

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held on Wednesday 18th December 2019 at the school

MINUTES

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

The meeting started at 6.30 pm.

		ACTION
1.	Presentation by Literacy Curriculum Manager Rachel Hill, the Literacy Curriculum Manager, gave a presentation entitled 'Literacy at Merton Infant School'. Q. A governor asked if the recent Reading Evening had been well attended. A. Rachel advised that she would have preferred it if more people had attended the Evening. Q. A governor asked Rachel if she plans to have one Reading Evening each term. A. Rachel confirmed that she currently plans to have one Reading Evening each term. Q. A governor asked Rachel how she passes on her knowledge of teaching Literacy, gained at seminars or conferences, to the other teachers. A. Rachel advised that if she wants to pass on some knowledge to all the staff she will do this at, for example, a business meeting or a staff meeting; alternatively, she may pass on knowledge to specific teams or specific individual staff by meeting with the relevant teams or staff. Mr Martin, on behalf of the GB, thanked Rachel for her presentation.	
2.	Welcome and Apologies for Absence Mr Martin welcomed everyone to the meeting; apologies were received and accepted from Miss Pike.	
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 24th October 2019 The minutes of the meeting held on 24th October 2019 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): Miss Bennett advised that she had emailed the Deputy Headteacher of the Junior School, advising that she believes that it would be beneficial for both schools to jointly produce a leaflet; she is currently awaiting a reply to her email. ACTION C/F. 100719_10 Book a place on a training course in Headteacher Performance Management (Mr Thompson): Mr Thompson advised that he had booked a place on a HT Performance Management training course. Closed. 100719_13_1 Book a date with HGS (Hampshire Governor Services) for the SEND WGBT (Mrs Silverton): Mrs Silverton advised that she had booked a date for the WGBT. Closed. 100719_13_2 Further investigate training available for Pay Committee members and	Miss Bennett

	communicate this information by email (Mrs Silverton): Mrs Silverton advised that there is currently no training available for Pay Committee members; she also advised that there is no training available in Finance apart from an advanced finance training course in Lymington in March, and there is no performance management training. She also advised that she will check the availability of training for Pay Committee members in early January, via GovernorHub, and if no such training is available she will email Governor Services enquiring as to the reason for the lack of training on this topic. ACTION C/F. 100719_23 Contact the Chair of Governors at Rucstall School in order to check that Rucstall School would like to continue with the collaboration agreement (Mr Martin): the collaboration agreement was due to be discussed later in the meeting under agenda item 11. 100719_24_3 Double check for a more recent version of the Health and Safety Policy (including Risk Assessments) (Mrs James): this Policy was due to be discussed later in the meeting under agenda item 18. 241019_9_1 Read the KCSIE booklet in preparation for the INSET on 29th November (ALL): the GB members had read the booklet. Closed. 241019_9_2 Publish the Pupil Premium Report and the Sports Funding Report on the school website (Mrs Beard): Mrs Beard advised that both reports had been published on the school website. Closed. 241019_11_1 Produce the next Governor Newsletter, which will be the December issue (Mr Martin): Carried forward to allow time for production of the next Newsletter. ACTION C/F. 241019_14 Circulate the SIP by email (Mrs James): Mrs James had carried out this action. Closed. 241019_17 Publish the following policies on the school website: Child Protection, Safeguarding, SRE, Behaviour Management, and Attendance (Mrs Beard): Mrs Beard confirmed that she had published these policies on the school website. Closed. 241019_12 Contact Mrs Silverton with a view to consulting her regarding the proposed change from Parent Governor to Co-opted Governor (Mrs James): this topic was due to be discussed later in the meeting under agenda item 9. Closed. 241019_21 Send the Governor Visit Report for the Y2 Swimming Trip to Miss Pike for collation (Mrs Dirienzo): Mrs Dirienzo advised that she had carried out this action. Closed.	Mrs Silverton Mr Martin
6.	Reports from Resources Committee – any questions for Resources Chair Mr Martin invited questions on the activities of the Resources Committee, as documented in the minutes of the 4th December Resources Committee meeting. As the minutes of the 4th December Resources Committee meeting were circulated shortly before the meeting, it was agreed that those minutes will be recirculated in advance of the next FGB meeting in February. ACTION.	Clerk
7.	Receive Headteacher Written Report Mrs James advised that her written Headteacher Report, the SEF (Self Evaluation Form) and the latest data had been circulated in advance of the meeting; she then displayed the attendance data on the display screen and advised a number of points as summarised below: • whole school attendance was 96.5% including PA (Persistent Absence) children and 98% excluding PA children, i.e. attendance is on track • attendance for the Traveller group has improved • of the 18 PA children, 10 were also PA children last term although 9 of these 10 children have improved their attendance • 57 children had 100% attendance for the entire Autumn term Q. A governor asked what steps had been taken with regard to the PA child that had also been a PA child last term and whose attendance had not improved. A. Mrs James advised that the school had undertaken meetings with the parent, offered Early Help Hub and continues to monitor the child's attendance. She also advised that the other 8 PA children had either been genuinely absent because of sickness or were subject to a part-time approach. Mrs James invited questions regarding her Headteacher Written Report, the SEF and the latest data. There were no questions.	
8.	Discuss the way ahead for recruiting a replacement Local Authority (LA) Governor, in the light of the likely resignation of the current LA Governor i) Decide what skills, experience and attributes the GB looks for in a potential LA Governor, and consider taking the following action if the current LA Governor resigns from the GB: <i>Recommend a particular person, to the County Councillor for Merton Infant School, for nomination as an LA Governor</i> ii) If there is no one that the GB would like to recommend to the County Councillor for nomination as an LA Governor in the event of the current LA Governor resigning	

	from the GB, decide the course of action to be taken if such an LA Governor resignation occurs (e.g. Clerk to email County Councillor and request a nomination for the post of LA Governor) The Clerk had circulated a copy of the Hampshire procedure for appointing an LA Governor in advance of the meeting. There was a discussion regarding the possibility of having to recruit a replacement LA Governor, if the LA Governor post became vacant. It was then agreed that if the current LA Governor resigns from the GB then the governors should give some thought as to whether a member of the GB, including themselves if they were interested in the role, should be recommended to the local County Councillor for nomination as an LA Governor, or whether efforts should be made to look for someone not currently connected to the school or the GB that could be appointed as an LA Governor. It was also agreed not to make a decision regarding a possible future LA Governor at the present time as there was a governor, absent from the meeting, who might be interested in the LA Governor role if the post became vacant.	
9.	Discuss GB Membership Mrs James reminded governors that at the last meeting there had been some discussion regarding the possibility of Mrs Silverton changing governor category from Parent Governor to Co-opted Governor. Mrs Silverton then resigned as a Parent Governor. Following her resignation it was agreed to appoint her to the GB as a Co-opted Governor. It was also agreed that the school, as part of the parent governor election process, will arrange to advertise the vacancy for the Parent Governor post that has arisen as a result of Mrs Silverton's resignation. It was also agreed that the Clerk will include a 'Discuss GB Membership' agenda item in future meetings so that the filling of any LA Governor vacancies that may arise, as well as any other GB membership issues that may occur, can be discussed under that agenda item.	
10.	Confirm that the School Improvement Plan (SIP) and Governor Action Plan have been approved (please see item 14 of the minutes of the October FGB meeting) Mrs James advised that the SIP and Governor Action Plan have been approved.	
11.	Discuss current collaboration agreement with Rucstall School Mr Martin advised that he had contacted the Chair of Governors at Rucstall School, who had confirmed that the Rucstall School GB wishes to continue with the agreement. Mrs James queried the inclusion of the name of another local school, rather than Merton Infant School, in the copy of the collaboration agreement that had been circulated; Mr Martin advised that inclusion of the name of the other local school was a documentation error which he will investigate with a view to arranging for the error to be rectified. ACTION.	Mr Martin
12.	Annual Review of progress against current Equality Objective(s) (as documented in Appendix B of the Equalities and Inclusion Policy) Mrs James advised a couple of points regarding progress against Equality Objectives, as summarised below: - Appendix B of the Equalities and Inclusion Policy contains the Equality Objective in addition to the '2019 Outcomes achieving expected+' data table showing the attainment of the protected groups - where gaps exist in the data table for a particular group, no national figures exist for that group	
13.	Annual Review of published Equalities Information (as documented in Appendix A of the Equalities and Inclusion Policy), and update/republish as necessary if there are changes Mrs James advised that Appendix A of the Equalities and Inclusion Policy contains the Equalities Information, including pupil-related data and school context data. The GB reviewed the Equalities Information, as a result of which it was agreed that Mrs James will make the following amendments: - change the text 'This is broadly reflective of the School Community' in the 'Evidence and commentary' column for the 'School Council' row in the 'Pupil-related data' table - change the 'Volunteers' row of the 'Pupil-related data' table, with regard to the '100% White British' text It was agreed to approve the Equalities Information and the Equalities and Inclusion Policy, subject to Mrs James amending the pupil-related data as just minuted.	Mrs James
14.	Discuss Governor Training including WGBT (Whole Governing Body Training) Mrs Silverton advised that the WGBT has been arranged for Wednesday 8th January 2020 at 6.15 pm on the topic of SEND, the session being due to last for approximately 2 hours. Mrs James	

	advised that she has offered the training to any staff, including teachers and LSAs that wish to attend. Mrs Silverton advised that she will bring a list of possible WGBT courses to the next FGB meeting, so that the GB can discuss possible WGBT courses for the next financial year.	Mrs Silverton
15.	Discuss reports from Governor Visits Mr Martin advised that a number of Governor Visit Reports had been circulated by Miss Pike, with many of these reports relating to the recent Governor Monitoring Day. Mrs James and Mr Martin asked governors to ensure that they carry out the following actions when producing Governor Visit Reports: • always enter the author's name in any Report • always include an Impact Statement in any Report • include information under 'What works well' and 'Even better if' when relevant • don't be afraid to constructively include criticism when something could have gone better • include 'Actions for Next Time' when relevant	
16.	Monitor any parental complaints Mrs James advised that there had not been any parental complaints.	
17.	Governor Monitoring Day Mr Martin and Mrs James confirmed that the next Governor Monitoring Day is scheduled for 8th July; the intention is for the GB to discuss GB Self Evaluation during the Day, with detailed arrangements for the Day to be discussed at a future FGB meeting.	
18.	Policy Reviews – Equalities and Inclusion, Fire Safety Management Plan, Freedom of Information Publication Scheme, Health and Safety Mrs James advised a number of points regarding the policies, as summarised below: Equalities and Inclusion • this policy has been reviewed and approved under agenda item 13 Fire Safety Management Plan • the Plan was reviewed and approved in December 2018 and as the Plan is on a 2-year review cycle it is not due for review until December 2020 Freedom of Information Publication Scheme • there have been no changes to the document apart from updating the next review date to December 2021 Health and Safety • there have been some minor changes to the policy, including localisation for Merton Infant School Regarding the Freedom of Information Publication Scheme, after a short discussion regarding documents with no entry in the 'Cost' column, it was agreed that the school will provide printed copies of these items free of charge and that Mrs James will update the Scheme document by entering 'Free' in the 'Cost' column for the relevant documents; the Scheme was approved subject to the agreed amendments being made. ACTION. Regarding the Health and Safety policy, Mr Martin advised that as the policy states that the H & S Committee meets at a particular frequency, the H & S Committee should ensure that it does meet at the stated frequency; it was then agreed to approve the policy.	Mrs James
19.	Correspondence There was no correspondence to report.	
20.	Any Other Business Mrs Beard advised that the new school website will go live on 6th January 2020; the website will be mobile-responsive. The Clerk advised a number of points as summarised below: • there are 6 new statutory policies as follows - Protection of Biometric Information of Children in Schools and Colleges, Newly Qualified Teachers (NQTs), Designated Teacher for Looked After and Previously Looked After Children, Careers Guidance, School Exclusions, Children with Health Needs who Cannot Attend School • some of the information required by the new policies may already exist in current school policies • schools are required to have an NQTs policy even if the school does not currently have any NQTs • the format of the SFVS Questionnaire form has changed this year, there being a few additional questions; Hampshire's guidance is that schools may like to consider starting work on the Questionnaire a bit earlier than usual because of the changes • regarding the Safeguarding Audit carried out in September, there was a requirement in the online form to include an Action Plan for 2019/20; an analysis of the Audit returns will be undertaken, and several educational settings will be asked to show evidence of action planning in response to their audit findings; Governor Services' advice is that GB's should	

	ensure that they are monitoring progress against the Action Plan • following a review of the Schools' Manual of Financial Practice and Procedure, it was decided to discontinue the Manual; there is best practice advice and guidance available on the EFS website in relation to a number of areas including Financial Compliance (including SFVS and year end), How Schools are Funded, Grant Funding, and Expenses and Coding • following on from the previous bullet point, the remaining chapters of the Manual, covering topics not directly addressed on the EFS website, have been removed; these topics include Ordering Procedures, Processing and Payment of Invoices, Bank Accounts, and Income and Receipts; advice on the topics originally covered in the removed chapters will be accessible via signposting to the relevant services/websites by EFS • there are a number of organisations that can support GB's with their recruitment activities, as follows - Hampshire Governor Services, Governors for Schools, Inspiring Governance Mrs James advised a number of points, as follows: • the Protection of Biometric Information policy would only apply to secondary schools • she will have a look at the model County NQTs policy, in order to assess whether it would be beneficial for the school to adopt an NQTs policy - ACTION • regarding school exclusions, the school adopts the MOPP (Manual of Personnel Practice) • regarding the Safeguarding Audit, the Action Plan states that the GB always includes support for any new governors or new staff in the Safeguarding procedures In view of the changes to the SFVS Questionnaire it was arranged that the Clerk will send a copy of the new SFVS Questionnaire form to the School Business Manager. ACTION. Miss Bennett advised that the Bingo event had been a success with £120 having been raised.	Mrs James Clerk
21.	Date of next FGB meeting The next FGB meeting is scheduled for Monday 10th February 2020 at 6.30 pm.	

The meeting closed at 8.18 pm.

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

Signed_____Chair Date_____