

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held on Wednesday 27th March 2019 at the school

MINUTES

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

The meeting started at 6.30 pm.

		ACTION
1.	Presentation from Maths Curriculum Manager Laura Bennett, the Maths Curriculum Manager, gave a presentation on Maths. Q. A governor asked how the school introduces Maths into areas of learning other than Maths lessons. A. Laura advised that Maths, including data handling, is also covered in the teaching of other subjects such as Science, Computing and PE. Q. A governor asked what the school is doing with regard to succession planning in terms of ensuring that the knowledge, skills and experience that exists within the school is passed on to successors in the event of key role holders moving on. A. Laura advised that she passes on her knowledge, gained from attending courses and network meetings, to the teaching staff through staff meetings; she trials new initiatives before rolling them out to the rest of the teaching staff, and carries out learning walks and work sampling to ensure that the relevant subject area is being taught correctly. Mrs James advised that if she knows that a member of staff will be absent from their role for a period, e.g. because of maternity leave, she will identify another member of staff who can substitute for the absent role holder. Q. A governor asked how much time the Maths Manager has available for attending courses and meetings as a part of keeping her knowledge up to date. A. Laura advised that she is given time, usually half a day, to attend conferences and network meetings, and she is also given time to attend courses and carry out learning walks, although if she undertakes work sampling or monitoring she chooses to carry out these activities in her own time. Mrs James advised that for major projects, curriculum managers can approach her and request half a day or a day to undertake activities associated with the project. Mr Martin thanked Laura for her presentation.	
2.	Welcome and Apologies for Absence Mr Martin welcomed everyone to the meeting; apologies were received and accepted from Mrs Caveney and Miss Symes.	
3.	Declaration of Pecuniary Interests or Conflicts of Interest There were no declarations of pecuniary interests or conflicts of interest. Mrs James advised that, following discussion at the last Resources meeting regarding the need for the School Business Manager, Paula Bennett, to complete a pecuniary interests form, Paula had checked and	

	130219_13_2 Circulate the Meetings Planner for the current academic year (Clerk): the Clerk had circulated the Meetings Planner. Closed. Mr Thompson advise that he had carried out a Governor Visit for the Wellington school trip with the YR children; Mrs James asked him to arrange for his Report to be circulated to all governors. ACTION.	Mr Thompson
6.	Report from Resources Committee – any questions for Resources Chair Mr Martin invited questions on the minutes of the 13th March Resources Committee meeting. There were no questions.	
7.	Receive Headteacher Written Report Mrs James talked the GB through her Headteacher Written Report, the main points of which are summarised below: - the Report included the current school context which showed a breakdown of data for the most vulnerable pupils; each vulnerable pupil will require one of the DSLs to attend a meeting and work with one of the external professional agencies - Team Around The Child, Early Help Hub and Supporting Families are in the process of attempting to merge into a single agency - regarding outcomes, the school is completing the Phase 2 data; all the children's books are showing that the children have made good progress in all areas of learning - Teaching and Learning continues to be strong across the school, with curriculum managers using learning walks to ensure that the standard of Teaching and Learning is being maintained - the school has just updated the ARE booklets for Reading, Writing and Maths - Performance Management has been completed - she has liaised with the Junior School regarding a 50th birthday committee, which has its first meeting at 9.00 am next Friday; she has asked a member of staff from each year group to attend, and advised that any governors wishing to attend the meeting would be very welcome to do so - the Report included the attendance data, which was slightly down compared with the last half term as sickness from chicken pox has affected the attendance figures, although whole school attendance is on track at 96% - the attendance data included a table comparing this year's attendance with last year's attendance for the same time periods, across the various groups - the FSM group has historically been the weakest group for attendance, the children in this group often being the SEN children as well; Mrs James has regular attendance meetings with the Attendance Manager and the parents, and the school refers to Supporting Families or Early Help Hub in cases where vulnerable children have very poor attendance - the Topic Evaluation shows what the children have learnt and which topics they enjoyed - school trips have been successful - Mrs Mean took part in the school trip to the Titanic exhibit - Y1 have a school trip to Beaulieu on Wednesday 8th May; any governors wishing to accompany the children on the trip would be very welcome to do so, and if a governor goes on the trip it would be very useful if they could produce a Governor Visit Report - there is a Houses of Parliament trip on 24th April - a Fire Drill had been held on Friday and there was concern for a child in a wheelchair; under the Fire Safety Management Guidance, YR should exit via the YR outside area, however the child in question was unable to exit in this fashion because of being in a wheelchair - following on from the previous bullet point, Mrs James has asked the SBM to investigate whether a panel can be removed from the fence behind the climbing frame in the YR outside area, with a view to replacing the panel with a gate so that the child in a wheelchair can exit through the gate and down the path Q. A governor asked what the school defines as a vulnerable child. A. Mrs James advised that the school defines a vulnerable child as any child who has had assistance from an external agency in the form of behaviour support or with regard to a child protection need.	
8.	Discuss Governor Training (includes discussion of topic for WGBT for financial year 2019/20) Mrs Silvertown advised that she had carried out a number of activities, as summarised below: - updated the GB Record of Training spreadsheet, including the names of governors who she remembers attended the WGBT (Whole Governing Body Training), 3 courses that Mr Martin is booked to attend (including a course on policy reviews), and New Governor Induction training for Mr Thompson in July - emailed the updated GB Record of Training to Mrs James	

	- sent Miss Pike and Miss Symes a reminder email about booking places on the New Governor Induction training She also advised a few additional points, as follows: - no governor training can be booked online at present as the original Governor Services portal is no longer available - although the part of the new portal is visible, allowing courses to be viewed, some links are missing and the portal is not yet available for booking courses, which can only be booked by telephoning Governor Services Mrs Dirienzo advised that she had attended a course on the topic of 'Every Child Matters' and had found the course to be very good. Miss Bennett expressed interest in attending the Pupil Voice course. Following discussion, it was agreed that the WGBT topic for financial year 2019/20 will be 'Special Educational Needs and Disabilities' (Course Code GS632).	
9.	Discuss reports from Governor Visits Mrs Mean advised that she had taken part in the school trip to the Titanic exhibit on Monday, the main points of which are summarised below: - the trip was successful - there was time to look around the exhibit with the groups of children - there was a classroom exercise involving interactive activities - a member of the exhibit staff had guided the Merton groups around - the trip offered some challenges which were managed and which did not affect the overall enjoyment of the trip A governor suggested that it would be beneficial to have a more effective way of collating Governor Visit Reports; it was then agreed that Miss Pike will accept responsibility for reminding governors when their Governor Visit Reports are due and then circulating the Governor Visit Reports that she has received. Mrs James advised 2 points as follows: - she had not received many Governor Visit Reports from the last Governor Monitoring Day - during future Governor Monitoring Days there will be a time slot during which governors who wish to do so can produce their Governor Visit Reports; governors who prefer to produce their Reports later will be free to do so A governor suggested that during the Governor Monitoring Days, it would be beneficial if someone could produce a summary of the governors' initial findings from their visits, when the governors are meeting together, by typing the information into a laptop; the information would be less detailed than would appear in the resulting Governor Visit Reports. Mrs James advised that Juliet Stroud would be able to type up the initial findings. It was also arranged that governors carrying out their individual link visits need to inform Miss Pike when they are visiting the school, so that Miss Pike can check for receipt of their Visit Report and remind them if necessary.	
10.	Monitor any parental complaints Mrs James advised that there have been no new parental complaints.	
11.	Approve completed SFVS Questionnaire for submission by 31st March Mr Martin advised that the completed SFVS Questionnaire had been approved by the Resources Committee and was now being brought before the GB for comment and possible approval before submission by 31st March. Following discussion, it was agreed that the following changes should be made to the Questionnaire: Question 10 – add 'Curriculum Manager Monitoring Reports' to the 'Comments, Evidence and Proposed Actions' column. Question 19 – delete all the text in the 'Comments, Evidence and Proposed Actions' column, replacing it with 'Scrutiny of Human Resources. Scrutiny of educational resources. Value for money. Partnership working with the Junior School.' Question 25 – add 'Disaster Recovery Plan is also held off site' to the 'Comments, Evidence and Proposed Actions' column. It was then agreed that tomorrow the Clerk will make the required changes to the Questionnaire and email it to Mrs James and Mr Martin for final approval (ACTION); once finally approved, Mr Martin will sign the Questionnaire, scan it and email it to the Clerk. It was also agreed that the Clerk will submit the approved Questionnaire by Friday 29th March. ACTION.	Clerk Clerk
12.	Advice from Clerk regarding Section 128 checks The Clerk advised that some guidance on Section 128 checks was included in the last Governors'	

	and Clerks' Newsletter, the guidance being that the DfE recommendation is that schools should carry out a Section 128 check on existing governors (as well as new governors) and record that the Section 128 check has been done on the SCR Record, although there is no statutory obligation to carry out the check on existing governors. Mr Martin advised that the school currently carries out a Section 128 check on all governors as a matter of course, and that he monitors the checking; as a result of the last monitoring exercise, a couple of minor amendments had been carried out.	
13.	Review policies – Supporting pupils at school with medical conditions, Disciplinary Procedure for Employees (new policy), Early Years Foundation Stage, Off Site, Governor Visits, Managing Sickness Absence (new version from MOPP i.e. Manual of Personnel Practice), Managing Performance (new version from MOPP), Capability (new version from MOPP) Mrs James advised the following points regarding the policies: • apart from the Early Years Foundation Stage policy, the policies are standard County versions • the Disciplinary Procedure for Employees, Managing Sickness Absence, Managing Performance, and Capability policies are new versions from the MOPP and because of the need to implement them from 23rd April they need to be approved by the GB at this meeting; because of policy streamlining by County, there was very limited scope for localisation in these policies • the 'Supporting pupils at school with medical conditions' policy was sourced from the DfE • the Early Years Foundation Stage policy has been developed by the school over time and there have been no changes to the policy • the Off Site and Governor Visits policies have had very few changes A governor advised of a necessary change to the Early Years Foundation Stage (EYFS) policy, as the policy incorrectly states that 'the school currently has 3 Year R classes'. Mrs James advised that she will amend the number of Year R classes in the policy to 2. It was agreed to approve all the above policies, subject to Mrs James amending the EYFS policy as just described. ACTION.	Mrs James
14.	Update Governor Newsletter Mr Thompson had produced an initial draft of the Newsletter, to form the basis of a final version of the Newsletter to be published this term, which will include outcomes from Governor Monitoring Day and school trips, and a brief introduction to the governors. Mr Thompson advised that he is waiting for the pen portrait information for all governors to be published on the website, before producing the final version of the Newsletter. Mr Martin therefore asked the relevant governors to ensure that their updated pen portraits are emailed to him tonight or tomorrow so that the Newsletter can be finalised.	
15.	Correspondence Mrs James advised that although the new KCSIE (Keeping Children Safe in Education) document had been received, the internal audit outcomes report had highlighted the need for a governor signature sheet to show that the governors have received the document. Mrs James then advised that Mr Thompson, Miss Pike and Miss Symes need to sign the governor signature sheet and take a copy of the KCSIE document; Mr Thompson and Miss Pike then signed the sheet and each took a copy of the document. ACTION (for Miss Symes).	Miss Symes
16.	Any Other Business Q. A governor asked if the food supplied in school is always as described on the menu. A. Mrs James advised that the food is not always exactly as described on the menu; the school menus come from HCS3 Hampshire Caterers, and occasionally it is necessary for HCS3 to change the menu because of different bulk food having been purchased. HCS3 attempt to alert the school staff to menu changes as soon as possible, and the school will inform parents of the menu change by text message if there is enough time. Miss Bennett advised that art work by the Year R children, and the name of the school, is on display at the Tesco store in the Chineham Centre; some art work by Year 2 will be displayed at the same store soon. Mrs Beard advised some information regarding the school website, as summarised below: • she and the SBM had had an online conference last week with Primary Site, who designed the school website, with a view to arranging for the school website to be updated to a photo-based mobile-responsive design; the cost, if approval is obtained, would be £1,400	

	- the school photos that would appear on the site would be taken by a photographer, with the school having the option of changing the photos around every 6 months at no extra cost - there are 2 options for the school, a) a customised pre-designed website, which uses a basic template which would be customised with the school's colours, logos and photos, and would not incur any ongoing costs or b) a bespoke website, which would feature animations and videos but would incur an annual maintenance fee and ongoing costs It was then arranged that Mrs Beard would circulate an email containing links to some photo-based school websites that had been designed by Primary Site. ACTION. Q. A governor asked whether, if the customised pre-designed website option was selected, it would be possible to migrate to the bespoke option later. A. Mrs Beard advised that she thought that this would probably be possible. Mrs Silverton asked GB members to let her know if anyone books a place on a training course, so that she can update the GB Training Record, as the governor training information via the new portal is not yet available. Mrs Mean advised that the Popley Festival is on Sunday 19th May (11.00 am to 4.00 pm). It was arranged that Mrs Mean will notify the Festival organisers that Merton Infant would like to have a table provided for the school at the Festival. ACTION. Q. Mrs Mean asked about the possibility of having joint Full Governing Body meetings with the Junior School, with a view to building on the relationships established at the shared WGBT. A. Mrs James advised that the Infant and Junior schools would be taking part in joint breakfasts once per term, when curriculum managers could meet and some joint moderation work could be carried out. Miss Bennett advised that at Transition, teachers from Year 3 will visit the school and enter the relevant Year 2 class, and prior to that some Junior School teachers will visit the Infant School to observe some lessons; in addition, Infant School teachers have visited the Junior School for assemblies. It was arranged that Mr Martin will 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. ACTION.	Mrs Beard Mrs Mean Mr Martin
17.	Date of next FGB meeting The next FGB meeting is currently scheduled for Wednesday 15th May 2019.	

The meeting closed at 7.53 pm.

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

Signed _____ Chair Date _____