

**Minutes of the Full Governing Body meeting
held on Wednesday 20th May 2020 at the school**

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Laura Bennett		
	Jan Beard		
	Christopher Martin	Chair	
	Emily Mean	Vice Chair	
	Louise Silverton		
	Kady Pike		
In attendance:	Zoe Wisken	Deputy Headteacher	
	Mark Livesey	Clerk	
Apologies:	Andy Thompson		
Absent:	None		

[illegible]

	School would like to continue with the collaboration agreement (Mr Martin): this matter was discussed later in the meeting under action 181219_11. ACTION C/F. 241019_11_1 Produce the next Governor Newsletter, which will be the December issue (Mr Martin): Mr Martin advised that he was not sure whether the December issue of the Newsletter was produced, however he will liaise with Mrs Mean regarding production of the next Governor Newsletter. ACTION C/F. 181219_6 Recirculate the minutes of the 4th December Resources Committee meeting in advance of the next FGB meeting (Clerk): the Clerk had recirculated the 4th December Resources Committee meeting minutes. Closed. 181219_11 Investigate the inclusion of the name of another school in the Rucstall School Collaboration Agreement document with a view to arranging for the error to be rectified (Mr Martin): Mr Martin advised that at present Rucstall School are not responding to emails regarding amendment of Merton Infant's version of the Collaboration Agreement document in order that the document will show that Merton Infant's collaboration agreement is with Rucstall School. Therefore, Merton Infant does not at present have a documented Collaboration Agreement with another school. Mr Martin advised that he will pass on his emails on this matter to Mrs Mean who, as Chair of Governors, will take over this matter and report back to the GB at the next meeting. ACTION C/F. 181219_13 Amend the Equalities Information as published in Appendix A of the Equalities and Inclusion policy (Mrs James): Mrs James advised that she had amended the Equalities Information. Closed. 181219_14 Bring a list of possible WGBT courses for the next financial year (Mrs Silverton): this matter was due to be discussed later in the agenda under item 12. Closed. 181219_18 Update the Freedom of Information Scheme document by entering 'Free' in the 'Cost' column for the relevant documents (Mrs James): Mrs James had updated the Scheme document. Closed. 181219_20_1 Review the model County NQT policy (Mrs James): Mrs James advised that she had reviewed the NQT policy which was approved by the Resources Committee at its March meeting. Closed. 181219_20_2 Send a copy of the new SFVS Questionnaire form to the School Business Manager (Clerk): The Clerk had sent a copy of the Questionnaire to the School Business Manager. Closed.	Mrs Mean Mr Martin/Mrs Mean Mrs Mean
6.	Resignation of the Chair and Appointment of Successor Mr Martin advised that he was resigning from the GB as Chair of Governors with immediate effect; he also advised that he was resigning from the GB as a governor with effect from the end of the meeting. Mrs Mean was elected as Chair of Governors, to succeed Mr Martin; Mrs Mean therefore took over the Chair.	
7.	Elect Vice Chair Mrs Silverton was elected as Vice Chair.	
8.	Report from Resources Committee – any questions for Resources Chair The minutes of Resources Committee meetings held since the last ordinary FGB meeting held on 18th December, i.e. the meetings held on 29th January, 18th March and 6th May, in addition to the 4th December Resources Committee meeting minutes, had been circulated in advance of the meeting; the confidential minutes of the 18th March Resources meeting had also been circulated. Mrs Mean invited questions regarding the circulated Resources Committee minutes; there were no questions. Mr Martin advised that at the next Resources Committee meeting it would be necessary to review the membership of the committee and it would also be appropriate to consider electing a new Chair of the committee.	
9.	Receive Headteacher Verbal Report Mrs James talked the GB through her Headteacher Report, the main points of which are summarised below: - she has circulated the Strategy Plan for the Phased Return to school due to the Covid-19 pandemic; potentially, 82 children are eligible to return, including all YR children, vulnerable children, EHCP children and children of key workers in all year groups; a survey was sent to all parents - currently 18 YR children have accepted places; in addition, 7 Y1/Y2 children who are either the children of key workers or vulnerable children and an EHCP child have accepted places - out of the 82 children, quite a few did not respond to the survey and therefore she will go into the school tomorrow to seek a verbal update from the people that have not responded to the survey; this should provide clarity on what the groupings will look like - on 16th May the classrooms were set up with the appropriate seating in rows and an individual resource pack for each child; all soft furnishings were removed as per the guidance	

- the school is ready to admit children on 1st June although this is subject to any announcements by the government - tomorrow she will finalise the risk assessments - she has spoken to the LLP who is happy with the approach that the school is taking - the school needs to consider PPA; initially she had suggested that all teachers should have PPA on Friday afternoons, with the LSAs deep cleaning the school and the resources, although this may place additional stress on the parents, especially those that are key workers - the school believed that it would have to take the children of key workers on Friday afternoons providing that the key workers could supply proof that they were on a shift for that particular Friday afternoon - the Junior School are still managing their PPA normally during the week, rather than restricting the school week to 4.5 days; therefore, if Merton Infant inform the parents that they need to collect their children following the Friday morning school attendance, this may affect parents who have children at both schools - if the school is to have 2 YR classes of 8 to 9 children, there is no reason why the school cannot continue with the current PPA pattern, although she has not yet discussed this possibility with all staff - the school has taken all the necessary steps to follow the LA and DfE guidance in terms of planning strategy - if any staff wish to wear a face mask, PPE (Personal Protective Equipment) is available; if a member of staff chooses to wear a face mask, she will inform the parents of any children that the member of staff is working with, that the member of staff has chosen to wear a face mask, so that the parents can support their children with regard to this - at the end of the first week back at school, for the children that do attend the school, the school will carry out an evaluation, from both the children's point of view and the parents' point of view, and communicate the results of the evaluation to the entire school community so that any strategies or initiatives that are not working can be identified; for any strategies not working, the school's alternative strategy will also be communicated - the Strategy has been broken down into various phases, with Phase 4 being the transition of children into their new year group; she currently believes that there should not be a transition for the school's new YR children before the summer holidays, and has therefore agreed with the Junior School Headteacher that the schools will not hold INSET days in September - YR will have their 'Meet the Teacher' meeting, which they normally have in July, on Thursday 3rd, Friday 4th and Monday 7th September - the Transition Day for YR will be Tuesday 8th September; on Wednesday 9th September and Thursday 10th September, pupils will attend school for mornings and lunch, and from Friday 11th September pupils will attend full time - the school may get an opportunity for the current Y2 children to visit the Junior School in July, although it is not currently known what the situation will be in July; she is consulting with the Junior School Headteacher regarding this - it may be beneficial if the school could arrange for its vulnerable Y2 children to attend for a half day in order to visit the Junior School Mrs Wisken & Miss Bennett advised that they would be happy to continue with the current PPA pattern, which would be consistent with the Junior School schedule and would avoid creating additional stress for the parents. Mrs James invited questions regarding the Plan. Q. A governor advised that she believes that the Plan is a good one and asked Mrs James for her view on one issue which she thought would affect parents, i.e. the dropping off and collection of children does not necessarily correspond with the arrangements that the Junior School have made for the dropping off and collection of their children. A. Mrs James advised that the school's policy was intended to be that if the parents had a child at the Junior School being dropped off at 8.45 am, then the school would also admit any sibling at 8.45 am. Mrs James also advised that the school needed to be prepared to be flexible and that the Plan would evolve over time. Q. A governor asked Mrs James if she thought that parents were holding off making a decision pending an announcement by the government on 28th May. A. Mrs James advised that she believes that this is the case. Q. A governor asked about the provision in the Plan for a child or adult who tests positive for Covid-

	19; the Plan directs that the whole group should be sent home and that the members of the group should self-isolate for 14 days; the governor asked who should self-isolate for 14 days. A. Mrs James advised that the children and staff in that particular bubble have to self-isolate for 14 days. The governor who asked the question advised that in view of the need for everyone in the bubble to self-isolate for 14 days, this would mean that each member of the bubble's household would also need to self-isolate for 14 days. Mrs James confirmed that this is correct as per the DfE guidance and the LA planning tool. Q. A governor asked for clarification of the YR pupil numbers for September. A. Mrs Beard & Mrs James advised that 90 offers of places were made but 3 of these pupils have withdrawn or deferred, reducing the number on the Allocations List to 87 potential pupils, 83 of these having officially accepted a place; however, some pupils are on a waiting list for their first preference school and in September some of these pupils may be offered and may accept places at their first preference school. If this happens the school has a waiting list that it can take potential pupils from. Therefore the number of YR pupils in September is likely to be 80 to 85.	
10.	Discuss GB Membership, including the expiry of the term of office of a Staff Governor on 23rd May 2020 Mrs Mean advised that Miss Bennett's term of office as a Staff Governor ends on 23rd May 2020. Miss Bennett expressed interest in putting her name forward for this role subject to the usual procedural requirements, i.e. a Staff Governor Election. Mr Martin advised that although Miss Bennett has made a very valuable contribution towards the work of the GB, a Staff Governor Election needs to be held in order to fill the Staff Governor vacancy that is due to arise on 23rd May 2020. Mrs James advised that just after Half Term she will place an advert for a Staff Governor. ACTION. Q. Miss Bennett asked if she needed to submit a fresh application for the post of Staff Governor. A. Mrs James advised that she will double check the guidance on the Staff Governor Election process and advise Miss Bennett accordingly. ACTION. Mrs Mean also advised that there is a vacancy for a Parent Governor. Mr Martin advised that there have been 2 applications for Parent Governor; at the time of lockdown. He emailed both applicants for the post and advised them that because of the current situation the process could not be taken further although the school/GB would contact them again at a later date; he also asked both applicants to confirm that they were still interested in the Parent Governor vacancy and both applicants confirmed that this was the case. Mr Martin also advised that he will forward the emails to/from both applicants to Mrs Mean. ACTION. Following a short discussion it was agreed to re-run the Parent Governor Election process, starting with a fresh advert for the vacancy, in September. There was a short discussion regarding Mrs Mean's office as Chair of the Resources Committee, and it was agreed that although it is possible for Mrs Mean to retain her office as Chair of the Resources Committee as well as being Chair of Governors, it would not be best practice for her to do so. Mrs Silverton, the current Vice Chair of the Resources Committee, was asked whether she would be prepared to be Chair of the Resources Committee, and as she was prepared to take the role of Resources Chair it was agreed in principle that Mrs Silverton will be take over as Resources Chair once the formal election procedure has been conducted at the next Resources Committee meeting. Mrs Mean also advised that Resources Committee membership should be discussed at the next Resources Committee meeting. Mrs James advised that the GB needs to be aware of the membership of the HT Performance Management Panel, as the GB has fewer governors than usual. It was agreed that the subject of HT Performance Management meetings can be discussed with the LLP at an appropriate point, as performance management will need to take into account the current Covid-19 situation. Mrs Mean advised that as a result of Mr Martin's resignation as LA (Local Authority) Governor there will be a vacancy for this office. Mrs Mean also advised that because of low governor numbers there is a need to recruit new governors to the GB, although September will be a more appropriate time for the GB to discuss this. Mr Martin advised that although formal arrangements for recruiting new governors can be discussed	Mrs James Mrs James Mr Martin

	in September, the next issue of the Governor Newsletter could include mention of the possibility of people interested in being governors expressing their interest. He also advised that it may be worth contacting the 2 people who have submitted Parent Governor applications, before including any invitations to people, to express their interest in becoming governors, in the Governor Newsletter.	
11.	Discuss Whole Governing Body Monitoring Day (currently scheduled for Wednesday 8th July), which will include GB Self Evaluation Mrs James advised that it may be beneficial for governors to discuss the subject of governor recruitment on the Whole Governor Body Monitoring Day (WGBMD) on 8th July, even if the discussion is conducted via Microsoft Teams. Mrs Mean advised that she believed that it was important to hold the WGBMD, so that at the very least the GB can discuss both governor recruitment and Governing Body Self Evaluation.	
12.	Discuss Governor Training (including WGBT for Financial Year 2020/21) Mrs Silverton, as the DTG, advised that the training providers are currently in the process of producing online training courses, and that the best approach is for governors to regularly monitor which courses are available. She also advised that if no suitable courses are provided for GBs, then the GB should probably question whether they are obtaining sufficient value from the cost of the annual subscription to the HGS (Hampshire Governor Services) training package. The Clerk advised that he will contact HGS and find out whether in principle the school can be provided with financial compensation for any non-availability of suitable training courses, even though the school is currently subscribing to the full training package. If no financial compensation is available, he will also check whether a WGBT course, if not available when the school requires it, could be provided in the following financial year in addition to another WGBT course in that same following financial year. ACTION. Mrs Mean advised that she believes that it is worth governors checking to see what training courses are available, as there are a number of courses available online.	Clerk
13.	Discuss Reports from Governor Visits Mrs James and Miss Pike advised that there had been no reports from governor visits.	
14.	Update Governor Newsletter Mr Martin advised that he would include some text in the Governor Newsletter regarding his handover to Mrs Mean as Chair of Governors; he would also include some text regarding the GB's need for new governors and including an invitation to anyone interested to submit expressions of interest in the governor role, which need not be restricted to Parent Governors as there are also vacancies for Co-opted Governors. Mr Martin also advised that the next issue of the Governor Newsletter will include a school-related item on the current Covid-19 situation, probably highlighting the leadership displayed by the staff in helping to keep the school running.	
15.	Monitor any parental complaints Mrs James advised that there have been no new parental complaints.	
16.	Review Policies – Collective Worship, Data Protection Mrs James talked the GB through a summary of the Collective Worship and Data Protection policies, which had been circulated, the main points of which are summarised below: Collective Worship: - the policy is not a standard County policy, however it follows the LA (Local Authority) Collective Worship guidance - there have been no changes to the policy from last year - the policy includes a clear statement regarding parents' rights of withdrawal GDPR: - the GDPR policy is a standard County policy - the policy has not been changed since its last review Q. A governor asked if the DPO (Data Protection Officer) is still in contact with the school. A. Mrs James advised that the DPO visits the school to carry out regular checks and learning walks, and looks at relevant data and information collection with the SBM (School Business Manager). Q. A governor asked if the DPO carries out audits or produces reports as a result of the visits to the school. A. Mrs James advised that the DPO produces reports on the visits, and believes that the last visit may have been booked just prior to the school closing because of the Covid-19 outbreak. It was then agreed to approve both policies.	
17.	Correspondence There was no correspondence to discuss.	

18.	Any Other Business Mrs James and the other attendees thanked Mr Martin for his support as Chair of Governors and expressed their best wishes for the future. Mrs James welcomed Mrs Mean to her new role as Chair of Governors.	
19.	Date of next FGB meeting The next FGB meeting is scheduled for Wednesday 15th July 2020 at 6.30 pm.	

The meeting closed at 7.28 pm.

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

Signed_____Chair Date_____