

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held on Wednesday 13th February 2019 at the school

MINUTES

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

The meeting started at 6.30 pm.

		ACTION
1.	Presentation by Music Curriculum Manager Mrs James advised that it had not been possible to arrange a presentation by the Music Curriculum Manager.	
2.	Welcome and Apologies for Absence Mrs Caveney took the Chair for the meeting and welcomed everyone to the meeting; apologies were received and accepted from Mrs Mean and Mrs Silverton, Mr Martin having sent his apologies as he would be late joining the meeting.	
3.	Declaration of Pecuniary Interests or Conflicts of Interest There were no declarations of pecuniary interests or conflicts of interest.	
4.	Minutes of the meeting held on 12th December 2018 The minutes of the meeting held on 12th December 2018 were agreed as a true record.	
5.	Matters Arising 100718_4 Update website pen portrait in September 2018 (All governors)(Mrs Silverton to obtain photo): Mrs Beard advised that photos of Mrs Silverton, Miss Symes and Mr Thompson have been published on the school website, although she also needs brief pen portraits of the new governors for the website. It was arranged that the new governors, and any governor who has not submitted this information, will send Mrs Beard a brief summary of their backgrounds and interests, from which Mrs Beard will compile brief pen portraits for website publication. ACTION C/F. 121218_5_1 Take a photo of Mrs Silverton for display on the 'Governor Board' and school website (Mr Martin): Mrs Silverton's photo had been taken and sent to Mrs Beard. Closed. 101018_4 Liaise with School Business Manager to ensure that their school email addresses are working (Mrs Mean, Mrs Silverton): Mrs Silverton had since advised that her school email address is now working. Carried forward to allow time for Mrs Mean to liaise with the School Business Manager regarding her school email address. ACTION C/F. 121218_5_2 Ask the School Business Manager to rectify/set up/delete email addresses as follows: a) rectify Mrs Dirienzo's email address, b) set up new school email addresses, for the new governors and the Clerk, as soon as possible, and c) delete Mr Turrell's existing school email address (Mrs James): Mrs Dirienzo advised that she has now been set up with a school email address and will email this information to the Clerk, as the Clerk had advised that he had not received it. ACTION. Mrs James advised that Mr Turrell's school email address has been	Miss Symes Mr Thompson Miss Pike Mrs Mean Mrs Dirienzo

	deleted. The Clerk advised that he has been set up with a school email address although as he is currently unable to access it he has sent an email to the School Business Manager asking for assistance. The remaining email addresses to be set up were those for the new governors. ACTION C/F. 121218_5_3 Produce the next issue of the Newsletter with contributions from Mrs Mean and Miss Bennett (Mr Martin): the Newsletter was due to be discussed later during the meeting under agenda item 13. 121218_10_1 Liaise with Governor Services with a view to arranging a suitable date, on a Wednesday evening, for the training session during the Spring Term (Clerk): the Clerk had arranged a date for the training, which had taken place. Closed. 121218_10_2 Find out the next dates and venues for Governor Induction Training and pass this information on to the new governors (Mrs Silverton): Mr Thompson, Miss Pike and Miss Symes advised that the relevant dates and information on Governor Induction Training had been passed to them by Mrs Silverton. Closed. 121218_10_3 Pass Safer Recruitment training certificate to the School Business Manager for placing on file (Mr Martin): it was agreed to carry this forward. ACTION C/F. 121218_10_4 Update the GB Training Spreadsheet and forward it to Mrs Silverton, the new DTG (Clerk): the Clerk advised that he had sent the updated GB Training Spreadsheet to Mrs Silverton. Closed. 121218_11_1 Produce a written Governor Visit Report for Maths Learning Walk with Miss Bennett (Mrs Caveney): Mrs Caveney advised that she had produced the Report and will check to see whether she has sent it. ACTION C/F.7 121218_11_2 Produce a written Governor Visit Report for her attendance at the Christmas Play (Mrs Mean): as the Clerk advised that he had not received this Report from Mrs Mean, it was agreed to carry this forward. ACTION C/F. 121218_11_3 Include amended information regarding Petty Cash in her Governor Visit Report (Mrs Silverton): Mrs James advised that Mrs Silverton had amended her Report. Closed. 121218_13_1 Update the Policy Review Schedule to show the review frequency of the Equalities and Inclusion Policy as annual, rather than every 4 years (Clerk): the Clerk advised that he had updated the Schedule as described. Closed. 121218_13_2 Include the school 'out of catchment' data in the Equalities and Inclusion Policy (Mrs James): Mrs James advised that she had included the 'out of catchment' data in the Policy. Closed. Mrs Dirienzo advised that she had produced a governor visit report, possibly relating to YR & Y1, although she needs to check as to which governor visit it relates to and then send it to Mrs James. ACTION. She had also circulated a report, via the Clerk, from the Governor Monitoring Day in January. Regarding Mrs Mean's request, at the last meeting, that she be informed as to how much was received in donations, Mrs Beard advised that the school had sold £776.50 worth of Christmas Performance tickets and that donations received immediately following the Performance amounted to £325.48, resulting in an overall total of £1,101.98.	Mrs James Mr Martin Mrs Caveney Mrs Mean Mrs Dirienzo
6.	Report from Resources Committee – any questions for Committee Chair Mrs Caveney invited questions arising from the minutes of the 30th January Resources Committee meeting. There were no questions.	
7.	Receive Headteacher Verbal Report Mr Martin joined the meeting at 6.43 pm. Mrs James talked the GB through her Headteacher Verbal Report, the main points of which are summarised below: • Attendance is good at approximately 95% • PA (Persistent Absence) meetings had been held; out of 10 meetings scheduled, the parents attended 8 meetings • formal lesson observations were completed last week, all lessons having been judged as Good Plus • interim performance management meetings have commenced and will be completed by Friday • the Maths Advisor had visited the school to carry out a spot check with Miss Bennett, in addition to carrying out lesson observations and work sampling; the Advisor had commended the school's practice and Mrs James showed the Advisor's report to those present • the school had also been visited by the new LLP (Leadership and Learning Partner), Andy Yeoman, who was very complimentary regarding the school's work and who had advised that he had witnessed much good practice; the LLP had carried out lesson observations and work sampling and had met with the middle managers in addition to feeding back to the	

	SLT - the LLP had produced a very good report which is currently undergoing final approval and should be published and circulated to the GB this week; the report documents that warm relationships were established between all adults in the classroom, and that the LSAs were very highly skilled - the current outlook for pupil numbers in September is not good; the current figure is 37 pupils who have selected Merton Infant as their first preference, with a total of 89 pupils who have selected the school as either their first, second or third preference - the School Business Manager had been asked by Mrs James to 'phone around the local preschools and remind everyone to apply to a school. Mrs Beard advised that she would check with the School Business Manager whether the local preschools had been telephoned this year, and telephone the preschools herself if not. ACTION. - The Admin team have explored a new on-line booking system for parents' evenings which will be introduced in March to parents - there is a new Governor Hub, provided by Governor Services, allowing governors to view courses which may be of interest to them - a strong driver of the new Ofsted Framework is the curriculum strategy and it is necessary for the school to demonstrate "The Three I's", i.e. Intent, Implementation and Impact; the school currently has a curriculum strategy in place, based on the Merton values, and Mrs James will review this strategy in conjunction with staff over the next term in order to ensure that the up to date strategy is in place for September - the following Parents' Evenings have been arranged: 6th March (3.30 pm to 6.00 pm), 12th March (4.00 pm to 6.30 pm); it would be beneficial if a few governors could attend so that they would be available to speak to parents, and possibly different governors could attend during different time slots during each meeting; the Evenings may be an opportunity for governor recruitment - Mrs James believes that it would be beneficial, in an unusual case of staff absence, if the governors could send a note enquiring as to the welfare of the member of staff concerned, possibly in the form of a 'Get Well' card, the aim being to help the staff to feel more valued and to promote good relationships between the staff and governors There was a short discussion regarding the idea of a 'Get Well' card for unusual cases of staff absence, with a governor advising that the school would need to be consistent in all cases, as the sending of a note or card is not currently documented in the Staff Absence policy; another governor advised that the Staff Absence policy could be updated.	Mrs Beard
8.	Ratify decision of Resources Committee to continue subscription to Governor Services AST (Advice, Support & Training) package It was agreed to ratify the decision of the Resources Committee to continue subscription to the Governor Services AST package.	
9.	Ratify decision of Resources Committee to continue subscription to LA Clerking Service, with Clerking Hours as documented in the completed Clerking Hours form It was agreed to ratify the decision of the Resources Committee to continue subscription to the LA Clerking Service, with Clerking Hours as documented in the completed Clerking Hours form.	
10.	Discuss first annual communication regarding Internal Audit findings The GB discussed the communication regarding the Audit findings, the main points arising being summarised below: - the Audit findings relate to the procedures operated by Hampshire schools but do not relate directly to Merton Infant, although the school is bound to operate the same procedures and financial practices - the Audit team visit a percentage of Hampshire schools each year, looking at various internal controls including finance, HR (Human Resources) and inventory - the annual communication documents those weaknesses found in the schools visited, although Merton Infant was not visited by the audit team - it would be beneficial for the GB to know how the school rates itself against the weaknesses arising from the Audit and it would therefore be useful if the School Business Manager could assess the school against the documented weaknesses and report back to the Resources Committee - the self assessment of the school against the documented weaknesses can be included in the GB Self Evaluation in July Following the discussion Mrs James was actioned to ask the School Business Manager for an assessment of the controls in place at Merton Infant School against those control weaknesses identified elsewhere in the audit report. ACTION.	Mrs James

11.	Discuss Governor Training The GB discussed governor training, the main points of the discussion being summarised below: - it was generally felt that the Whole Governing Body Training (WGBT) session had been beneficial and that the GB experienced good relationships with the Junior School governors who had attended the training session - it was agreed that it would be beneficial for the Resources Committee to review the GB Training Spreadsheet at the next Resources Committee meeting - Mrs Dirienzo had booked a place on the 'Meeting the needs of all pupils' training course which she will attend on 7th March - the new governors have been informed, by the DTG, of dates and venues for the New Governor Induction Course	
12.	Discuss reports from governor visits Various governors advised updates on governor visits as summarised below: - Mrs Dirienzo had circulated a Governor Visit Report on her visit to the school on Governor Monitoring Day - Miss Symes is producing a Governor Visit Report on the Monitoring Day and will circulate the Report as soon she is able to do so. ACTION. Following discussion it was agreed to hold another Governor Monitoring Day on Thursday 4 th July 2019, with a view to discussing Data Monitoring in the morning and GB Self Evaluation in the afternoon.	Miss Symes
13.	Update Governor Newsletter Mr Thompson volunteered to produce the next edition of the Governor Newsletter at the end of the Spring Term, and this was agreed, the intention being to issue further Newsletters at the end of the Summer and Autumn Terms. Miss Bennett will email some text to Mr Thompson for inclusion in the next edition. The GB asked Mr Thompson to bring a draft of the next edition of the Newsletter to the March FGB meeting so that governors could make any comments or suggestions they may have. ACTION. The GB asked the Clerk to circulate the Meetings Planner for the current academic year. ACTION.	Mr Thompson Miss Bennett Mr Thompson Clerk
14.	Monitor any parental complaints Mrs James advised that there had not been any parental complaints.	
15.	Correspondence There had been no correspondence.	
16.	Any Other Business Mrs Beard advised that every child in the school will be issued with a nit comb. Q. A governor asked if the 37 first choice pupils joining the school in September is a low number. A. Mrs James and Mrs Caveney advised that this is a low number and that the school can take up to 90 pupils, although the school's PAN (Published Admissions Number) has been reduced to 60. Q. A governor asked why the PAN is so low. A. Mrs James advised that the PAN is low because there is a dip in the birth rate; another governor advised that some other local schools had expanded to accommodate more pupils. Miss Bennett advised that the Y2 School Trip, to the Sea City Museum in Southampton, is scheduled for Monday 25 th March and that any governors wishing to join the trip would be welcome to do so; Mrs Dirienzo will be joining the trip in any event. Mr Martin advised that he had engaged in further correspondence with the Chair of Governors at the Junior School regarding clearer school signage on Popley Way.	
17.	Date of next FGB Meeting The next FGB meeting is scheduled for Wednesday 27 th March 2019 at 6.30 pm.	

The meeting closed at 7.22 pm.

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

Signed _____ Chair Date _____