

**Minutes of the Full Governing Body meeting
held on Wednesday 10th July 2019 at the school**

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

		ACTION
1.	Welcome and Apologies for Absence Mr Martin welcomed everyone to the meeting; apologies were received and accepted from Miss Symes.	
2.	Declaration of Pecuniary Interests or Conflicts of Interest There were no declarations of pecuniary interests or conflicts of interest.	
3.	Set End Dates of terms of office for Chair and Vice Chair The End Dates of terms of office for the Chair and Vice Chair were both agreed as 31 st July 2020.	
4.	Elect Chair and Vice Chair Mr Martin was re-elected as Chair; Mrs Mean was elected as Vice Chair.	
5.	Minutes of the meeting held on 27th March 2019 The minutes of the meeting held on 27th March 2019 were agreed as a true record.	
6.	Matters Arising 101018_5_1 Liaise with School Business Manager to ensure that their school email addresses are working (Mrs Mean, Mrs Silverton): Mrs Mean's and Mrs Silverton's school email addresses were working correctly. Closed. 270319_5_1 Meet with Mrs Bennett, the School Business Manager, tomorrow as Mrs Bennett should be able to assist her with difficulties in connection with her school email address (Miss Pike): Miss Pike's school email address was working correctly. Closed. 121218_10_3 Pass Safer Recruitment training certificate to the School Business Manager for placing on file (Mr Martin): Mr Martin advised that he will locate his Safer Recruitment training certificate and pass it to the School Business Manager. Action discussed. ACTION C/F. 270319_5_2 Pass Safer Recruitment training certificate to the School Business Manager for placing on file (Mrs Mean): Mrs Mean had passed her certificate to the School Business Manager. Closed. 121218_11_1 Produce a written Governor Visit Report for Maths Learning Walk with Miss Bennett (Mrs Caveney): Mrs Caveney advised that although she has produced the Report she is not sure what she has done with it; she will check and advise. ACTION C/F. 121218_11_2 Produce a written Governor Visit Report for her attendance at the Christmas Play (Mrs Mean): Mrs Mean's Report had been submitted and circulated. Closed. 130219_12 Complete a Governor Visit Report on the Monitoring Day and circulate the Report	Mr Martin Mrs Caveney

	as soon as possible (Miss Symes): in Miss Symes' absence it was agreed to carry forward this action. ACTION C/F. 270319_5_3 Arrange for his Governor Visit Report for the YR Wellington school trip to be circulated to all governors (Mr Thompson): Mr Thompson's Report had been produced and circulated. Closed. 270319_11_1 Make required changes to SFVS Questionnaire and email amended Questionnaire to Mrs James & Mr Martin for their approval (Clerk): the Clerk had carried out this action. Closed. 270319_11_2 Submit approved SFVS Questionnaire by Friday 29th March 2019 (Clerk): the Clerk had submitted the Questionnaire. Closed. 270319_13 Amend EYFS Policy, as the policy incorrectly states that 'the school currently has 3 Year R classes' (Mrs James): Mrs James had amended the Policy. Closed. 270319_15 Sign the governor signature sheet and take a copy of the KCSIE document (Miss Symes): in Miss Symes' absence it was agreed to carry this action forward. ACTION C/F. 270319_16_1 Circulate an email containing links to some photo-based school websites that had been designed by Primary Site (Mrs Beard): Mr Martin advised that Mrs Beard had circulated an email containing links to school websites. Closed. 270319_16_2 Notify the Festival organisers that Merton Infant would like to have a table provided for the school at the Festival (Mrs Mean): Mrs Mean had notified the Festival organisers regarding a table for the school. Closed. 270319_16_3 Contact the Junior School Chair, explain that the Infant School had found the working relationships established at the joint WGBT valuable and discuss whether there may be any possibilities for joint initiatives, especially with regard to the Merton Schools 50th birthday (Mr Martin): Mr Martin advised that he had contacted the Junior School Chair regarding possibilities for joint initiatives; he also advised that he is in regular contact with the Junior School Chair. Closed. A governor advised that she had received a leaflet from the Junior School, containing information about the school; as the leaflet had not included any information about the Infant School, she believes that the Infant School had missed an opportunity to engage in a joint initiative with the Junior School and publicise itself within the local community. She also advised that if the Junior School distributes similar leaflets in the future it may be worth Merton Infant joining in the initiative. It was then arranged that Miss Bennett will 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', to raise awareness of both schools within the local community; depending on the date of the Open Day for Merton Infant, it was felt that the leaflet should be distributed either in September or October. ACTION.	Miss Symes Miss Symes Miss Bennett
7.	Report from Resources Committee – any questions for Chairs Mr Martin invited questions regarding the minutes of the last 2 meetings of the Resources Committee, which had taken place on 30th April 2019 and 24th June 2019, the minutes having been circulated in advance of the meeting. There were no questions regarding the Resources Committee minutes.	
8.	Receive Headteacher Written Report Mrs James invited questions regarding her written Headteacher Report, and supporting documents, that had been circulated in advance of the meeting. Q. A governor asked if the parent questionnaires are received by the school anonymously. A. Mrs James advised that it states on the Questionnaire form that the Questionnaires will be placed in the zipped wallet, i.e. the senders of the completed questionnaires will be known; she added that it is useful to know which parents have completed the questionnaire as it is then generally possible to address the issues highlighted by the questionnaire. A governor advised that there had been some concern as to who would be covering the Deputy Headteacher's class, as the Deputy was on maternity leave; the advice given in reply was that during staff absence, Mrs James and the Governors consult with Recruitment Agencies to cover staff. There followed a discussion regarding the parent questionnaires and whether ARE (Age Related Expectation) booklets should be made available to parents. Mrs James then asked the governors to let her know within the next 24 hours if they have any ideas about ARE booklets being made available to parents, as some parents found them difficult to understand and it also takes staff a long time to photocopy them if they are not being read by parents. A governor mentioned that the governors had previously discussed, possibly during Governor	

Monitoring Day, the possibility of using text messaging for carrying out the Parent Survey, instead of sending paper copies of the Questionnaire to parents. Mrs James advised that she will consider whether there may be any better ways of conducting the Parent Survey. Mrs James then invited questions regarding the data; as there were no questions, she talked the GB through the data on the projection screen, the main points of which are summarised below: Year 2 - although the school had put every intervention possible into the progress of the Y2 cohort, the data drop was less compared with previous end of year assessments. However, compared to the Local Authority figures the school showed no significant differences. Mrs James reiterated that it is more important to compare school results with national data rather than Local Authority data - the LA (Local Authority) expected figure in Reading was 80%; the school achieved 76% - the LA expected figure in Writing was 74%; the school achieved 66% - the LA expected figure in Maths was 80%; the school achieved 81% - the LA expected figure in Reading/Writing/Maths combined was 70%; the school achieved 64% - historically, national attainment data figures are lower than LA (County) figures and therefore school results are likely to be considered as in line with National Attainment - she believes that the Year 2 staff should be highly commended Year 1 - the NA expected figure in Phonics was 81%; the school achieved 83%, and the children that did not pass the Phonics Screening Test have been in targeted groups in preparation for retaking the Test in Y2 Early Years - the LA expected figure in Reading and Writing was 83%; the school achieved 79% - the school's attainment figures follow the trend seen over the last 7 to 8 years; the national figures will be lower than the LA figures - the Early Years data is in line with LA expectations Mrs James then advised some additional information, the main points of which are summarised below: - the attainment data across the school is in line with predictions in all year groups - the most significant initiative for next year is the new Ofsted Framework; the school needs to address the Intent, Implementation and Impact agenda in all subjects - staff have reviewed all curriculum reviews in each year group; the format of each subject curriculum will clearly state the intent of each subject, and how the school will implement the learning journey; the impact of the curriculum will be data driven, although Ofsted have advised that they will not be as focused on data as they used to be, i.e. they will be more concerned with whether a subject curriculum meets the particular needs of the children in school Q. A governor asked about the school subsidising school trips. A. Another governor advised that the school is £123 short as result of subsidising the upcoming Y2 school trip, although a significant part of this shortage is due to parents taking their children out of school, before the end of term, to go on holiday. The governor explained that when a recent trip was booked, the cost was split between all those children who were expected to go on the trip, although it has now become apparent that 5 or 6 of those children will not be going on the trip, resulting in a shortage of 5 or 6 times the cost per child for the trip (£14.20 per child). Q. A governor asked if parents, who are unable to contribute the full cost of a school trip, come to the school office to advise the office staff of their inability to contribute. A. A governor advised that this sometimes happens, for example a parent will visit the office and advise that they can only afford part of the cost of a trip at present because they have not yet received their remuneration from their employer, and that they would like to pay the balance at a later date; the governor also advised that the school does not have a problem with this. Q. A governor asked if parents are offered a payment scheme to allow them to make payments for school trips. A. Another governor advised that a payment scheme is not currently offered, although if the cost of school trips increases the school may send parents the information on the trips earlier and advise parents that if they pay part of the cost, e.g. £5, immediately then they can pay the remaining balance at a later date. Mrs James advised that it would be worth informing parents of the school trips for the year earlier, via the first September Newsletter. A governor advised that it would also be worth advising parents of the approximate cost of each trip, as far in advance as possible.

9.	Renew the terms of office, of the following governors, for a period of 4 years to continue from the end of their current terms, subject to completion of a Governor Personal Declaration Form: Mrs Lee-ann Dirienzo (Co-opted Governor), Mrs Jan Beard (Co-opted Governors) Following discussion it was agreed to renew the terms of office of Mrs Lee-ann Dirienzo and Mrs Jan Beard, who had each completed a Governor Personal Declaration Form, for a period of 4 years to continue from the end of their current terms.	
10.	Review committee membership including Pay Committee and HT Performance Management Panel Following discussion the following committee membership changes were agreed: Resources Committee Miss Pike will join the Resources Committee; the new membership of the committee, which does not include Mrs Caveney who is stepping down as a governor, will be as follows: Mrs James, Mrs Mean, Mr Martin, Mrs Silverton, Miss Pike, Mrs Bennett (School Business Manager – required to be in attendance). Headteacher Performance Management Panel Mrs Caveney will continue as a member of the outgoing Panel until September 2019 for continuation purposes, so that the Headteacher performance management for the last academic year can be signed off before the next year's objectives are set by the incoming Panel. Mr Thompson will join the incoming Panel; the GB asked him to book a place on a training course in Headteacher Performance Management. ACTION. The new membership of the Panel will be as follows: Mrs Caveney (until Sept. 2019), Mrs Mean, Mrs Silverton, Mr Thompson Pay Committee It was agreed that Miss Pike will join the Pay Committee; it was also agreed that the Pay Committee should meet once the Headteacher's performance management objectives have been discussed by the Headteacher Performance Management Panel and ideally the Committee should meet in September. The new membership of the Committee will be as follows: Mr Martin, Mrs Mean, Miss Pike.	Mr Thompson
11.	Allocate specialist and link governor roles: Safeguarding Governor, Safer Recruitment Governors (2), SEN Governor, H & S Governor, Attendance Governor, English Curriculum Manager Governor, Maths Curriculum Manager Governor, Science Governor, Year 2 Classes Autumn Term 2020 Governor, Year 1 Classes Spring Term 2020 Governor, Year R Classes Summer Term 2020 Governor, DTG (Development & Training Governor), Forum Representative, Nominated Governor to liaise with LADO for allegations against HT, SMSC & 'Prevent' Governor Mrs James advised that at the Governor Monitoring Day, the governors had discussed the possibility of having a Focus Team, linked in with the School Improvement Plan, instead of having the existing link governors such as English Governor. It was then agreed to set up a Focus Team which will include a Standards Link Governor; each governor will take the Standards Link Governor role on a rota basis and will attend one of the school's Pupil Progress Meetings. It was also agreed that it was important to have the following governor roles: Health and Safety Governor, Safeguarding Governor, SEN Governor, Safer Recruitment Governors. It was also agreed that it would be useful to have a Hampshire Governor Forum Representative, Training Link Governor/DTG and a Year R/Year 1/Year 2 Classes Governor. Following discussion it was agreed that governors will fill the governor roles just discussed as follows: Standards Link Governor: each governor in turn, on a rota basis Health and Safety Governor: Mr Thompson Safeguarding and Attendance (includes SMSC & 'Prevent') Governor: Mrs Mean Training Link Governor/DTG: Mrs Silverton SEN Governor: Miss Pike Forum Representative: Mr Martin Safer Recruitment: Mr Martin, Mrs Mean Year R Classes Autumn Term 2019 Governor: Mrs Dirienzo Year 1 Classes Spring Term 2020 Governor: Mrs Dirienzo Year 2 Classes Summer Term 2020 Governor: Mrs Dirienzo Mrs Dirienzo, as the Year R/Year 1/Year 2 Classes Governor, advised that if the school is holding a school event it would be useful if the school could contact her and let her know in advance so that	

	she will know when to come into school to monitor the event with regard to standards and behaviour, as part of a Governor Visit. Another governor advised that the school can look at the curriculum overviews and email Mrs Dirienzo in advance of events that have been arranged.	
12.	Discuss plan and timescale for completion of Safeguarding Audit Questionnaire (in preparation for submission of Safeguarding Report to LA by 30th September), and approve Questionnaire if completed Following discussion it was agreed that Mrs James will complete the Safeguarding Audit Questionnaire and circulate it to the GB by email for comment, and that she and the School Business Manager will submit the online Safeguarding Report to the LA by 30th September. Mrs James advised that it would be beneficial if Mrs Mean, as the Safeguarding Governor, could check that the necessary Safeguarding items are in place by reference to the completed Questionnaire.	Mrs James
13.	Discuss Governor Training, including WGBT Mrs Silverton, as the DTG, advised some information, the main points of which are summarised below: • she is not currently able to view which training courses the governors are currently booked on • she does not receive the notifications of governors booking places on courses that she used to receive, although Governor Services (HGS) have advised her that whenever she needs a governor training report she can request that HGS send her the report • she has circulated the latest governor training report which shows past training undertaken by governors and future training that governors are booked onto • she has asked Miss Symes to ensure that she books a date for her governor induction training • a date needs to be booked for Whole Governing Body Training (WGBT), the topic for which is 'Special Educational Needs and Disabilities' Mrs James advised she would like to provide an update on 'Prevent' training for governors and staff in September. It was then agreed that the update on 'Prevent' training should be arranged as WGBT for the first half of the Autumn Term, and that the SEND WGBT should be arranged for the second half of the Autumn Term with a view to all WGBT being completed by Christmas. Following discussion it was also agreed that Wednesday is the GB's preferred day for undertaking WGBT and that Mrs Silverton will book a date with HGS for the SEND WGBT. ACTION. Mrs Silverton advised that she understands that there is some training available for Pay Committee members and that she will investigate this further and communicate this information by email. ACTION. Mr Martin advised that some governor training is also available online in the form of eLearning and encouraged governors to take a look.	Mrs Silverton Mrs Silverton
14.	Review FGB Annual Planner The GB reviewed the FGB Annual Planner, following which it was agreed to approve the Planner subject to the Clerk making the following amendments, 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. ACTION.	Clerk
15.	Review FGB Terms of Reference The GB reviewed the FGB Terms of Reference, following which it was agreed to approve the Terms of Reference with no changes.	
16.	Ratify Resources Committee Terms of Reference Following discussion it was agreed to ratify the Resources Committee Terms of Reference.	
17.	Ratify Resources Committee Annual Planner Following discussion it was agreed to ratify the Resources Committee Annual Planner.	
18.	Adopt MOPP (Manual of Personnel Practice) and Manual of Financial Practice and Procedure Following discussion it was agreed to adopt the MOPP, including any adjustments that have been made and also any other adjustments to the MOPP that may be made throughout the year; it was also agreed to adopt the Manual of Financial Practice and Procedure.	
19.	Review Clerking Service The Clerk left the room at 7.30 pm. The Clerk reentered the room at 7.34 pm. Mr Martin advised the Clerk that the GB had reviewed the Clerking Service and that it had been	

26.	Correspondence There was no correspondence to discuss.	
27.	Any Other Business Mrs Silverton advised that regarding a previous governor discussion about setting up a 'WhatsApp' group for urgent governor communications, she would be happy to set up such a group if all governors would be happy for her to know their mobile phone numbers. It was then arranged that all governors that would be happy to belong to a 'WhatsApp' group will give their mobile phone number to Mrs Silverton at the end of the meeting, so that she can set up the group. ACTION. As this meeting was the last FGB meeting for Mrs Caveney, who was stepping down as a governor, Mr Martin, on behalf of the GB, thanked her for her hard work and commitment as a governor which had been a valuable contribution to the school, and presented her with a gift. Mrs James thanked the governors for their support during the year.	ALL
28.	Date of next FGB meeting The next FGB meeting is scheduled for Wednesday 23rd October 2019 at 6.30 pm.	

The meeting closed at 8.08 pm.

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

Signed _____ Chair Date _____