

PART 1 MINUTES

Full Governing Body

23rd September 2021

Held at Purley CofE Primary School

Present	Initials	Governor Role	End of Term
Karen Fakes	KF	Headteacher	n/a
Pam Slingsby (C)	PS	Foundation Governor	10 Mar 2023
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
Simon Bell	SB	Parent Governor	8 Dec 2023
Sarah McGowan	SMc	Parent Governor	25 Jun 2024
Hayley Gittins	HG	Co-opted Governor	22 Sept 2025
VACANT		Foundation Governor	

Apologies:	Initials	Governor Role	End of Term
Ruth Bennie	RB	Foundation Governor	31 Aug 2025
Lin Bartlett (VC)	LB	Co-opted Governor	17 Nov 2024

In attendance:	Initials	Role
Dan Murphy	DH	Observer
Selina Hall	SH	Clerk

Resignation on 23/09/2021:	Initials	Role
Matthew Barber	MB	Co-opted Governor

Key:	Approved/Agreed.
	Question raised.
	Action.

Meeting started at:	18:46
Meeting finished at:	20:50

Date:	
Signed:	

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Record of documents			
Item	Document	Added to Governor Hub:	
		Date	Whom
Item 3.	- Election Guidance - Chairs, Vice Chairs, Parents and Staff - Sept 2019	06/09/2021	Clerk
Item 6.	- School Development Plan 2021-2022 v4 July update - SEF updated July 21	14/09/2021	Clerk
Item 7.	- Covid19 Risk Assessment Sept 21 – <i>information only</i> - Contingency Outbreak Management Plan Sept 2021 – <i>information only</i> - Code of conduct for staff_2021 – <i>information only</i>	14/09/2021	Clerk
Item 8.	- Changes to KCSIE for Sep 2021 - Keeping children safe in education 2021 (publishing.service.gov.uk) - Child Protection and Safeguarding Policy 2021-22 - Procedures for Managing Sexual Harassment September 2021 - Valuing All God's Children July 2019	14/09/2021	Clerk
Item 10.	- Teaching and Learning and Data group - July 2021	14/09/2021	Clerk
Item 11.	- Charging for School Activities Policy September 2021 - Health and Safety Policy September 2021 - Standing Order - September 2021 - Collective Worship Policy September 2021 - Lettings and Conditions of Hire Policy September 2021 - Security and CCTV Policy September 2021 - Debt Recovery Policy September 2021	14/09/2021	Clerk
Item 12.	- Training Record 2021 to 2022 - Training available via Governor Services September 2021	14/09/2021	Clerk
Item 13.	- 14072021 FGB minutes Part 1 v1.0	06/09/2021	Clerk
Item 14.	- Purley FGB Action Register – September 2021	05/09/2021	Clerk
Item 16.	- Code of Conduct for School Governors, Members & Trustees 2021-2022 - Declaration Form - September 2021 - Register of Business Interests - September 2021	14/09/2021	Clerk

Date:	
Signed:	

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Item no	Description	Action
Item 1.	Those present and in attendance	
	<ul style="list-style-type: none"> - Governors present at the meeting are listed on page 1 of these minutes. - SB informed the Clerk that he would be running late. SB arrived at 18:55 - The Governors accepted LB and RB apologies. - HG started the meeting as an observer until item 4. - 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. <p>Current membership at the start of the meeting: 10.</p> <ul style="list-style-type: none"> - One half of the complete membership is: 5. Number of members at the meeting: 8. Governors who are Staff: 2 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
	Declarations of interest and confirmation of confidentiality	
	<ul style="list-style-type: none"> - No new declarations of interest were declared by the Governors. Those present completed their annual Declaration Form - September 2021. - SMc and DM joined the meeting via video link. Both were asked to confirm the environment they were in was secure and protects confidentiality. Both confirmed. - All other Governors were on school site. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 2.	AOB	
	<ul style="list-style-type: none"> - PS sadly informed the Governing Board that Matt Barber has resigned as Co-opted Governor with immediate effect. Matt had been with the Governing Board for over 8 years and has decided that it is time to focus his time at home as his children grow. The Governing Board were disappointed by this news and wanted to note in the minutes how greatly appreciated he was and he will be sorely missed. - Clerk to write a letter to Matt to thank him for all his time, support, help, and guidance over the years. 	<p>Noted</p> <p>Action</p>
Item 3.	Appointment of Chair / V. Chair	
	<ul style="list-style-type: none"> - It was agreed not to end both positions at the same time as per the 18112020 FGB minutes Part I to ensure continuity at the start of the academic year and to instead follow the Standing Order. - The Clerk confirmed that as per the Standing Order, PS will be nearing the end of her second term as Chair on the 01st October 2021. PS wrote to the Governors on 5th September asking them to consider the role of both Chair and Vice Chair as they come to end of term. <ul style="list-style-type: none"> • The Chair position will become vacant on 01st October and will need to be appointed at the October FGB. • The Vice Chair role will become vacant on 17/11/2021 (as per the meeting minutes 18112020 FGB minutes Part I v1.0) and will need to be appointed at the November FGB. 	<p>Noted</p> <p>Noted</p>

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Item 4.	<i>Appointment of Hayley Gittins and Ruth Bennie</i>	
	<ul style="list-style-type: none"> - HG joined as an observer with expectation of joining the Governing Board as a Co-opted Governor. - KF and PS know HG well and believe the skills and experience HG will bring to the board will be invaluable. - HG gave an introduction into her experience and background including her experience at West Berkshire Council working in education, her previous experience as a Governor/Chair and her experience and work in the fields of modern language, literacy development, and dyslexia. - HG was asked to leave the room. The Governors voted unanimously in favour of HG joining the Governing Board. HG re-joined the Governing Board as a Co-opted Governor. HG term of office begins on 23/09/2021 and will expire on 22/09/2025. - HG completed all the required forms and an ID check was performed by the Clerk before the appointment. - RB was appointed by the Oxford Diocesan as a Foundation Governor at Purley for a four-year term of office with effect from Wednesday, September 01, 2021 and end on Sunday, August 31, 2025. The Governing Board will formally appoint RB at the next FGB. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 5.	<i>New Year - New Governance</i>	
	<ul style="list-style-type: none"> - PS formally opened the conversation with a prayer. - PS personally thanked all the Governors for their past commitment and hard work and for the effort that will be required for the coming academic year. LB was directly thanked for her 'behind the scenes chairing' and stepping up to assist PS/KF whilst they deal with the challenges over the coming months. - SIAMS is expected before Christmas 2021. - Governors need to be aware of our challenges; those that we know about and those that are yet to come. - One of our first challenges is fulfilling our Chair position and ensuring a succession plan is in place for the future. - We have staff changes and challenges that we must be aware of as Governors whilst ensuring the children remain unaware and unaffected. We have to ride the waves. - The Governors were asked to cite the school's strap line: Learn to love, love to learn. KF reiterated where it came from: 'Let all that you do be done with love', 1 Corinthians 16:14. - KF touched upon the school's Mission, Values, and the Purley Paragon and asked Governors to ensure they are comfortable with them. - For 2022 to 2027 our vision will be up for discussion. We as a school along with the Parents, Staff, Children, and Governors will need to re-evaluate what our vision is. - How can we as Governors re-group especially with what the last year has thrown at us? We need to be ready when the external agencies come to visit our school. 	<p>Noted</p>

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	<p>SIAMS</p> <ul style="list-style-type: none"> - PS provided all Governors with information on SIAMS, Ofsted and the Governors UK Facebook site. Tonight the focus will be on SIAMS. PS asked the Governors if they would know what to say if they were approached by the SIAMS inspector? - For SIAMS there are 7 stands that underpin our vision as Governors, Staff and Pupils. The inspectors will not be focusing on data. They will be focusing on the previous Ofsted and SIAMS report, FADE reports, the website and Governor reports. Curriculum will be at the top of the list. - This is about being excellent not getting excellent in our inspection. We want a solid 'Good' rating for Purley. - We want the inspectors to see and feel our school and embrace our vision and values the way we do in our everyday learning. Our values are naturally driven in every lesson. - As Governors, Staff, Children, and Parents we need to understand how we live those values and demonstrate our understanding. - The Governors then worked together to populate the answers to the SIAMS Joint Governor Response Sept 2021 – please see separate sheet. - Governors wished to minute that they were very impressed with the standard of year 6 leaver bibles provided by St. Marys and wanted to extend a special thanks to the church. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
Item 6.	<i>School Development Plan and Key Performance Measures</i>	
	<ul style="list-style-type: none"> - The two main priorities in the SDP are Recovery and Environment but how do we measure our success? - The Governors worked through an example. Page 8: Focus on handwriting. How are we going to measure this? How are we going to know this has been achieved? <ul style="list-style-type: none"> o We can hold conversations with the teachers. o We can evaluate against the previous year. o We can talk about what we saw from our Governor visits. - We need to be able to measure against each impact item. How well do we know the curriculum? - We need to use the Ofsted language of most children or some children. Success is not always a percentage. Ofsted will not be looking at data; we need something tangible to demonstrate our success. - We need to know when it has been achieved. - Our reports and meetings as Governors need to ensure we are taking the SDP into consideration. - Maths was then worked through as another example: <ul style="list-style-type: none"> o We have seen evidence of White Rose working across the whole school. We can talk to the children and staff about how they feel about White Rose. o Most pupils have demonstrated an improvement in maths when using White Rose. 	<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"> ○ White Rose has helped teachers to divert their attention to other areas of teaching as the lessons White Rose provides comes with videos for the children to follow. ○ The videos deliver the lesson at the right level but also allows others to also be able to deliver the lesson if the need arises such as a TA. ○ It is an extremely useful tool if we were to go into lockdown again. ○ DB supports with the monitoring of KIRFS. <ul style="list-style-type: none"> - We need to make sure that collectively, as Governors, we are using the same language and grading. We can scrutinise the various areas in the working groups and come back together at the November FGB to discuss. - SB would like to see the Governor Visit form narrowed down so it ensures SDP areas are evaluated and addressed as part of the visit. - PS to distribute a couple of normalised versions of other SDPs on Governor Hub we the Governors can have a look at what other schools have done. 	<p style="text-align: right;">Noted</p> <p style="text-align: right;">Noted</p> <p style="text-align: right;">Action</p>
Item 7.	Headteacher Report (Verbal)	
	<ul style="list-style-type: none"> - It has been an absolute pleasure to have a more normal school this term. The first Collective Worship was extremely moving, having everyone in the hall together. You could feel the emotion amongst the children and staff. - Risk assessment and management plans have been circulated. With constant changes, we will deal with every situation as it arises following local authority and public health guidance. - We can see the impact of Covid on some of the younger children. They have been more unsettled than usual and the school has a number of speech and language referrals they are managing. - KF has carried out a learning walk and saw every child taking learning seriously in every class. The teachers as expected, were leading motivational lessons, capturing their interest. - It has been a pleasure to welcome Dave Pickering on to the staff as temporary caretaker. - Our INSET day in September started with a wellbeing workshop led by Newbury Corn Exchange. The day then moved into Level 1 Universal Safeguarding training and ended with a phonic session led by the Local authority. - All Governors have received the new KSCIE, the updated Child protection policy and the procedures for managing sexual harassment. Many of the Governors attended the Safeguarding training on 9th September. There have been three major changes in Safeguarding: sexual harassment, Low level concerns reporting and self-reporting. These were covered off as part of the training. 	<p style="text-align: right;">Noted</p>

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Item 8.	Safeguarding	
	<ul style="list-style-type: none"> - Face-to-face Safeguarding training was conducted on 9th September for Governors. - In October, LB and KF will meet to complete the 175 school's audit. Below are some of the questions with particular reference to Governors: - Do all governors understand the importance of providing families with help as soon as possible and how school provides that help? <ul style="list-style-type: none"> o This is achieved via conversations, ELSA, training, the Emotional Health Academy. - Are your governors aware of the measures you are taking to prevent and respond to peer on peer abuse? <ul style="list-style-type: none"> o There are a number of policies and procedures that Governors must read. Jigsaw also addresses this subject and is woven throughout the Jigsaw programme. - Is your school safeguarding curriculum relevant to a diverse range of groups of ethnic minorities, LGBTQ? <ul style="list-style-type: none"> o Our school has 20% BAME. The acronym BAME stands for Black, Asian and Minority Ethnic and is defined as all ethnic groups except White ethnic groups. Again, ethnic diversity in school comes up consistently in Jigsaw. The children were also exposed to the Black Lives Matter movement and black history month.. - All Governors understood. - Governors who were present signed off they had read the new Keeping children safe in education 2021 (publishing.service.gov.uk), Child Protection and Safeguarding Policy 2021-22, Procedures for Managing Sexual Harassment September 2021 and Valuing All God's Children July 2019. Those Governors who were not present will be asked to sign at the next FGB. 	<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>Action</p>
Item 9.	Business Working group verbal report	
	<ul style="list-style-type: none"> - DB has completed the Site and Safety walk around with the SBM and will be coming into the office to work with the SBM to review the folder. - Policies are in hand and are under review. - As KF had mentioned, a temporary new caretaker has been taken on. DB and the SBM to draft a list of tasks the caretaker will do. Statutory obligations will be prioritised first and ensure any budget is taking into account if necessary. - DB and AB have reviewed the website against the DfE obligations. - Out of Hours care is being reviewed; the SBM has sent out a questionnaire to parents to understand if Out of Hours care is required and if so, in what capacity. - Q: have you seen an uptake this term? <ul style="list-style-type: none"> o A: yes, there has been a slight uptake. We need to figure out how we can make this work. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Question</p>

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Item 10.	Teaching & Learning and Data group	
	- Deferred to the next FGB.	Noted
Item 11.	Policies	
	- Apart from some minor changes as highlighted by AB, the following Policies were all Approved: <ul style="list-style-type: none"> o Charging for School Activities Policy September 2021 o Health and Safety Policy September 2021 o Standing Order - September 2021 o Collective Worship Policy September 2021 o Lettings and Conditions of Hire Policy September 2021 o Security and CCTV Policy September 2021 o Debt Recovery Policy September 2021 	Approved
	- To help the Governors to understand the policy review process the Clerk will create a policy flowchart and present this at the next FGB.	Action
Item 12.	Training and Forum Update	
	- The Clerk has provided a list of relevant training from Governor Services in the document titled: Training available via Governor Services September 2021. This also includes Health and Safety courses. The Governors were asked to take a look and let the Clerk know if there is any training they would like to be booked on.	Noted
	- Clerk to book RB, HG and SMc on to New to Governance 1 and 2.	Action
	- HG will need to complete the universal safeguarding training being held by Governor Services as she was unable to attend the face-to-face training with KF on the 9th Oct. Clerk to arrange.	Action
	- Robin is currently on sick leave; therefore, the training on the 30th September will not be able to go ahead and will be rescheduled for a later date if still required.	Noted
Item 13.	Approval of Minutes	
	- The following minutes were agreed, approved and signed by the Chair: <ul style="list-style-type: none"> o 14072021 FGB minutes Part 1 v1.0 	Approved
Item 14.	Matters arising from the meetings aforementioned	
	- Clerk to send meeting invite for HG and RB to do a dry run thorough of the Induction Documentation which AB as created.	Action
	- The Clerk updated the spreadsheet prior to the meeting. This is a working document.	
Item 15.	AOB	
	- AB and SMc will not be able to attend the FGB on 14 th October.	Noted
Item 16.	Declarations of interest and new academic forms	
	- Governor Declarations, Code of Conduct and register of Business Interests forms understanding from SMC, LB and RB.	Action Action

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	-	Governors reminded to reset School and Governor Hub passwords.	
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Date of the next full governing body meeting: **Thursday 14th October 2021, 6.30pm at Purley CofE Primary School.**

Signed:

Date:

Date:	
Signed:	

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