursday 14th January 2021.	
29.	Discuss issues relating to the holding of voluntary funds and accounting for them in the relevant budget Mrs Mean summarised the current situation regarding the holding of voluntary funds, the main points of which are summarised below: • now that there is no FOMS (Friends of Merton Schools), any voluntary funds that are accrued through various fundraising activities are credited to the school's main budget • the previous Chair of Governors, Mr Martin, had suggested that the school should have a separate account for voluntary funds so that HCC (Hampshire County Council) will be unable to use those funds to offset any deficit that may exist in the school's budget • the School Business Manager has sought advice from the school's finance consultant who has advised that the school does not need a separate account to hold the voluntary funds, although the consultant was unable to state that HCC would never make use of the voluntary funds Mrs Mean then asked the governors for their opinion as to whether the school should make a point of holding the voluntary funds in a separate account, or leave the present arrangements for voluntary funds as they are. Q. A governor asked whether the school was prevented from holding the voluntary funds in a separate account. A. Mrs Mean and Mrs Silverton advised that their understanding is that if the school makes a statement to the parents advising that all funds raised from an activity will go towards e.g. the purchase of iPads or the improvement of an outdoor area, the funds raised are regarded as ring-fenced for the stated purposes and cannot be touched by HCC. Following discussion it was agreed that the school will not have a separate account for the holding of voluntary funds, and that any voluntary funds raised will be earmarked for specific purposes.	
30.	Presentation of School Redecoration Programme (Mrs James) Mrs James gave a verbal presentation of the School Redecoration Programme, the main points of which are summarised below: • the LA contact for the school redecorations is present in school this week • it has been decided that Phase 1 will be the office, entrance areas, office areas, the corridor by Y2, all the doors in the hall, and all woodwork • Phase 2 will be the Year R classrooms and corridor • Phase 3 will be the Year 1 classrooms and corridor • Phase 4 will be the Year 2 classrooms and corridor • Phase 5 will be the hall • Phases 2 to 5 are likely to be one project per year, as the projects will be quite costly • the LA contact will obtain a quote, for the school, by the end of this academic year; the cost of the work can be discussed by the Resources Committee	
31.	Correspondence There was no correspondence to discuss.	

32.	Any Other Business Mrs James advised information regarding an accident that had occurred in the school grounds resulting in damage to the pathway leading to the football pitch, as summarised below • a large strip has been torn in the pitch. • the school had got in touch with the relevant grounds personnel and made it clear to their manager that it wanted the entire pathway repaired • the school is waiting for quotes from the company responsible for the damage; tomorrow a representative of the company will measure up the work Mrs Wisken advised some information as summarised below: • there is a demonstrator program for computing and support, from another school that is making extensive use of technology, not just for their curriculum and learning within the classroom but also for remote learning and facilitating the children working from home using Teams • she has told her contact that Merton Infant would like to work with the other school on remote learning; she has therefore started an action plan, that has a phased approach to achieving the use of Teams as a whole school package, which she will pass on to her contact for review and comment • the program is about using Teams as a learning platform for the children, both in school and out of school so that it is easy and familiar for the children to use; it is also a way for the school to communicate with parents Mrs James suggested that Mrs Wisken's action plan should be added to the School Improvement Plan. ACTION. Q. A governor, who had been discussing the idea with a colleague, suggested that awareness of the work carried out in the school could be raised in the local community by the use of social media, possibly by using tools that are not currently used by the school, such as Twitter, Instagram or another product. A. Mrs James advised that as long as the GDPR rules and all procedures and guidelines are followed, she is happy for any suggestions to be made with regard to publicising the work of the school. An attendee advised that there is a school Youtube which is used for sharing information via social media. Q. An attendee asked what sort of updates might be posted. A. Rachel Hill advised that based on her discussions with a work colleague, it was thought that relevant updates might be photos of the children's work or of events that have taken place in school. A governor advised that it would be beneficial if the GB could recruit a governor who has the experience of social media necessary to work alongside a school contact for this initiative. Q. A governor asked about the presentations by Curriculum Managers at the start of FGB meetings. A. Mrs James advised that she is not currently sure how a Curriculum Manager presentation would be given during meetings taking place via Teams. Another governor advised that someone giving a presentation can share their screen with the other attendees, and then talk over it. Mrs Wisken advised that if required she could give the first Curriculum Manager presentation, on Computing, and that she could ask for specific training on how to do this via Teams; this was agreed. ACTION. Mrs Mean expressed a huge 'Thank you' to the school staff for their patience, perseverance and hard work during the current academic year, which had been a particularly challenging one because of the restructuring and Covid-19, and asked Rachel Hill to pass this on to the staff; she also expressed a huge 'Thank you' to the SLT and Mrs James for their leadership.	Mrs Wisken Mrs Wisken
33.	Date of next FGB meeting The next FGB meeting, which will take place via Teams, is scheduled for Wednesday 21st October 2020 at 6.00 pm.	

The meeting closed at 8.25 pm.

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

Signed _____ Chair Date _____