

# PART 1 MINUTES

Full Governing Body

14<sup>th</sup> July 2021

Held at Purley CofE Primary School

Present	Initials	Governor Role	End of Term
Karen Fakes	KF	Headteacher	n/a
Carole Print – <b>Acting Chair</b>	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
Sarah McGowan	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
Simon Bell	SB	Parent Governor	8 Dec 2023

In attendance:	Initials	Role
Ruth Bennie	RB	Observer
Selina Hall	SH	Clerk

Key:	Approved/Agreed.
	Question raised.
	Action.

Meeting started at:	18:39
Meeting finished at:	19:53

Date:	
Signed:	

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Record of documents			
Item	Document	Added to Governor Hub:	
		Date	Whom
Item 5.	- Headteacher report Summer 2021	07/07/2021	Clerk
Item 6.	- Budget Monitoring_CFR_2021-22_P3_Capital - Budget Monitoring_CFR_2021-22_P3_MSB - Budget Monitoring_CFR_2021-22_P3_Out of Hours - Budget Monitoring_CFR_2021-22_P3_PPG - Budget Monitoring_CFR_2021-22_P3_Sports - Written Budget Monitoring Report for Governors - Purley CE Primary - 202..		Clerk
Item 8.	- Governor Visit PPG 210621 Final	09/07/2021	Clerk
Item 10.	- SEND report July 21 FGB	09/07/2021	Clerk
Item 11.	- Sports report 2020 2021	13/07/2021	Clerk
Item 12.	- safeguarding gov visitB 22 06 2021 - Behaviour and safeguarding pupil voice report 140621 - kcsie 2021 changer - Keeping children safe in education 2021	07/07/2021	Clerk
Item 13.	- Collective worship report - SIAMS reflection report	07/07/2021	Clerk
Item 14.	- Gov planner 2021-2022	07/07/2021	Clerk
Item 15.	- Schools Sickness Procedure and Guidance July 2021 - Behaviour principles written statement July 2021 - Personal, Social, Health and Economic (PSHE) and Relationship and Sex Education (RSE) Policy July 2021 - Governors' Allowances Policy July 2021 - Clerk Review Purley WBC Policy Tracker - June 2021	07/07/2021	Clerk
Item 16.	- Governor Safeguarding Training 2020-2021 - Training Record 2020 to 2021.docx	07/07/2021	Clerk
Item 18.	- 26062021 FGB minutes Part 1 v1.0	07/07/2021	Clerk
Item 19.	- Purley FGB Action Register - July 2021	07/07/2021	Clerk

Date:	
Signed:	

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Item no	Description	Action
<b>Item 1.</b>	<b>Those present and in attendance</b>	
	<ul style="list-style-type: none"> <li>- Governors present at the meeting are listed on page 1 of these minutes.</li> <li>- SB sent apologies in advance of the meeting. The Governors accepted SB apologies.</li> <li>- PS unfortunately was unable to join the meeting due to a work emergency. The Governors accepted PS apologies. CP acted as Chair for the evening.</li> <li>- The meeting was quorate as the quorum for any governing board meeting and to 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: <b>10</b>.</li> <li>- One half of the complete membership is: <b>5</b>. Number of members at the meeting: <b>8</b>. Governors who are Staff: <b>2</b></li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>Item 2.</b>	<b>Declarations of interest and confirmation of confidentiality</b>	
	<ul style="list-style-type: none"> <li>- No declarations of interest were declared by the Governors.</li> <li>- RB joined the meeting via video link. RB was asked to confirm the environment she was in is secure and protects confidentiality. RB confirmed.</li> <li>- All other Governors were on school site.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>Item 3.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>- None</li> </ul>	<b>Noted</b>
<b>Item 4.</b>	<b>SDP Verbal update</b>	
	<ul style="list-style-type: none"> <li>- Good progress has been made this year. The updated SDP and SEF (Self Evaluation Form) will be presented at the September 2021 FGB (Full Governing Board).</li> <li>- Every year we put <i>Governor Monitoring</i> in the SDP as a method of ensuring implementation, however this is not happening frequently enough. To combat this, a line has been added into the SDP to show which working group will monitor the action and who will do the visits.</li> <li>- KF/PS are keen for each working group to submit a collective worship monitoring report at different intervals throughout the year.</li> <li>- We have a number of different plans that we need to manage and monitor including PPG, Sports, and Covid Catch-up. We are confident Purley is on the right track. This was also confirmed during Rose Carberry's latest visit.</li> <li>- As for the SEF, a different format has been used to help make it clearer and easier to read.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

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Item 5.	Headteacher's report – written	
	<ul style="list-style-type: none"> <li>- The Headteacher's report had been sent in advance. The Governors were asked if they had any questions?</li> </ul>	Noted
	<p>Q: Under the Leadership and Management section, it states the caretaker has resigned and two part time wrap around care workers have also resigned, have you started advertising for these roles?</p>	Noted
	<p>A: Yes, an existing play worker will pick up 3 of the sessions and we have appointed someone for the 4<sup>th</sup> session this morning. The advert for the caretaker has gone out and interviews are planned but we may look at alternative options for this role.</p>	Noted
	<p>Q: KF asked the Governors directly what makes Purley CofE Primary School a Good school?</p>	Noted
	<p>A: When we spoke with the school councillors, they were lovely and listed a number of things that makes them happy at school including the staff, the resources, the different opportunities they are given and the school grounds. This opinion was echoed by the Governors.</p>	Noted
	<ul style="list-style-type: none"> <li>- The Governors added to this citing everything that was spoken about at the June FGB when we were asked to tour the school for the SIAMS reflection agenda item: the links with the church, the welcoming composition as you enter the school, the calming environment, the teaching staff, the whole fabric of the building and school, the small and friendly environment, the individualism – knowing each child and knowing they will not get lost and the enthusiasm of the children and staff. These are the things that make Purley CofE Primary school a good school.</li> </ul>	Noted
	<p>Q: Following on from this question, KF then asked if we should be asking Staff and Parents the same question?</p>	Noted
	<p>A: Yes! it is very important to include Staff and Parents.</p>	Noted
	<ul style="list-style-type: none"> <li>- The parents will have an invite to come into school for a Greet the Teacher event on 15<sup>th</sup> September and see the classrooms. This might be a good opportunity to ask them this question.</li> </ul>	Noted
	<ul style="list-style-type: none"> <li>- Parents have stated that they prefer parents evening online as it stops issues with trying to find childcare and both parents can attend. October 2021 will be online and February 2022 face-to-face.</li> </ul>	Noted
	<p>Q: KF asked who can collate the questions and which Governors will be available to come in for the Greet the teacher event to provide a Governor presence?</p>	Noted
	<p>A: MB, SMc and LB all offered to attend. RB suggested a question around effectiveness and vision could be added. The timing of the event will be from 6:00 to 7:30pm. LB offered to work with KF to pull together the questions for the parents.</p>	Action

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Item 6.	<b>Finance Report</b>	
	<ul style="list-style-type: none"> <li>- The Out of Hours funds is reporting a £9,177 deficit by the end of the financial year.</li> <li>- The SBM is currently investigating to confirm if this is the true figure – is it due to the breakfast club or out of hours’ club? We need to understand if this is the impact of Covid. However, speaking with the LA, as a service it will normally run at some deficit.</li> <li>- Prior to Covid, Purley normally had 6 to 11 children attend. This is not the case now</li> <li>- However, things may change in September as parents are starting to head back to the office. 19<sup>th</sup> July is freedom day so more people will be expected to return to work and will possibly need this provision.</li> <li>- Running the out of hours’ club at deficit has been flagged before to Governors.</li> </ul> <p style="background-color: #e0e0ff; padding: 2px;">Q: The Governors were keen to explore the revenue and expenditure from previous years and understand the variances. Last year will probably be similar to this year due to Covid, but a year in which the out of hours club was working well would be good to demonstrate its revenue potential.</p> <p style="background-color: #ffe0e0; padding: 2px;">A: Clerk to ask SBM if they can pull together this information ready for the business working group meeting on 19<sup>th</sup> July.</p> <ul style="list-style-type: none"> <li>- Our new IT provider (Inspired) has ensured that we have computers, wifi, and sound bars that all work and the school has developed a good working relationship.</li> <li>- On the 15<sup>th</sup> July KF and the SBM will be meeting with Inspired to discuss the alternative provisions for Share Point.</li> <li>- Costing for Sports week is now beginning to come in; to make Governors aware, the Sports Fund runs from April to April but the report July to July.</li> <li>- KF has also revised Lettings and no changes are required.</li> </ul>	<p style="text-align: right;"><b>Noted</b></p>
Item 7.	<b>Headteacher’s monthly checklist</b>	
	<ul style="list-style-type: none"> <li>- The Headteacher monthly checklist is looking good for this year and was worked on for the audit. We are on track for the end of this academic year.</li> </ul> <p style="background-color: #e0e0ff; padding: 2px;">Q: How did the financial audit go?.</p> <p style="padding-left: 20px;"><i>A: In general, we are very pleased with how it went and are looking forward to receiving the report; we hope to share this in September.</i></p>	<p style="text-align: right;"><b>Noted</b></p> <p style="text-align: right;"><b>Noted</b></p> <p style="text-align: right;"><b>Noted</b></p>
Item 8.	<b>Review PPG provision</b>	
	<ul style="list-style-type: none"> <li>- The <i>Governor Visit PPG 210621</i> document was provided in advance of the meeting.</li> <li>- The Dof E has provided a new template to calculate and display PPG funding which is causing confusion. This is because the funding is split across financial years and the template does not display this information well.</li> </ul>	<p style="text-align: right;"><b>Noted</b></p> <p style="text-align: right;"><b>Noted</b></p>

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	<ul style="list-style-type: none"> <li>- KF discussed an issue with the PPG data from Cornerstones and will be meeting with them on the 3<sup>rd</sup> of September. KF explained that the school only uses a small part of the Cornerstones package which costs approx.£200 per year. It was highlighted in Purley's last Ofsted report that their PPG tracking required improvement and Cornerstones was purchased, in part, to provide this data.</li> <li>- KF feels PPG children are looked after within the school in terms of opportunities and funding. This is down to the hard work of the staff and ensuring the children were well supported during Covid.</li> </ul>	<p style="text-align: right;"><b>Noted</b></p> <p style="text-align: right;"><b>Noted</b></p>
<b>Item 9.</b>	<b>Report from Data and Teaching and Learning – verbal update</b>	
	<ul style="list-style-type: none"> <li>- LB gave an update to the various activities the Data and Teaching and Learning group have been doing include policy reviews.</li> <li>- The PPG report has been produced and presented to Governors this evening.</li> <li>- Staff Subject performance reports are being prepared and will be ready for September 2021.</li> <li>- Particular sections of SDP will be focused upon; January will be handwriting and March for be KIRFS.</li> <li>- The Teaching and Learning working group will jointly look at the IT refresh project with the Business working group.</li> <li>- Curriculum knowledge organisers will all be up on the website ready for September 2021.</li> <li>- Governors will be working on the Ofsted question document and looking at individual questions at each working group as we go through the next academic year.</li> <li>- All meeting dates have been decided and confirmed.</li> <li>- The data has shown a dip in hand writing standards, but this is the same as experienced in other schools.</li> <li>- Foundation stage outcomes are very encouraging. Social interactions need work but this is not surprising due to the Covid situation. Foundation are making excellent progress.</li> </ul>	<p style="text-align: right;"><b>Noted</b></p>
<b>Item 10.</b>	<b>SEND report July 21 FGB</b>	
	<ul style="list-style-type: none"> <li>- JP was able to pull the report together last minute in time for the FGB. As Governors did not have the full 7 days to review, JP asked if Governors wanted to walk through the report at the meeting. The Governors confirmed they had already reviewed the report. The Governors had no specific questions regarding the report.</li> <li>- There are 8 children since September added to the SEND register. Due to lockdown, these children have all been added in one go; normally children would be added as and when required throughout the academic year.</li> <li>- Purley have been unable to measure the school's performance either locally or nationally this year due to lack of data available following school closures due to COVID 19.</li> </ul>	<p style="text-align: right;"><b>Noted</b></p> <p style="text-align: right;"><b>Noted</b></p> <p style="text-align: right;"><b>Noted</b></p>

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	<p>Q: With this number of children all being added at once, how does this impact you as a school?</p> <p><i>A: These children were already being monitored. We will provide additional training to staff to help support them further.</i></p> <p>Q: What about the financial situation with regards to SEND children? In the past we had issues with getting funding for this cohort.</p> <p><i>A: Even with a EHCP the school has to pay the first £17,000 before they are able to claim money from LA. There is a massive overspend in the LA for SEND children and it has become extremely difficult to get a EHCP.</i></p> <p>Q: So are we as a school financially support this cohort or should they be getting the funding from LA?</p> <p><i>A: We are providing the support. This cohort learns with their peers as it has been proven to be the most effective way of learning. We then provide short interventions to help support them and target their individual needs.</i></p> <ul style="list-style-type: none"> <li>- Two children have secured places at the Language and Literacy Unit (LAL) at Theale primary for extra support.</li> <li>- Our SEND children get extra monitoring and support. There is a TA in most classes and for most days of the week and there is a person to provide interventions.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>Item 11.</b>	<b>Review Sports Grant provision and Website report</b>	
	<ul style="list-style-type: none"> <li>- The children have really enjoyed Sports Week despite it being low key this year.</li> <li>- The children have had a number of opportunities to trial different sports. Most of Sports Week focused on local clubs and grassroots sports to give the children the opportunity to take-up the sport later on if they wanted.</li> <li>- Next year, the school will look into more one off experiences as well as local sports.</li> <li>- Following on from the England / Italy Euro football game, Purley conducted a penalty shoot-out on the field with staff, the children and parent helpers followed by ice cream; it was a great success and enjoyed by all.</li> <li>- Sports Day did go ahead but it was done in small groups without a parent audience. This highlighted that not all children enjoy the standard sports day format; normally the day would be held in front of the whole school with parents watching and cheering and children competing against their peers. This makes some children feel uneasy. When Purley hold sports day next year; the format will be re-considered.</li> <li>- Sports Week and Sports Day have used funds and therefore there is not as much carry forward.</li> <li>- The website report will be looked at during the next academic year.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

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<b>Item 12.</b>	<b>Safeguarding report</b>	
	<ul style="list-style-type: none"> <li>- LB had verbally presented the <i>Safeguarding Governor Vvisit Report</i> at the June FGB. The Governors had an opportunity to read the report in full; no additional questions were asked.</li> <li>- LB explained the Ofsted are heavily focusing on sexual harassment within schools after a review found from their visit to 32 state and private schools and having spoken to more than 900 pupils young people quizzed in focus groups, 90% of schoolgirls and half of all male pupils said that being sent explicit pictures or videos, known as “nudes”, happened “a lot” or “sometimes”.</li> <li>- The Ofsted review came after thousands of testimonies about abuse were recorded on Everyone’s Invited, a website founded by 22-year-old Soma Sara. More than 15,000 testimonies have been shared on the site.</li> <li>- The report found that many teachers felt they lacked “knowledge on topics like consent, healthy relationships and sharing of sexual images”, while in other schools, little value was given to the teaching of RSHE (relationships, sex and health education).</li> <li>- The report also highlight that schools did not adequately create a no-tolerance environment towards harassment and that Governors did not receive appropriate training on the subject.</li> <li>- The LA will be writing training over the Summer and the KCSIE will be updated to address sexual harassment and sexual violence. All Governors will be required to read the updated policy and sign-off to show they have read the document.</li> <li>- PHSE will be looked at during the next academic year by the Teaching and Learning Working Group to ensure sexual harassment and sexual violence are covered.</li> <li>- AB confirmed that had been no comments on pupil voice.</li> <li>- For Governor information the NSPCC safeguarding audit has changed and the Governors will see the updated format next time.</li> </ul>	<p><b>Noted</b></p>
<b>Item 13.</b>	<b>Governor Visits</b>	
	<ul style="list-style-type: none"> <li>- AB talked through the Collective Worship report.</li> <li>- Reverend Bailey, Associate Minister at St Mary’s Church has been coming into school, once a week, since the Autumn Term to undertake class and hall worship encompassing bible stories.</li> <li>- AB has been extremely impressed at how Reverend Bailey connected with the children and in an easy manner talked about trust, boldness, respect and love for those in need.</li> <li>- With sadness, Reverend Bailey will be leaving as he will be moving out of the area. A new Associate Minister will start coming into school after the half term, once he has found his feet. PS has kindly offered to continue the work with the school and the children in the meantime.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

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	<ul style="list-style-type: none"> <li>- AB praised Reverend Bailey's manner; he knew every child's name and the children were confident around him and wanted to engage. He had a good connection with the children and will be greatly missed.</li> <li>- The <i>Prayers and Awe and Wonder</i> Report accurately recorded the tour, thoughts and feelings of the Governors that took place at the beginning of the last FGB.</li> </ul>	<b>Noted</b>
<b>Item 14.</b>	<b>Propose dates for next year's meetings</b>	
	<ul style="list-style-type: none"> <li>- PS to rearrange the session with Robin in the next academic year.</li> <li>- H&amp;S walk around needs to be schedule into the planner.</li> <li>- The Business Working Group is meeting on 19<sup>th</sup> July and will arrange the working group meeting dates for the next academic year during this meeting.</li> <li>- Safeguarding training for all Governors who did not complete the face-to-face training with KF last year is mandatory. This will take place on the 9th September.</li> <li>- The proposed FGB meeting dates for next year have been accepted.</li> </ul>	<b>Noted</b> <b>Noted</b> <b>Noted</b> <b>Noted</b>
<b>Item 15.</b>	<b>Policies</b>	
	<ul style="list-style-type: none"> <li>- <b>The following meeting minutes were all Approved:</b> <ul style="list-style-type: none"> <li>o Schools Sickness Procedure and Guidance July 2021</li> <li>o Behaviour Principles Written Statement (reviewed by Welfare Working Group)</li> <li>o Governors' Allowances Policy July 2021</li> <li>o Personal, Social, Health and Economic (PSHE) and Relationship and Sex Education (RSE) Policy July 2021 [this policy was approved with the understanding further updates will be required due to the updates from Ofsted concerning sexual harassment and sexual violence]</li> </ul> </li> <li>- AB asked the FGB if the Collective Worship policy could be moved to May FGB 2022 so that the Welfare Working Group could review it in April 2022. This was to balance the policies better throughout the year. KF confirmed that there were no changes to the policy. It was agreed it would come to the September FGB for approval, and the Welfare Working Group can re-review it in April 2022 as planned.</li> </ul>	<b>Approved</b>           <b>Noted</b>
<b>Item 16.</b>	<b>Training and Forum Update</b>	
	<ul style="list-style-type: none"> <li>- <b>Governors who have not attended the face-to-face session with KF last year must attend the face-to-face Safeguarding training session on September 9th 18:30 to 21:30.</b></li> <li>- PS will be working with Robin to provide SIAMS training for the Governors.</li> <li>- The Quality of Education with Barbara Hunter – new date to be confirmed once the training with Robin has taken place.</li> </ul>	<b>Action</b>  <b>Noted</b>  <b>Noted</b>
<b>Item 17.</b>	<b>Chair Report – verbal update</b>	

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	- Not given due to absence of the Chair.	<b>Noted</b>
<b>Item 18.</b>	<b>Approval of Minutes</b>	
	- The following minutes were agreed, approved and signed by the Chair: <ul style="list-style-type: none"> <li>o 23062021 FGB minutes Part 1 v1.0. <ul style="list-style-type: none"> <li>▪ KIRFS spelt incorrectly. CP changed the spelling and signed the minutes on behalf of the Chair.</li> </ul> </li> </ul>	<b>Approved</b>
<b>Item 19.</b>	<b>Matters arising from the meetings aforementioned</b>	
	- The Clerk updated the spreadsheet prior to the meeting. This is a working document.	<b>Noted</b>
<b>Item 20.</b>	<b>AOB</b>	
	- A special mention was given to PS for all her hard work, commitment and dedication over the past academic year.	<b>Noted</b>
<b>Item 21</b>	<b>Safeguarding paperwork</b>	
	- The Clerk recorded the required details for LB and SMc (marriage certificate outstanding). SB has already taken documentation to school. PS outstanding.	<b>Noted Action</b>

Date of the next full governing body meeting: **Thursday 23<sup>rd</sup> September 2021, 6.30pm at Purley CofE Primary School.**

Signed:

Date: