

PART 1 MINUTES

Full Governing Body

20th January 2021

Held Virtually via Microsoft Teams due to the Coronavirus Pandemic

Present	Initials	Governor Role	End of Term
Karen Fakes	KF	Headteacher	n/a
Lin Bartlett (VC)	LB	Co-opted Governor	23 Nov 2024
Carole Print (C)	CP	LA Governor	15 Jul 2023
Simon Bell	SB	Parent Governor	8 Dec 2023
Matthew Barber	MB	Co-opted Governor	25 Jun 2022
Anne Bolland	AB	Co-opted Governor	3 Dec 2021
David Briscoe	DB	Co-opted Governor	19 Nov 2023
Judie Pickering	JP	Staff Governor	5 Jul 2024
Sarah McGowan * left at item 8 due to work commitments	SMc	Parent Governor	25 Jun 2024
VACANT		Co-opted Governor	
VACANT		Foundation Governor	

Apologies:	Initials	Governor Role	End of Term
Pam Slingsby (C)	PS	Foundation Governor	10 Mar 2023

In attendance:	Initials	Role
Eve Hubert	RC	School Business Manager
Selina Hall	SH	Clerk

Key:	Approved/Agreed.
	Question raised.
	Action.

Meeting started at:	18:33
Meeting finished at:	20:40

Date:	
Signed:	

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Record of documents			
Item	Document	Added to Governor Hub:	
		Date	Whom
Item 4.	- 2001 Clerk's report	13/01/2021	Clerk
Item 5.	- Interim headteacher report to Governors - Lock down 3 risk assessment - Remote learning Jan 2021	13/01/2021	Clerk
Item 7.	- Collective worship performance report	13/01/2021	Clerk
Item 10.	- 33data meeting 12-01-21	18/01/2021	Clerk
Item 11.	- Guidance for Investigating Officers January 2021 - Model Disciplinary Procedure for Schools January 2021 - Model Grievance for schools - advice for Headteachers January 2021 - Model School Grievance Procedures January 2021 - Schools Leave of absence Policy January 2021 - Instrument of Government Purley Jan 2021 Review - Health and Safety Policy January 2021 - Financial Management Policy January 2021 - Clerk Review Purley WBC Policy Tracker - Jan 2021	13/01/2021 15/01/2021 15/01/2021 19/01/2021	Clerk Clerk Clerk Clerk
Item 12.	- Purley CofE Primary School Training - January 2021	13/01/2021	Clerk
Item 13.	- 16122020 FGB minutes Part 1 v1.0 - 16122020 FGB minutes Part 2 v1.0 – to be presented on screen only during FGB	13/01/2021 20/01/2021	Clerk Clerk
Item 14.	- Purley FGB Action Register - January 2021	13/01/2021	Clerk
Item 15.	- Governor Visit Covid Curriculum Catch Up Maths 120121	14/01/2021	Clerk

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Item no	Description	Action
Item 1.	Those present and in attendance	
	<ul style="list-style-type: none"> - Present Governors are listed on page 1 of these minutes. - PS sent apologies in advance due to illness. CP agreed to act as Chair in her absence. - The meeting was quorate as the quorum for any governing board meeting and vote must be one half (rounded up to a whole number) of the complete membership of the governing board (excluding vacancies) and no more than a third of the governing body can be staff members. Current membership at the start of the meeting: 10. - One half of the complete membership is: 5, rounded up to a whole number: 6. Number of members at the meeting: 8. Governors who are Staff: 2 - SMC attended until item 8 then had to leave due to work commitments. The meeting was still quorum after her absence. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 2.	Declarations of interest and confirmation of confidentiality	
	<ul style="list-style-type: none"> - No additional declarations of interest were declared and all Governors declared that they were in an environment which is a secure and which protects confidentiality. 	Noted
Item 3.	AOB	
	<ul style="list-style-type: none"> - MB wanted it noted that the school goal posts was were in his garden. 	Noted
Item 4.	Clerk Report	
	<ul style="list-style-type: none"> - The Clerk asked the Governors to complete the new Governor Skills audit on Governor Hub by Friday 12th February. Clerk to also send details via email and will chase those who do not complete on time. - The Clerk confirmed that the majority of the final versions of the policies have been PDF'ed and placed on Governor Hub. The can be found pinned to the top front page in Governor Hub. The link is also in the Clerk report. 	<p>Noted</p> <p>Noted</p>
Item 5.	Headteacher's short report	
	<ul style="list-style-type: none"> - The Headteacher is concerned about the workload on everyone; Parents, Children and Staff but she has equally been impressed with the dedication from everyone to keep things as normal as they can be. - The structure is better this time. The remote learning is up and running from the very first day of lock-down. Some members of staff are more confident than others, but all have put in a tremendous effort to get us to where we are. As the term goes on, we are planning to deliver more live lessons and recorded voiceovers, as teachers become more confident with the technology. - Currently we have three members of staff not at school. One is suffering with the Coronavirus, one is unwell due to other reasons and one is shielding as they are vulnerable. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> - Wrap around care staff have been furloughed as we cannot open this provision safely, keeping our bubbles separate. - Attendance both at school and online is excellent. We are tracking online engagement and contacting parents to offer support directly if a child does not submit work and engage. - CP pointed out how positive the school newsletter was last week and how lovely it was to read. - We have daily live registration for each class. This is an opportunity to set the pupils up for the day and check who isn't interacting. - We have received offers of laptops from the public. We need to ascertain if they are viable or not. We are also expecting 7 laptops from the DfE sometime this week; these will also need setting up. We are monitoring which children would benefit from having one of these. - The SBM has signed up with an IT asset management firm who will donate laptops, if they can, for free. - DB kindly offered a spare laptop; SBM to look into. - We received an updated risk assessment example from the LA, this has been edited to make it relevant to the situation at Purley School. It has been shared with staff and members of the Health and Safety working party. - Governors expressed a wish to join an online class to see what happens and how a lesson is presented especially from a pupil welfare / curriculum working group perspective. The Headteacher confirmed that this should be possible but must be cleared with staff first and Governors will need to be registered in advance for the lesson. - SB confirmed as a parent the lessons they have seen have been really engaging and the delivery has been very good. The children bounce off one another, delivering ideas and creating conversation. - The Headteacher is preparing a report on remote learning through Google classrooms to share with the Governors. - Teaching assistants are vital to support with the arrangements, supporting in the class, being the second adult in live classrooms and some, also supporting individuals online. - If illness starts to occur, it is not known how long we can deliver as effectively as we are. Covid Testing of school staff will be available as from next week. For now we will continue to do the best we can. 	<p>Noted</p>
Item 6.	Therapeutic Thinking	
	<ul style="list-style-type: none"> - The Headteacher presented an introduction into Therapeutic thinking to Governors. This approach has been adopted by West Berkshire Council. - The presentation explained the aim of Therapeutic thinking; for all West Berkshire children and young people to have the opportunity to flourish in their local school where they are understood, have their needs met, and where they are prepared for the next stage in their education and lives. - Risk factors for children, especially if they are cumulative, means the child is much more likely to develop conduct disorders or behaviour problems. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<p>Q: How do you know the new approach works if behaviour is no longer under review?</p> <p>A: The yellow and red card system has been transferred to the Level 1 and 2 which is still tracked but not public. We will be able to measure the success over time using other means as well such as pupil voice.</p>	<p>Noted</p> <p>Noted</p>
Item 7.	Collective worship performance report	
	<ul style="list-style-type: none"> - The report was provided in advance of the meeting. There were no questions raised. 	Noted
Item 8.	Working Group breakout session	
	<ul style="list-style-type: none"> - The Governors split into their breakout groups. For simplicity two groups were used – business and welfare. - In summary of the business group conversation: <ul style="list-style-type: none"> o the group needs to establish what the group exists to do o SBM to discuss with PS timeline for budget and set dates for sign off, set or close o benchmarking and SFVS topics for Feb o no agenda at the moment, hope to establish in time for next month's meeting o Health and safety to be reviewed on 12th Feb - In summary of the welfare group conversation <ul style="list-style-type: none"> o staff welfare – staff questionnaire with a number of fixed questions to get an understand how things are going. KF to setup o pupil welfare – AB to look into pupil voice and visit student council meeting next week 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 9.	Health and Safety Update (verbal)	
	<ul style="list-style-type: none"> - A metal sign has now been put up in Lister Close. - DB chasing WBC regarding the cutting of overgrown vegetation after it was missed. - DB has spoken with the Chair of FOPS with regards to the application to the Parish Council regarding the bollards. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 10.	Data Review Update	
	<ul style="list-style-type: none"> - LB presented the work completed on analysing of pupil progress. For 89 pupils, LB displayed the % of pupils 'not on track' and 'on track'. 'Not on track' pupils broke down further into pupils 'below' and pupils who are 'boarder line'. 'Those on track' broke down further into pupils 'just within', pupils 'within' and pupils with 'greater depth'. This analysis was completed for Mathematics, Reading and Writing. - The analysis covered the six week period before the current lockdown. Green shoots can be seen right across the school. It will be interesting to see if the same trajectory continues with the school moving to online learning. 	<p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> - The Governors thanked LB for the analysis and for the staff of Purley School for their amazing hard work and dedication. <p>Q: Are we able to see a notable drop in progress?</p> <p><i>A: From March 2020 to October 2020 progress did drop. This was recovering before lockdown. Hopefully the drop off will not be so pronounced this time due to the provision and quality of online learning.. When we come out of lockdown we hope there will be not so many gaps and our success will hopefully carry on.</i></p> <ul style="list-style-type: none"> - Parents have been helping and support their child/ren at home which has been brilliant. For child/ren that have not submitted any work or been online then we have ensured regular contact. - The stamina of parents, staff and children has been incredible. It takes time to adapt to this way of working but it is working. During the last lockdown we were looking after children; this time we are operating as a school both on and off line. - So far the school has loaned out iPads/laptops, a dongle and assisted families to take the offer of free internet from BT. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 11.	Policies	
	<ul style="list-style-type: none"> - The following policies were all approved subject to the minor updates and typo's that had been sent directly to the Clerk by AB and CP: <ul style="list-style-type: none"> o Financial Management Policy January 2021 o Health and Safety Policy January 2021 o Instrument of government Jan 2021 o Guidance for investigating Officers - Corp and Sch 2020 FINAL o Model Disciplinary Procedure for Schools 2020 FINAL o Model Grievance for schools - advice for Headteachers 2020 FINAL o Model School Grievance Procedures 2020 FINAL o Schools Leave of absence Policy 2020 FINAL - MB also pointed out on pg 12/11 the review date is wrong in the Guidance for investigating Officers. Clerk to update. - All policies from Instrument of government Jan 2021 onwards are statutory. Clerk to check front page. 	<p>Action</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Action</p> <p>Action</p>
Item 12.	Training and Forum Update	
	<ul style="list-style-type: none"> - JP has attended New to Governance 1 course. - Clerk to book JP and SMC onto the New to Governance 2 course which will take place on Tuesday 2nd Feb via zoom. - Clerk to send links for two courses on Governor Hub along with instructions on how to access them as per PS wishes: https://governorsforschools.org.uk/elearning/ https://learning.moderngovernor.com/?redirect=0 - LB will be attended the course Wellbeing for education return – role of Governors. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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Item 13.	Approval of all Minutes	
	<ul style="list-style-type: none"> - The following meeting minutes were all Approved: <ul style="list-style-type: none"> o 16122020 FGB minutes Part 1 v1.0 o 16122020 FGB minutes Part 2 v1.0 – displayed on screen <ul style="list-style-type: none"> ▪ Subject to minor changes that the Clerk has noted. 	Approved Approved Action
Item 14.	Matters arising from the meetings aforementioned	
	<ul style="list-style-type: none"> - Not discussed but the latest status on all actions was updated as part of the information presented to Governors before the meeting. 	Noted
Item 15.	AOB	
	<ul style="list-style-type: none"> - CP highlighted the Governor Visit Covid Curriculum Catch up Maths 120121 report and asked if there were any questions? CP plans to carry out another report in the future after lockdown. <p>Q: Are our pupils comparable to pupils in the same cohort in other schools or comparable nationally?</p> <p><i>A: No comparison has been done as there have been no national tests to compare. The school is doing well but we cannot compare how well at the moment.</i></p> <ul style="list-style-type: none"> - For the Maths and English reports, staff will be available to go through and explain. - As from next week, twice weekly Covid testing will begin for all staff (if they choose). - The staffing restructure with regards to removing KS1 / KS2 leads is now out for staff consultation and the outcome will be reported back to the FGB in Feb. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

Date of the next full governing body meeting: Wednesday 24th February 2021 @ 18:30 hrs, via Microsoft Teams.

Signed:

Date:

Date:	
Signed:	