

PART 1 MINUTES

Full Governing Body

24th February 2021

Held Virtually via Microsoft Teams due to the Coronavirus Pandemic

Present	Initials	Governor Role	End of Term
Pam Slingsby (C)	PS	Foundation Governor	10 Mar 2023
Karen Fakes	KF	Headteacher	n/a
Carole Print (C)	CP	LA Governor	15 Jul 2023
Simon Bell	SB	Parent Governor	8 Dec 2023
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	SMc	Parent Governor	25 Jun 2024
VACANT		Co-opted Governor	
VACANT		Foundation Governor	

Apologies:	Initials	Governor Role	End of Term
Lin Bartlett (VC)	LB	Co-opted Governor	23 Nov 2024
Matthew Barber	MB	Co-opted Governor	25 Jun 2022

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

Key:	Approved/Agreed.
	Question raised.
	Action.

Meeting started at:	18:31
Meeting finished at:	20:05

Date:	
Signed:	

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Record of documents			
Item	Document	Added to Governor Hub:	
		Date	Whom
Item 4.	<ul style="list-style-type: none"> - Bud Mon 2020-21 P10 01_CFR - Bud Mon 2020-21 P10 01_CFR_Commentary - Bud Mon 2020-21 P10 08_CFR - Bud Mon 2020-21 P10 13_CFR - Bud Mon 2020-21 P10 76_CFR - Bud Mon 2020-21 P10 99_CFR - FOPS payment tracker 20-21_2021 Feb - Written Budget Monitoring Report for Governors - Purley CE Primary - 2021 Feb - Signed Inventory Annual Report - Feb 2021 	16/02/2021	Clerk
Item 9.	<ul style="list-style-type: none"> - GDPR Policy February 2021 - Inclusion Policy February 2021 - Food Policy February 2021 - Remote learning January 2021 - Drugs February 2021 - UserConfirmations-PurleyPrimary Feb 2021 - Clerk Review Purley WBC Policy Tracker - Feb 2021 	16/02/2021 18/02/2021 16/02/2021 16/02/2021 22/02/2021 16/02/2021	Clerk
Item 10.	<ul style="list-style-type: none"> - NGA Single School Matrix with Finance Audit Purley February 2021 	16/02/2021	Clerk
Item 11.	<ul style="list-style-type: none"> - Purley CofE Primary School Training - February 2021 - Training February 2021 	16/02/2021 16/02/2021	Clerk
Item 13.	<ul style="list-style-type: none"> - 20012021 FGB minutes Part 1 v1.0 	16/02/2021	Clerk
Item 14.	<ul style="list-style-type: none"> - Purley FGB Action Register - Feb 2021 	16/02/2021	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. - 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 	<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"> - None 	Noted
Item 4.	Finance Update – Period 9 with period 10 anomalies	
	<ul style="list-style-type: none"> - The SBM had provided a breakdown of all funds in advance of the meeting. The SBM presented the summary from the document: <i>Written Budget Monitoring Report for Governors - Purley CE Primary - 2021 Feb.</i> The document provided a breakdown of all 5 school funds, highlighting the <i>In Year Balance</i> and <i>Closing Balance Carry forward</i>. All 5 funds are looking acceptable at the moment. <p>Main School Budget</p> <ul style="list-style-type: none"> o The resignation of a staff member has had an impact on costs. o January lockdown has removed the need for additional staff and consequently reduced staffing costs further. o The SBM has been able to re-evaluate the budget buffer and has been able to be less conservative with the figures. o The Main School Budget currently sits at £17,292. <ul style="list-style-type: none"> - This is the first time the SBM is completing the accounts for a WBC school. - The SBM confirmed that the Period 11 accounts and budget will give a clearer view of the schools position. <p>Pupil Premium Grant</p> <ul style="list-style-type: none"> o This fund has remain static <p>Sports Grant</p> <ul style="list-style-type: none"> o Due to Covid-19 this fund has remain static. There is a significant large amount of funding from last year still to be spent. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<p>Capital</p> <ul style="list-style-type: none"> ○ Roofing work to start next weekend. The school is using an approved WBC contractor to ensure the asbestos is removed safely. The cost of the work has been realised this financial year. The IT refresh will also be realised in this financial year's budget. <p>Out of Hours</p> <ul style="list-style-type: none"> ○ As from January's lockdown, all staff who would have been working in out of hours clubs have been furloughed. They are expected to restart work on the 8th March when pupils return. <p>Q: Does the projection for this fund include salary from the 8th of March onwards?</p> <p><i>A: Yes it does.</i></p> <p>Q: What is the size of the cost of the roof works please?</p> <p><i>A: This is expected to cost 2.5k</i></p> <p>Q: What will be the best way forward with the carry forward from the Sports Grant fund as we may lose it if we do not spend it?</p> <p><i>A: We are currently at idea stage at the moment but we may be able to spend 12k of the money. The school is also looking into a wellbeing day to run after Easter with different external agencies to come into school and facilitate events in art, sports and music. Staff will then have this time to work on SDP prioritises. This will cost approximately 2k. JP is also looking into outside providers to allow each year group, once a term, to go and participate in an activity. For example JP will be discussing with an external provider for Rugby next week.</i></p> <ul style="list-style-type: none"> - To be clear, funds for the sports budget will not be 'clawed back' as per say but it is looked upon unfavourably. It has been an extraordinary year and has meant many of our normal activities have not taken place; however, there are still have funds in the account that accumulated before the pandemic occurred. We need to be aware of potential funding reforms that may then impact how much we receive in the future. - The SBM confirmed the fund account balance is £5,532.16. - As for contracted charges set / purchasing services for next financial year, these items are in the process of being completed. IT and employee insurance have been completed. Catering is ongoing. The SBM is still looking into everything else including buybacks. Council buybacks have to be submitted by the 31st March. The SBM to bring them to the next FGB for Governor sign-off. - The school is in discussions with The Pantry over anticipated contributions to the supplier's operational deficits. The uptake of free school and KS2 meals are not at the expected due to the pandemic. The school is determining if any funding has been received in relation to catering; schools are not allowed to profit from catering contracts and therefore any catering funding amounts must be presented back to the supplier to assist 	<p>Noted</p>
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	<p>in the shortfall. This supplier is running at loss and will absorb the cost for the time being.</p> <p>Q: When the contract was signed, was there a clause to allow for a review?</p> <p><i>A: Yes, in July there will be a review period. It is expected the supplier will want to re-evaluate the costs and we will need to re-evaluate our position if there is a significant increase.</i></p> <ul style="list-style-type: none"> - The SBM provided an account review of the FOPS fund presenting what had been spent/charged back to FOPS and what FOPS has agreed to fund. There are some items on the list which will not go ahead this academic year due to the pandemic such as swimming and camping. Most items that FOPS agreed to pay for have been recovered. <p>Q: Does the FOPS fund run academic or financial year?</p> <p><i>A: academic</i></p> <ul style="list-style-type: none"> - Headteacher's monthly checklist is on track. - The Inventory check has been completed remotely by SB and the SBM. Any new items of portable, desirable, and significant value over £50 have been added to the inventory. The sensible disposal of obsolete and broken items has been authorised by the Headteacher. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 5.	IT Refresh Project	
	<ul style="list-style-type: none"> - The new IT supplier started in January 2021 and the current supplier will end in mid-March. The new supplier is already carrying out remedial work and the handover is going well. - Talk of an IT refresh project is underway. Our new supplier has evaluated our current setup and provided a list of suggestions to improve and enhance out IT capability as a school. The SBM has received the report this week which includes a RAG status for each item and indicative costs. The cost of the project as a whole is in the region of 8-10k which includes some larger projects including a server and wireless network upgrade. <p>Q: Would the upgrade cover the whole of the Wi-Fi network provision?</p> <p><i>A: Yes it would; this is a priority. Our requirements as a school have changed which has been highlighted during the pandemic – there is a need to replace our aging equipment. Even when the children return, there will still be a need for Google classrooms as it is also used at school by the pupils.</i></p> <p>Q: Is there scope for FOPS to contribute towards the IT refresh project?</p> <p><i>A: This year has been extremely difficult for FOPS to raise funds. FOPS has already contributed towards computers this year.</i></p> <ul style="list-style-type: none"> - The SBM will look into the report from the supplier and report back to the Governors. This has the potential to be a Capital project but we must be mindful of the 2k limit which the entirety of the project exceeds. <p>Q: Is there a possibility we could get IT training from Capital when the new system is in place?</p> <p><i>A: The SBM confirmed that when she last looked into this; anything that involved staff, repairs, or maintenance is excluded.</i></p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> - KF requested for volunteers to assist in testing of some of the iPads held at school which appear to have issues with downloading updates and loading onto YouTube. Some of the iPads need fine tuning. JP to organise with SB, AB and SMC a proportion of the iPads to be looked into by each individual. 	Noted
Item 6.	Business	
	<ul style="list-style-type: none"> - The H&S walk around was completed by the SBM, KF, MB and DB. - MB spent time pointing out historical items with the school to give DB background and explaining the approach to the walk around. - Inside the building there are a number of small items that need recertifying which the SBM has put on CREST and the removal of the asbestos is already scheduled. - Documentation will be completed remotely with the SBM making this available to the business group. From this an action plan will be created and feedback to the FGB. - DB updated the FGB regarding H&S activity including an issue with a faulty road sign and the trimming of local hedge growth. DB has started to build a good relationship with contacts within WBC for getting such items resolved. - KF will be providing the business group with the risk assessment next week regarding the reopening of schools. - KF looking into P.E provision has P.E used to take place in Bucknell's Meadow Recreation Ground, but with the current restrictions in place this may need to be relocated. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 7.	Welfare	
	<ul style="list-style-type: none"> - LB, AB, SMC and CP have been engaging in short conversations with all school staff to check on their wellbeing. This engagement has been well received by staff who felt someone else cared about them. LB will report back in due course. Staff to be thanked for participating. A further catch-up will be scheduled approx. post Easter. - AB voiced her concern that she believes the Governors should have been able to observe a class online to understand how it works (not to observe the quality of teaching). CP corroborated that this is what Governors should be seen to be doing and a record should be kept to show evidence of the online visit. - JP is happy to accommodate this request. AB, DB, CP and SMC would all like to be included. KF to send timetable. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 8.	Curriculum	
	<ul style="list-style-type: none"> - KF has asked parents for feedback regarding the remote learning provided by the school. Feedback has been very good and will be shared with the FGB once analysed. - KF has also completed the school remote learning self-evaluation form. Out of a possible 110, Purley has scored 106. - LB and KF will meet next week to work out agenda and working pattern for the Curriculum group. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>

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	- AB, LB and DB have volunteered to assist with curves on a rota basis. A time will be setup by the individual class teachers.	Noted
Item 9.	Policies	
	- 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:	Action
	o GDPR Policy February 2021	Approved
	▪ Ensure this policy cross references the Record Management Policy.	
	▪ The form in Appendix 1 - ensure what data and when is on the form. Also ensure the search log is held by the school.	
	o Inclusion Policy February 2021	Approved
	- The following policies are approved on Governor Hub if the number of Governor approvals is quorum (6). Clerk to check.	Noted
	o Food Policy February 2021	Approved
	o Drugs February 2021	Approved
	- Remote learning January 2021 – read only	Noted
Item 10.	Skills Audit	
	- The Clerk provided the outcome from the Governor Skills Audit. All Governors had managed to complete the audit which gave us the best possible picture of our skills.	Noted
	- The only areas the Governing Board scored a 3 was: I am/have been a governor or trustee in another school or board member in another sector and Co-operates with external inspectors/auditors and reviews action on their findings. The Governing Board is a 4/5 in all other areas.	Noted
	- The Clerk felt the area that some Governors felt most uncomfortable was school finance. The majority of the Governors, especially those new to the role agreed.	Noted
	- Therefore the following action plan was placed together:	Noted
	o PS / the SBM to give a 30 – 40 minutes presentation to help explain school finance at a FGB in the near future.	Noted
	o PS is aware of a number of training modules via https://educationspace.co.uk/SRM/ that would be of benefit to any Governors wishing to gain a deeper understanding of school finance.	Noted
	o A presentation around Sep/Oct time on what an audit may look like will also be given. As part of this, Governors with corporate experience in finance will be asked to give an overview of how things work differently in the corporate world.	Noted
	o The Clerk has also provided an online link in her training document regarding finance for new Governors.	Noted

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Item 11.	Training and Forum Update	
	<ul style="list-style-type: none"> - AB, LB and DB all attended the wellbeing for education return – role of Governors course. AB/DB thought it was very good and gave ‘food for thought’. LB is very pleased with the way Purley is handling wellbeing. - Training record has been updated and shared. - Appropriate training courses being held by Governor Services have been listed in the training document. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 12.	Chair Update	
	<ul style="list-style-type: none"> - Covered as Part 2. 	Noted
Item 13.	Approval of all Minutes	
	<ul style="list-style-type: none"> - The following meeting minutes were Approved: <ul style="list-style-type: none"> o 20012021 FGB minutes Part 1 v1.0 	Approved
Item 14.	Matters arising from the meetings aforementioned	
	<ul style="list-style-type: none"> - Purley FGB Action Register - Feb 2021 provided before the meeting and actions already updated to give the current picture. 	Noted
Item 15.	AOB	
	<ul style="list-style-type: none"> - None 	Noted

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

Signed:

Date:

Date:	
Signed:	