

# MERTON INFANT SCHOOL

## Minutes of the Full Governing Body meeting held on Thursday 24th October 2019 at the school

### MINUTES

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

The meeting started at 6.30 pm.

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| 1. | <b>Presentation by Curriculum Manager</b><br>Mrs James gave a presentation on the Arts Curriculum.<br><b>Q.</b> A governor asked where a 40 to 60 month old child would fit into the year groups. <b>A.</b> Mrs James advised that a child of this age would be at the end of YR and should achieve their Early Learning Goals by July.<br><b>Q.</b> A governor asked if the relatively low attendance by the parents of Y1 children at the recent workshop for the children's parents reflects a low degree of engagement in their children's education. <b>A.</b> Mrs James advised that she believes that the 'no siblings' rule for the workshop may have been responsible for the number of parents attending being lower than expected.<br><b>Q.</b> A governor asked how the school reconciles the concept of 'what a good one looks like', and what the expected standard is, with the school's approach of there being no such thing as a right or wrong work of art. <b>A.</b> Mrs James advised that the principle is that the school should give the children an idea of what the expectation is. |        |
| 2. | <b>Welcome and Apologies for Absence</b><br>Mr Martin welcomed everyone to the meeting; apologies were received and accepted from Mrs Silverton, Miss Pike and Miss Symes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |
| 3. | <b>Declaration of Pecuniary Interests or Conflicts of Interest</b><br>There were no additional declarations of pecuniary interests or conflicts of interest. Those present completed Register of Governors' Interests (including Pecuniary Interests) forms and handed them to the Clerk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
| 4. | <b>Minutes of the meeting held on 10th July 2019</b><br>The minutes of the meeting held on 10th July 2019 were agreed as a true record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |
| 5. | <b>Matters Arising</b><br><b>121218_10_3 Pass Safer Recruitment training certificate to the School Business Manager for placing on file (Mr Martin):</b> Mr Martin had completed this action. Closed.<br><b>121218_11_1 Produce a written Governor Visit Report for Maths Learning Walk with Miss Bennett (Mrs Caveney):</b> it was agreed to close this action as Mrs Caveney was no longer a governor. Closed.<br><b>130219_12 Complete a Governor Visit Report on the Monitoring Day and circulate the Report as soon as possible (Miss Symes):</b> it was agreed to close this action as it had become apparent that Miss Symes would not be continuing as a governor. Closed.                                                                                                                                                                                                                                                                                                                                                                                                                            |        |

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|    | <p><b>270319_15 Sign the governor signature sheet and take a copy of the KCSIE document (Miss Symes):</b> as for the previous action, it had become apparent that Miss Symes would not be continuing as a governor. Closed.</p> <p><b>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):</b> Miss Bennett advised that it had not been possible for her to liaise with the Junior School regarding a joint leaflet for the next 'Popley Matters' publication date, and that she will liaise regarding a joint leaflet for a future publication date. <b>ACTION C/F.</b></p> <p><b>100719_10 Book a place on a training course in Headteacher Performance Management (Mr Thompson):</b> Mr Thompson advised that he had not booked a place on a training course yet as he had experienced difficulties logging on to the GovernorHub system. It was arranged that Mr Thompson would seek advice regarding his GovernorHub logon from Mrs Silverton, who herself had experienced logon problems, with a view to booking his training. <b>ACTION C/F.</b></p> <p><b>100719_12 Complete the Safeguarding Audit Questionnaire and circulate it to the GB by email for comment, and in conjunction with the School Business Manager submit the online Safeguarding Report to the LA by 30<sup>th</sup> September (Mrs James):</b> Mrs James advised that she had completed the Questionnaire and submitted the Safeguarding Report by the deadline. Closed.</p> <p><b>100719_13_1 Book a date with HGS for the SEND WGBT (Mrs Silverton):</b> in Mrs Silverton's absence, as no date had been communicated to governors for the SEND WGBT, this action was carried forward. <b>ACTION C/F.</b></p> <p><b>100719_13_2 Further investigate training available for Pay Committee members and communicate this information by email (Mrs Silverton):</b> in Mrs Silverton's absence, as there had been no email communication to governors regarding this training, this action was carried forward. <b>ACTION C/F.</b></p> <p><b>100719_14 Amend FGB Annual Planner, i.e. i) change the first item in each meeting agenda to 'Presentation from Curriculum Manager', and ii) add the item 'Draft School Improvement Plan' to the Summer 2 agenda (Clerk):</b> the Clerk advised that he had amended the FGB Annual Planner. Closed.</p> <p><b>100719_22 Compile the next issue of the Governor Newsletter (Mr Thompson):</b> Mr Thompson had compiled the last issue of the Newsletter. Closed.</p> <p><b>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):</b> Mr Martin advised that he had emailed the Chair of Governors at Rucstall School regarding the collaboration agreement and was awaiting a reply. <b>ACTION C/F.</b></p> <p><b>100719_24_1 Amend the Complaints Policy, i.e. ensure that in the paragraph commencing with the text 'Complaints about the Chair of Governors' on Page 1 of the Policy, the reference to the Clerk is made without inclusion of the name or email address of the current Clerk (Mrs James):</b> Mrs James confirmed that she had amended the Complaints Policy. Closed.</p> <p><b>100719_24_2 Amend the Policy for Managing Serial and Unreasonable Complaints, i.e. if the complaint is about the Headteacher, then if the behaviour continues it should be the Chair of Governors, rather than the Headteacher, that should write to the complainant and explain that the complainant's behaviour is unreasonable and ask them to change it (reference the first sentence of the penultimate paragraph of the Policy) (Mrs James):</b> Mrs James had amended the Policy. Closed.</p> <p><b>100719_24_3 Double check for a more recent version of the Health and Safety Policy (including Risk Assessments) (Mrs James):</b> carried forward to allow Mrs James time to check for a more recent version of the H &amp; S Policy. <b>ACTION C/F.</b></p> <p><b>100719_27 Governors that would be happy to belong to a 'WhatsApp' group to give their mobile phone number to Mrs Silverton at the end of the meeting (ALL):</b> Mr Martin advised that a 'WhatsApp' group has been set up and that any other governors that would be happy to belong to the group should contact Mrs Silverton. Closed.</p> | <p>Miss Bennett</p> <p>Mr Thompson</p> <p>Mrs Silverton</p> <p>Mrs Silverton</p> <p>Mr Martin</p> <p>Mrs James</p> |
| 6. | <p><b>Report from Resources Committee – any questions for Resources Chair</b></p> <p>Mr Martin advised that the Resources Committee had met last week on 16<sup>th</sup> October, the minutes having been circulated in advance of the meeting; he then asked if there were any questions for the Resources Chair. There were no questions.</p> <p>Mrs James advised that at the last Business Meeting she had reminded all staff that the Pay Policy had been approved and was available on the school network.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                    |
| 7. | <p><b>Approval of the Budget Revision for SAP</b></p> <p>Mr Martin advised that the Budget Revision for SAP, for the 'O' (Main) and 'Y' Budgets, had been discussed and approved at the last Resources Committee meeting and was now brought before the GB for approval. It was then agreed to approve the Budget Revision for both budgets.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                    |
| 8. | <p><b>Agree to renew the following Service Level Agreements (SLAs), with effect from 1st April 2020, as recommended by the Resources Committee at its last meeting on 16<sup>th</sup> October 2019:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                    |

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|     | <p><b>Hampshire School Staff Absence Scheme, Hampshire School Library Service – Primary, Insurance, Occupational Health and Well-being Service, Shared Services (Transactional HR and Pay, Finance and Cash Management)</b></p> <p>Following discussion it was agreed to renew the SLAs as listed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                           |
| 9.  | <p><b>Receive Headteacher Verbal Report</b></p> <p>Mrs James talked the GB through her Verbal Headteacher Report, the main points of which are summarised below:</p> <p><b>EHCPs (Educational Health Care Plans)</b></p> <ul style="list-style-type: none"> <li>on roll at present there is one definite EHCP child, in addition to 3 children awaiting assessment and 4 potential EHCP children; if the children awaiting assessment and the potential EHCP children become EHCP children this will be a greater number of EHCP children than the school has ever had before</li> </ul> <p><b>SEN</b></p> <ul style="list-style-type: none"> <li>the SEN Register shows the percentage of SEN children at 23% of the total number of children on roll; the highest percentage of SEN children is in Eagle Owls</li> <li>most of the school's SEN children have SEN in a) Cognition and Learning, and b) Communication and Interaction</li> </ul> <p><b>School Context</b></p> <ul style="list-style-type: none"> <li>there are 41 Disadvantaged children and 41 PP (Pupil Premium) children</li> <li>the Ethnic Minority percentage is 31%; the EAL (English As a Second Language) percentage is 19%</li> </ul> <p><b>Number on Roll (NoR)</b></p> <ul style="list-style-type: none"> <li>the current NoR is 170</li> </ul> <p>Mrs James asked if there were any questions regarding the Pupil Premium Report that was circulated in advance of the meeting; there were no questions.</p> <p>Mrs James then advised a few points regarding the PP Report and the Sports Funding Report, as summarised below:</p> <ul style="list-style-type: none"> <li>the PP Report records that for Key Stage 1, of the 32 PP children during academic year 2018/19, 12 children had SEN; it also records that the school had performed in line with the 'National Others' category of children</li> <li>the majority of the actions, and the areas for financial expenditure, in the PP Report are similar to those for the last few years, as most of the expenditure on the actions goes towards staff salaries in order to support the needs of the children</li> <li>regarding the Sports Funding Report, most of the expenditure is spent on the PE curriculum manager to ensure that the staff have good subject knowledge and are able to deliver effective lessons</li> <li>Rachel Hill, the PE Manager, is going to investigate Schools Mark, which is the school's commitment to competitive games within the local area</li> </ul> <p>Mrs James advised that she has brought copies of the new Ofsted Inspection Framework Handbook and the Self Evaluation Monitoring Schedule with her; she also advised that in preparation for the INSET on 29<sup>th</sup> November, a new version of the KCSIE (Keeping Children Safe In Education) booklet has been circulated to GB members, who should read the booklet. <b>ACTION.</b></p> <p><b>Q.</b> A governor asked about the PE Day. <b>A.</b> Mrs James advised that the school is holding a new "Let's explore" Theme Week after Half Term; each day, a particular subject will be looked at, for example on the Thursday, PE will be the subject and the children will be involved in a range of activities including football, javelin and rugby, with governors being welcome to assist with the activities.</p> <p><b>Q.</b> A governor asked about the Rugby World Cup and Olympics themes. <b>A.</b> Mrs James advised that the school celebrated the Rugby World Cup opening ceremony, and that more work will be done regarding the Olympics theme next year.</p> <p><b>Q.</b> A governor asked about the reference, in the Sports Funding Report, to the school being less reliant on outside coaches. <b>A.</b> Mrs James explained that if money is spent on training key members of staff, who can undertake the necessary training initially and then cascade the training to other staff, the training of the staff in sports teaching is more likely to be financially sustainable.</p> <p>The GB asked Mrs Beard to publish the Pupil Premium Report and the Sports Funding Report on the school website. <b>ACTION.</b></p> | <p><b>ALL</b></p> <p><b>Mrs Beard</b></p> |
| 10. | <p><b>Approve Self Evaluation Monitoring Schedule</b></p> <p>Mrs James distributed the Self Evaluation Monitoring Schedule to the governors present. The GB reviewed the Schedule. Mrs James explained that she had included a reference in the back of the Schedule to the fact that the governors will take it in turn, from now on, to be the Standards Link Governor and attend some Pupil Progress Meetings.</p> <p>Mrs James suggested that on the 15<sup>th</sup> November Governor Monitoring Day the governors will attend</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                           |

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|     | the Computing presentation from the Computing Curriculum Manager.<br>Mrs James invited questions regarding the Schedule; there were no questions. It was then agreed to approve the Schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
| 11. | <p><b>Update Governor Newsletter</b><br/>Mr Martin advised that, as it is likely to be his last term as Chair of Governors, he would like to produce the next Governor Newsletter, which will be the December issue. <b>ACTION.</b></p> <p>Mrs James advised that in the Newsletter she would like to see mention of changes made to the curriculum, use of the new Computer Room and use of the Arts Room; she also thought it would be beneficial to mention that the GB is looking for potential governors to come forward and express interest in joining the GB.</p> <p>A governor suggested that the refurbishment of the toilets could be included in the Newsletter. Mrs James advised that she thought it was worth mentioning that work on the toilets is funded from the school budget and that in order to meet such expenditure it is necessary to ask parents for contributions to school trips.</p> <p>Regarding the timing of the next issue of the Newsletter, it was thought that the end of November or beginning of December would be satisfactory.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Mr Martin |
| 12. | <p><b>Discuss Governor Training</b><br/>Mr Thompson advised that he has completed his New Governor Induction Training.</p> <p>Mrs James advised that the chosen topic for WGBT (Whole Governing Body Training) is SEND, although no potential or actual training dates have yet been advised by the Development &amp; Training Governor.</p> <p>Governors agreed that the dedicated Training Governor should be asked by the Chair for a Training Report in advance of the meeting if it was known that they wouldn't be attending.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |
| 13. | <p><b>Monitor any parental complaints</b><br/>Mrs James advised that no parental complaints have been received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |
| 14. | <p><b>Approve SIP (School Improvement Plan) including Governor Action Plan</b><br/>It was arranged that Mrs James will circulate the SIP via email. <b>ACTION.</b></p> <p>Mrs James advised that the main SIP priorities are as follows:</p> <ul style="list-style-type: none"> <li>• Writing</li> <li>• closing the gap between Reading, Writing and Maths at KS1, with a particular emphasis on Writing</li> <li>• redesigning the curriculum model for non-core subjects</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mrs James |
| 15. | <p><b>Agree Policy Review Schedule</b><br/>Following a brief discussion it was agreed to approve the Policy Review Schedule.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |
| 16. | <p><b>Agree Governor Code of Conduct</b><br/>The governors present handed their signed and dated Code of Conduct forms to the Clerk.</p> <p>Mr Martin asked if there were any questions regarding the Code of Conduct. There were no questions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |
| 17. | <p><b>Review Policies – Child Protection, Safeguarding, SRE (Sex and Relationships Education), Behaviour Management, Attendance, SEN Information Report, Marking, Internet, Assessment, Staff Pay</b></p> <p>Mrs James advised that most of these policies are the County standard versions, and advised a few points regarding 2 of the policies as summarised below:</p> <p><b>SRE</b></p> <ul style="list-style-type: none"> <li>• there is new guidance regarding the SRE curriculum, although this does not become statutory until September 2020; the GB had adopted the existing SRE policy, and when the new SRE curriculum guidance is published it is anticipated that there will be new guidance as to how the school can support parents</li> <li>• the policy contains the basic information such as the 'Pants' rule</li> <li>• when the new guidance is available, the Policy will be updated accordingly; it was agreed to continue to adopt the existing policy until then</li> </ul> <p><b>Staff Pay</b></p> <ul style="list-style-type: none"> <li>• it was agreed to ratify approval of the Staff Pay policy by the Resources Committee at its last meeting</li> <li>• the school staff have been advised that the policy is available on the school network</li> </ul> <p><b>Q.</b> A governor asked why the Internet policy contains a reference to email for children, although the school does not have email for children. <b>A.</b> Mrs James advised that although the children do not have their own email address in school, if they were going to write a group email to someone there would be an adult in the room with them, and the policy reflects this.</p> <p><b>Q.</b> A governor asked if risk assessments had been carried out for the new Smart Tables, as the Internet policy refers to the need for risk assessments regarding new technology. <b>A.</b> Mrs James</p> |           |

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|     | <p>advised that she believes that when the Smart Tables first came in to the school, they were subject to risk assessments.</p> <p>It was then agreed to approve the Child Protection, Safeguarding, Behaviour Management, Attendance, Marking, Internet and Assessment policies.</p> <p>The GB asked Mrs Beard to publish the following policies on the school website: Child Protection, Safeguarding, SRE, Behaviour Management, and Attendance. <b>ACTION.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Mrs Beard    |
| 18. | <p><b>Agree the updated Policy for Managing Restructures and Redundancies, as included in the MOPP (Manual of Personnel Practice)</b></p> <p>It was agreed to approve the updated Policy for Managing Restructures and Redundancies, as included in the MOPP.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
| 19. | <p><b>Governor Specialist Roles – appoint/reappoint a Governor as the ‘Nominated Governor to liaise with the LADO (Local Authority Designated Officer) for allegations against the Headteacher’</b></p> <p>It was agreed to appoint the Chair of Governors as the ‘Nominated Governor to liaise with the LADO for allegations against the Headteacher’.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |
| 20. | <p><b>Discuss GB Membership</b></p> <p>Mr Martin advised several points, as follows:</p> <ul style="list-style-type: none"> <li>• he intends to resign as Chair of Governors and as a governor, probably at the end of the Autumn Term, due to a family move away from the area. Mr Martin added that he would be happy to continue in the roles until the move completes so long as the Governing Body wished him to.</li> <li>• Miss Symes has today resigned as a governor and these 2 resignations will obviously increase the number of governor vacancies</li> <li>• the GB will need to follow the necessary process for finding a new Local Authority Governor, which will involve the GB considering whether it wishes to recommend a particular person, for nomination as Local Authority Governor, by the County Councillor for the school</li> </ul> <p>There was a discussion regarding governor vacancies and it was generally agreed that it would be beneficial for the governors to spend some time considering whether a) there is a person, with the necessary skills, experience and attributes that they would like to recommend to the County Councillor for nomination as Local Authority Governor, and b) whether there might be any changes of governor type that it would be beneficial to make to the current membership of the GB.</p> <p>A governor suggested that it might be beneficial for the GB if Mrs Silverton changed governor type from Parent Governor to Co-opted Governor; the resulting Parent Governor vacancy would then be advertised as part of the Parent Governor election process. It was generally agreed that it would be beneficial to adopt this approach if Mrs Silverton was in agreement. Mrs James advised that she will contact Mrs Silverton with a view to consulting her regarding the proposed change. <b>ACTION.</b></p> <p>Mrs James advised that Miss Bennett’s term of office as a Staff Governor ends in May 2020 and therefore, in addition to Miss Bennett considering whether she would like to continue in the role from that date, a Staff Governor election will need to be held nearer the time at which Miss Bennett would be welcome to stand for re-election.</p> | Mrs James    |
| 21. | <p><b>Correspondence</b></p> <p>Mrs James advised that she had received a Governor Visit Report from Mrs Dirienzo for the Y2 swimming, and asked Mrs Dirienzo to send the Report to Miss Pike for collation. <b>ACTION.</b></p> <p>Mrs Dirienzo gave a verbal account of the Y2 swimming trip, the main points of which are summarised below:</p> <ul style="list-style-type: none"> <li>• the Y2 swimming trip had gone very well</li> <li>• the trip had been disappointing initially as the swimming instructor did not get into the pool with the less experienced swimmers for the first 2 weeks; there were not enough instructors for the number of children</li> <li>• the children’s confidence had been very high</li> <li>• there were a couple of children who had either not brought swimming costumes or whose swimming costumes were brought in late</li> </ul> <p>The Clerk advised that he had received an email from Miss Pike, which in addition to giving her apologies for this meeting also advised that she had some ideas of her own regarding her governor training. Miss Pike had asked if she could summarise her ideas in an email; the Clerk had replied that Miss Pike was welcome to describe her ideas in an email, so that the Clerk could pass on these ideas verbally at this meeting, although no further emails were received from Miss Pike.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Mrs Dirienzo |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|            | <p>Mrs James advised that she believes that Miss Pike was suggesting that she could possibly get involved in looking at children's books and then writing a 'Well Done' card, from a governor perspective, that could either be given or sent to the children concerned or possibly handed to the children in Celebration Assembly.</p> <p>Mrs James advised that bearing in mind the forthcoming Governor Monitoring Day, when the governors will be meeting with the curriculum managers, she is keen for governors to be shown the children's books; she confirmed that being shown the children's books was one of the suggestions made to her by Miss Pike this week.</p> <p>There followed a brief discussion about governors being shown the children's books and it was generally thought that this would be beneficial as it would improve the presence of governors.</p> |  |
| <b>22.</b> | <p><b>Any Other Business</b></p> <p>Miss Bennett advised the GB of the following events, both of which governors would be most welcome to attend:</p> <p><b>Thursday 14<sup>th</sup> November: Reading Evening</b></p> <p><b>Friday 6<sup>th</sup> December (2.30 pm to 3.30 pm): Family Bingo</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>23.</b> | <p><b>Date of next FGB meeting</b></p> <p>The next FGB meeting is scheduled for Wednesday 18th December 2019 at 6.30 pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

**The meeting closed at 7.45 pm.**

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

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