

PART 1 MINUTES

Full Governing Body

23rd June 2021

Held at Purley CofE Primary School

Present	Initials	Governor Role	End of Term
Pam Slingsby (C)	PS	Foundation Governor	10 Mar 2023
Karen Fakes	KF	Headteacher	n/a
Carole Print	CP	LA Governor	15 Jul 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
Lin Bartlett (VC)	LB	Co-opted Governor	23 Nov 2024
Matthew Barber	MB	Co-opted Governor	25 Jun 2022
VACANT		Co-opted Governor	
VACANT		Foundation Governor	

Apologies:	Initials	Governor Role	End of Term
Sarah McGowan	SMc	Parent Governor	25 Jun 2024
Simon Bell	SB	Parent Governor	8 Dec 2023

In attendance:	Initials	Role
Selina Hall	SH	Clerk

Key:	Approved/Agreed.
	Question raised.
	Action.

Meeting started at:	18:38
Meeting finished at:	20:52

Date:	
Signed:	

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Record of documents			
Item	Document	Added to Governor Hub:	
		Date	Whom
Item 4.	- SIAMS-Reflection - Case for Excellence 2021	16/06/2021	Clerk
Item 6.	- Twenty-questions-GBs-18122020 - GOV 20 questions Annual Review 2021 - Individual reviews of effectiveness 2021	16/06/2021	Clerk
Item 9.	- Proposals for Y6 Residential visit 2021 v2 - 10 End of term activities risk assessment	22/06/2021	Clerk
Item 13.	- WBC School_Term__Holiday_Calendar_2021-22	23/06/2021	Clerk
Item 14.	- Admissions Policy June 2021 - Staff Appraisal Procedure June 2021 - Whole School Food Policy June 2021 - Ill Health Capability Procedure June 2021 - Physical Intervention Policy June 2021 - Absence of the Headteacher Policy June 2021 - Clerk Review Purley WBC Policy Tracker - June 2021	16/06/2021	Clerk
Item 15.	- Training May 2021 - Training Record 2020 to 2021.docx - UserConfirmations-PurleyPrimary 23.06.2021	16/06/2021	Clerk
Item 16.	- 28042021 FGB minutes Part 1 v1.0 - 26052021 FGB minutes Part 1 v1.0	16/06/2021	Clerk
Item 17.	- Purley FGB Action Register - June 2021	16/06/2021	Clerk
Item 18.	- Standing Order - June 2021	23/06/2021	Clerk

Date:	
Signed:	

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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. - SMC and SB sent apologies in advance of the meeting. The Governors accepted their apologies. - 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. Number of members at the meeting: 8. Governors who are Staff: 2 - PS opened the meeting with prayer. 	<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"> - KF confirmed there may be a conflict of interest with her daughter but will discuss this at Item 9. - No other declarations of interest were declared by the Governors. - LB joined the meeting via video link. LB was asked to confirm the environment she was in is secure and protects confidentiality. LB confirmed. - All other Governors were on school site. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 3.	AOB	
	<ul style="list-style-type: none"> - Minute amendment - Governor recruitment and succession planning - Standing Order - An on-going parking issue was briefly discussed. It was agreed that this would need more time allocated and therefore would be added to the business working group agenda. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 4.	SIAMS reflection	
	<ul style="list-style-type: none"> - The Governors were asked to tour the school in two groups, focusing on evidence that children are provided with a chance to develop their spiritual awareness. The Chair provided some thought provoking questions before they began, asking the Governors if the school concentrates on one faith or the opportunity to explore all faiths? And are children able to explore the ideas of creation, God and spirituality? And what does the school feel like and does it give children a chance to engage openly in faith? - It should be noted that cushions and fabrics that provided a cosier spiritual area within classrooms have been taken away due to Covid. This has made the classroom environment feel more sterile than teachers would like. 	<p>Noted</p> <p>Noted</p>

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	<p>A: <i>Governors were asked to review and send any suggestions or comments in an email to the HT.</i></p> <ul style="list-style-type: none"> - PS challenged the Governors again if they were comfortable with a 'Good' rating or wanted to try for 'Excellence'. - The Governors felt they did not want to cause undue stress trying to find a USP. It could end up being a lot of effort but not necessary for the benefit of the children or for the development of education. It is becoming increasingly difficult for schools to find a USP. - Prior to Covid, Purley had the prefect USP; we will find something that fits again one day. All Governors agreed that finding something natural feels better than trying to hunt a USP. - <i>PS, LB and KF to investigate learning walks and the possibility of visiting Good and Excellent CofE Primary Schools in the Oxford Dioceses, Berkshire to find out what is their experience is like and how can we imitate this within our school.</i> - <i>AB and CP to capture the essence of tonight's discussion for KS1 and KS2.</i> 	<p>Action</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Action</p> <p>Action</p>
Item 5.	Ofsted reflection	
	<ul style="list-style-type: none"> - Rose Carberry has sent a new report regarding her latest visit. It only came in today so it will be shared at the next FGB. KF was very pleased with how positive the report was. - During the visit, Rose reported that Purley has addressed all the areas of improvement from the last Ofsted visit. - Rose highlighted: <ul style="list-style-type: none"> o The SLT has completely changed and so has the dynamics. The HT confirmed she feels very supported by the SLT. o Maths is also back on track and pupils are thriving. o Rose was very pleased with lesson observations and quality of work. - Rose highlighted some additional areas for development: <ul style="list-style-type: none"> o Ensure all subjects are on the website. o The presentation of work needs to be consistent across the whole year. - Governors discussed how confident they feel in answering questions around curriculum at an Ofsted inspection. - Governors felt concerned their understanding is not at the right depth especially with regards to data. Others were concerned they had not seen a class being taught especially those who are not school based, and would struggle to articulate the dynamics of the classroom. - KF reassured Governors and urged them to familiarise themselves with the Curriculum policy again; read the Maths and English data reports and get a general feel for what levels are like within the school. The Learning and Teaching working group will need to be able to answer the more difficult questions. Governors need to be able to signpost to documents/individuals who will be able to give more depth. 	<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"> - Last time we struggled to articulate our progress and achievement. We need to ensure we know our trends and progress this time. - KF gave the Governors some questions to think about: <ul style="list-style-type: none"> o What are the priorities for Purley and how are we moving forwards? o How do we hold the Headteacher to account? o What training do you do as Governors? - LB to create a list of possible questions that Ofsted may ask, using the Key and LA, and create a crib sheet that will be proportion to the relevant working groups. - Governors feel detached and lack confidence at the moment due to Covid and not being within the school as much. - KF reassured Governors that they are monitoring within the FGB's and working groups and coming into school to work with the children (Curves and Reading). Governors do know the information; they just need to have confidence within themselves. 	<p>Noted</p> <p>Noted</p> <p>Action</p> <p>Noted</p> <p>Noted</p>
Item 6.	Reviews of effectiveness (individual and 20 questions for governing board)	
	<ul style="list-style-type: none"> - The Governors were asked to send the Clerk their individual reviews of effectiveness 2021 and she will collate the responses. - The Governors completed GOV 20 questions Annual Review 2021 - updated FGB 23rd June 2021 within the meeting. Please see separate document for recorded responses. 	<p>Noted</p> <p>Noted</p>
Item 7.	Appoint Governor to conduct 360 Review of Chair and Clerk's Appraisal	
	<ul style="list-style-type: none"> - DB to conduct 360 Review of Chair Appraisal. - Chair to circulate 360 Clerk Appraisal. 	<p>Action</p> <p>Action</p>
Item 8.	Staffing matters	
	<ul style="list-style-type: none"> - A new breakfast club leader will be appointed tomorrow due to the resignation of one of the leaders. - There will also be the appointment of a new lunch time assistant. - There is one TA on a phased return to work. - By September 2021 we will be at full capacity. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 9.	Review/approve residential visit for following academic year	
	<ul style="list-style-type: none"> - KF presented the proposal for the residential visit for the next academic year. Purley will be joining with the Downland Alliance (Hermitage and Yattendon schools) taking children to Rhos Y Gwaliau in North Wales. Dates - Sunday November 21st to Saturday 27th November. - We are going away a little longer than we normally do due to extra travel time. - The activities associated with Rhos Y Gwaliau look amazing including gorges and slate mines. - One member of staff may be interested in attending. If they cannot attend KF's daughter would be interested. She has worked as a TA, 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<p>Guide Leader, first aid trained, trained physiotherapist and has helped out at school before. Alternatively, is there a Governor who would like to attend should this not be possible? AB is happy to go along if required.</p> <ul style="list-style-type: none"> - KF presented the costing and the final cost per child is £300. - KF confirmed that although the breakdown appears to have staffing costs associated to the total cost per child, this is not the case. Schools cannot charge parents for staffing on school trips and therefore staffing costs need to be separated out and contributed from the sports grant. - Make it very clear that there is a £50 non-refundable deposit. <p>Q: How many children will there be altogether?</p> <p>A: There are 15 children from Purley, 15 from Yattendon and 25 (or slightly more) from Hermitage. Approximately 50 altogether.</p> <ul style="list-style-type: none"> - All Governors approved the residential visit to Rhos Y Gwaliau for the next academic year. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Approved</p>
Item 10.	Safeguarding – Verbal update	
	<ul style="list-style-type: none"> - LB gave an update following on from her visit on the 22/06/2021. The report will be ready for Governors in time for the next FGB. - West Berkshire have updated the Single Central Record template and SBM has been checking current information against the new format. There are some gaps which we are working to fill. The Clerk has sent out separate information on what is required by Governors. - All Governors are required to complete the face-to-face safeguarding training that will be held on Thursday 9th September at 6:30pm with KF. If this day/time is not possible it may be possible to join the staff training during the inset day. - LB gave the highlights of the report and confirmed the Missing in Education policy will be changed to Attendance. 	<p>Noted</p> <p>Noted</p> <p>Action</p> <p>Noted</p>
Item 11.	Identify and appoint members of the Headteacher’s performance review panel	
	<ul style="list-style-type: none"> - LB, CP, PS, SB and DB have had training. LB and PS to be members of the panel. SB to be given the chance to be a member of the panel instead of CP as SB has not done it before. If SB cannot do it, CP will be the 3rd member. - LB to pass date to SB – 12th October 2021. 	<p>Noted</p> <p>Noted</p>
Item 12.	Welfare update – verbal update	
	<ul style="list-style-type: none"> - AB gave an update regarding the Welfare working group and explained the structure of the meetings over the next academic year. - It is expected the Welfare group will meet three times a year. Updates will be verbal with a corresponding report available on Governor Hub: <ul style="list-style-type: none"> o November 2021 to report back at the December 2021 FGB o March 2022 to report back to the April 2022 FGB o June 2022 to report back to the July 2022 FGB 	<p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> - AB has kept the Welfare group well organised with notes from the meetings available on Governor Hub and schedule of events for the group to cover. - If any of the other working groups require assistance with organisation, it will be worth speaking with AB for advice. 	Noted
		Noted
Item 13.	Propose dates for next year's meetings	
	<ul style="list-style-type: none"> - The majority of Governors accepted the Governor Meeting Planner 2021-2022 Purley Primary School. - Meetings have moved to a Thursday instead of a Wednesday. The majority of Governors preferred the 18:30pm time. - CP confirmed she may still have an issue with a Thursday due to work commitments in London, but will not fully know until the New Year. - The FGB on the 16th will move to the 23rd of September 2021. PS will find another day for the mandatory training on the 23rd - The Quality of Education - Barbara Hunter. - PS to circulate updated Governor Meeting Planner 2021-2022 Purley Primary School. 	Noted
		Action
Item 14.	Policies	
	<ul style="list-style-type: none"> - The following meeting minutes were all Approved: <ul style="list-style-type: none"> o Admissions Policy 2020 o Staff Appraisal Procedure On Governor Hub: <ul style="list-style-type: none"> o Whole School Food Policy o Ill Health Capability Procedure o Physical Intervention Policy o Absence of the Headteacher Policy May 2020 - Subject to minor changes that the Clerk has been sent via email by AB and CP. 	Approved
		Action
Item 15.	Training	
	<ul style="list-style-type: none"> - All Governors must attend the face-to-face Safeguarding training session on September 9th 18:30 to 21:30. - Mandatory training – The Quality of Education - Barbara Hunter – new date to be confirmed. - Clerk to reissue NGA list for Governors to re-engage with training over the Summer period. 	Action
		Action
		Action
Item 16.	Approval of Minutes	
	<ul style="list-style-type: none"> - The following minutes were agreed, approved and signed by the Chair: <ul style="list-style-type: none"> o 28042021 FGB minutes Part 1 v1.0. o 26052021 FGB minutes Part 1 v1.0. o 24022021 FGB minutes Part 2 v1.0. – read out in meeting by Clerk 	Approved
		Approved
		Approved

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	<ul style="list-style-type: none"> o 24032021 FGB minutes Part 2 v1.0. – read out in meeting by Clerk 	Approved
Item 17.	Matters arising from the meetings aforementioned	
	<ul style="list-style-type: none"> - The Clerk updated the spreadsheet prior to the meeting. This is a working document. 	Noted
Item 18.	AOB	
	<p>Standing Order</p> <ul style="list-style-type: none"> - Changes to the Standing Order - June 2021 were Approved by the Governors. The changes were concerning the working group names. 	Approved
	<p>Minute Amendment</p> <ul style="list-style-type: none"> - Despite all Governors Approving, the minutes from 24/03/2021 did not accurately reflect the Approval of the Buy-Backs. Therefore, the Governors Approved the below wording and the meeting minutes from the 24/03/2021 will be updated to reflect this: - Amended as per the FGB 23/06/2021 to ensure the wording was clear. The purchase of Buy-Backs was discussed and Approved by all Governors to ensure these were submitted for purchase before the deadline on 31st March. As for the decision for the RPA vs Insurance; the SBM to ask WBC to hold our decision for one month whilst both offerings were investigated. CP proposed and MB seconded. If, however WBC did not agree to this, then all Governors agreed to stick with WBC insurance 	Approved
	<p>Governor recruitment and succession planning</p> <ul style="list-style-type: none"> - The Chair position will be coming for end of term in October. This is an opportunity for Governors to think about if they would like to stand for Chair. - Hayley Gittins is interested in become a Co-opted Governor and will be an observer at our next FGB. 	Noted Noted
Item 19.	Safeguarding paperwork	
	<ul style="list-style-type: none"> - The Clerk recorded the required details for DB, CP, MB, and AB. - All other Governors will be required to take the documents to the SBM for review or alternatively bring them to the July FGB. 	Noted Action

Date of the next full governing body meeting: **Wednesday 14th July 2021, 6.30pm at Purley CofE Primary School.**

Signed:

Date:

Date:	
Signed:	