

PART 1 MINUTES

Full Governing Body

14th October 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
Lin Bartlett (VC)	LB	Co-opted Governor	17 Nov 2024
David Briscoe	DB	Co-opted Governor	19 Nov 2023
Ruth Bennie	RB	Foundation Governor	31 Aug 2025
Simon Bell	SB	Parent Governor	8 Dec 2023
Hayley Gittins	HG	Co-opted Governor	22 Sept 2025
VACANT		Foundation Governor	

Apologies:	Initials	Governor Role	End of Term
Sarah McGowan	SMc	Parent Governor	25 Jun 2024
Judie Pickering	JP	Staff Governor	5 Jul 2024
Anne Bolland	AB	Co-opted Governor	3 Dec 2021

In attendance:	Initials	Role
Eve Hubert	SBM / EH	School Business Manager
Selina Hall	Clerk / SH	Clerk

Key:	Approved/Agreed.
	Question raised.
	Action.

Meeting started at:	18:34
Meeting finished at:	20:47

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	06/10/2021	Clerk
Item 5.	- Purley Primary - Final Report - Purley Primary - School Final Report Memo - Purley Primary School - Statement of Completion	06/10/2021	Clerk
Item 6.	- P6 Agresso 94900 MSB - P6 Agresso 94908 PPG - P6 Agresso 94913 Sports - P6 Agresso 94976 DFC - P6 Agresso 94999 OoH	06/10/2021	Clerk
Item 7.	- Procurement Card Register of Authorising Officers - Register of Authorising Officers	06/10/2021	Clerk
Item 9.	- Know our school - Ofsted Questions For Governors October 2019	06/10/2021	Clerk
Item 10.	- 2110 Chair's report - 2110 Agenda setting schedule v 1.2 DRAFT	06/10/2021	Clerk
Item 11.	- Calendar of Activity - 27.09.21 v3 WW Group - Notes from WWG 21.06.21 - Notes from WWG 27.9.21 - L and T sept 20 final2 data - L and T v1 sept210 final - Parking problem -possible actions 102021	06/10/2021	Clerk
Item 12.	- Handwriting and Presentation Policy 2021 – via Governor Hub - Assessment Policy 2021 – via Governor Hub - ECT Induction Policy Document October 2021 - Personal, Social, Health and Economic (PSHE) and Relationship and Sex Education (RSE) Policy October 2021 - Clerk Review Purley WBC Policy Tracker - September 2021	06/10/2021	Clerk
Item 14.	- Training Record 2021 to 2022 - Training available via Governor Services September 2021	06/10/2021	Clerk
Item 15.	- 23092021 FGB minutes Part 1 v1.0 - SIAMS Joint Governor Response Sept 2021	06/10/2021	Clerk
Item 16.	- Purley FGB Action Register – October 2021	06/10/2021	Clerk
	- Code of Conduct for School Governors, Members & Trustees 2021-2022 - Declaration Form - September 2021 - Register of Business Interests - September 2021	06/10/2021	Clerk

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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. - The Governors accepted SMC, AB and JP apologies. - 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: 11. - One half of the complete membership is: 6 (rounded up). Number of members at the meeting: 8. Governors who are Staff: 2 	<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. - Governor Declarations, Code of Conduct and register of Business Interests forms from SMC and RB outstanding 	<p>Noted</p> <p>Action</p>
Item 2.	Urgent Matters	
	<ul style="list-style-type: none"> - None - Please note that AOB has been retitled Urgent Matters to reflect the nature of items to be tabled i.e. those matters that cannot wait until the next FGB meeting. 	Noted
Item 3.	Appointment of Chair	
	<ul style="list-style-type: none"> - 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. - The Chair role came to an end on 01st October 2021. - Governors were invited to nominate themselves or each other before the meeting. One nomination for PS to stand for a final term as Chair was received. No other nominations before or at the meeting were received. - PS confirmed that if she was to take the role for a second term, she would only take the role for one more final year. From October 2021 to October 2022. - SB proposed, CP second. All Governors Approved. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Approved</p>
Item 4.	Formal Appointment of Ruth Bennie	
	<ul style="list-style-type: none"> - 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, ending on Sunday, August 31, 2025. Tonight, the Governing Board will formally appoint RB. - RB gave an introduction into her background, skills, and experience. - The Governing Board Approved the Appointment and welcomed RB to the Governing Board. 	<p>Noted</p> <p>Noted</p> <p>Approved</p> <p>Action</p>

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	<ul style="list-style-type: none"> - The Clerk was unable to conduct an ID check before the appointment as RB had accidentally forgotten her documents. It was agreed these can be given at the next FGB. RB is very well known within WBC/Diocesan and also a Governor at Basildon Primary School. The Chair vouched for RB identification whilst the documents were waiting to be presented. - The chair invited RB to commit the rest of the meeting in prayer which RB duly did. 	
Item 5.	Finance Audit Update	
	<ul style="list-style-type: none"> - EH gave a detailed update with regards to the recent School Audit which took place on 5th & 6th July 2021. Purley CofE Primary School received an Overall Audit outcome of Satisfactory. - Pages 27 – 29 of the report detail the Action Plan on the findings from the Audit. Most of the Action points are Minor or Moderate and only one was Significant. - The Significant action is currently being dealt with. This was regarding an issue with the cards and linkage to Paypal. - EH warned the Governors that minor tweaks to the Finance Policy may be required as part of the Audit findings. - The deadline to resolve all findings is 31st December 2021. A statement of completion will also be required at this time. <p>Q: How frequently are we audited?</p> <ul style="list-style-type: none"> o A: Every 5-7 years. <p>Q: Was it a helpful experience?</p> <ul style="list-style-type: none"> o A: Yes, a very useful and helpful experience. We could have been going down the wrong track but this has now bumped us back to where we should be, especially as we have a new (ish) SBM who is still learning. <p>Q: When can the FGB see the updated Action Plan?</p> <ul style="list-style-type: none"> o A: The Governors will see the updated Action Plan at the 20th January 2022 FGB for sign-off. <ul style="list-style-type: none"> - The Governors thanked EH for her time, dedication, and hard work especially as this is her first School Audit. 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Question</p> <p>Question</p> <p>Question</p> <p>Noted</p>
Item 6.	Mid-year finance report	
	<ul style="list-style-type: none"> - The uptake at Breakfast and After school clubs remains an issue. The Breakfast club is still less than ½ of the numbers we saw in 2019. Things are improving and parents/carers are starting to use the provisions again but we are still not at the levels we need to be to make the clubs sustainable. - The accounts reflect having to pay of the deficit in fund 99 from the main school budget of around 10k. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<ul style="list-style-type: none"> - We need to monitor the Breakfast and After school clubs fund over the next few months and make a decision. We are fully aware the clubs act as a service to the community. - There are 16 places for Breakfast Club which needs two members of staff. If we have the capacity for 16, but only end up with 10 children this is an issue; we are not covering our staff costs. <p>Q: Are the same children attending the Breakfast and After school clubs?</p> <ul style="list-style-type: none"> o A: It varies from day to day. <p>Q: We are mindful that this is this a community service. If we cannot make this work, who else can provide this service?</p> <ul style="list-style-type: none"> o A: The Breakfast and After School clubs have to be self-sufficient. If we keep having to top the fund up, then this could be held against us. It is not clear who else can provide this provision at the moment. 	<p>Noted</p> <p>Question</p> <p>Question</p>
Item 7.	Authorising Officers	
	<ul style="list-style-type: none"> - There are no changes to the Register of Authorising Officers or Procurement Card. Both were signed and signed copies held by the SBM. 	Approved
Item 8.	Headteacher's monthly checklist	
	<ul style="list-style-type: none"> - SBM / HT happy with and on track. - Clerk pointed out that a copy has not been seen by the Governing Board. EH to send Clerk a copy. 	<p>Noted</p> <p>Action</p>
Item 9.	Ofsted Ready?	
	<ul style="list-style-type: none"> - LB stepped through the document titled: Know our School. Questions we may be asked by Ofsted with the Governing Board; the Governors had access to the document prior to the meeting. <p>Question 1: What are your school's priorities? How do you, as a governing board, ensure the priorities are moved forward?</p> <ul style="list-style-type: none"> - The Governors discussed Environment and Recovery and what they mean as school prioritises especially for the coming year. <p>Question 2: What is your vision for the school? Where do you want the school to be? What are the next areas of focus in the school improvement plan?</p> <ul style="list-style-type: none"> - The Governors know the school's vision and the area of focus is Environment and Recovery. We want our children to be good citizens of the community. <p>Question 3: What are the strengths and weaknesses of school? What issues does the school face? How do you know?</p> <ul style="list-style-type: none"> - A major strength of the school is each child is treated as an individual. Purley Primary School is a neutral and inclusive environment with very 	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

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	<p>creative teachers. This strength is also a weakness. The footprint and outside space is smaller than your average primary school which means our sports provision is not as good as some larger schools. We have mitigated against this by finding access to private space.</p> <ul style="list-style-type: none"> - The nurturing environment can also be a weakness when children move from Purley (~100 pupils) to secondary school which has ~2,000 pupils. The transition can be a struggle for some. This is mitigated by preparing them to be good citizens. No child can ‘hide’ in the school and therefore we can help to ensure each child is ready for the transition to secondary school. We know our children. <p>Question 9: How do you make sure that policies are put into practice? (including safeguarding)</p> <ul style="list-style-type: none"> - The conversation moved to question 9. Governors conduct monitoring visits and come in and report back to the FGB via Governor visit reports. Governors have dropped into remote lessons. There are surveys from parents/carers which we will be increasing in frequency throughout the year. We regularly review and scrutinise policies at each FGB. Governors also come into school to help and assist and get a flavour whilst they are here. <p>Question 10: How do you provide challenge for the head? Give an example.</p> <ul style="list-style-type: none"> - Throughout all our minutes there are questions and challenges from the Governors. Our Headteacher is very open and enjoys being challenged. She also operates an open door policy for anyone who needs or wants to discuss something. We have Parent Governors who see the other side and bring a different element to the Governing Board. We also triangulate with Robin and Rose as they provide advisor visits to the school. Data meetings deep dive into the impact. We need to ensure we challenge the SDP if evidence on impact is not apparent. Remember a school visit can also be deemed as a challenge. <p>Question 11: How safe do children feel? How do you know? What is behaviour like?</p> <ul style="list-style-type: none"> - Children have a voice through the termly pupil conferences led by staff and pupil voice gathering sessions led by staff and governors. These evidence that they know what to do if they need help. AB attends the school council. Health and Safety and Safeguarding are always Agenda items. Comments on external agencies on our children have always been positive. The children have always been deemed to be polite, pleasant, and presentable. Therapeutic Thinking is creating a new way for dealing with behaviour in our school and changing how we approach this in the future. <p>Question 12: What systems in place for children to: Confidently report abuse, and for their concerns to be treated seriously?</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
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	<ul style="list-style-type: none"> - All children have at least someone in school to talk too. This question was also asked on pupil voice. Children know they can go to whoever they fell comfortable with if they need to say something. <p>Question 13: How does your school manage consistent good behaviour?</p> <ul style="list-style-type: none"> - Purley used the Purley Paragon and we work towards our values of Love, Courage and Wisdom. We congregate in assemblies to celebrate good work / behaviour / achievement. <p>What else do we need to consider? There are a lot of questions regarding curriculum. How has the curriculum come about? How do you know the school is following the national curriculum?</p> <ul style="list-style-type: none"> - Purley has matched the national curriculum to their curriculum. We have constant reviews and identify any gaps. If there is a particular interest from a child and we feel the whole class can benefit, then we are able to adapt our curriculum. The curriculum is also adaptable for different cohorts of children; those with SEND for example. The Headteacher also visits lessons. <p>Q: The Governors after the Headteacher what would your ideal outcome from the Ofsted inspection?</p> <ul style="list-style-type: none"> o A: Good. I would like Purley to be consistently Good with pockets of Outstanding. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
<p>Item 10.</p>	<p>Chair's Report</p>	
	<ul style="list-style-type: none"> - The Chair sent the Governors the report in advance. The Governors had no questions. - The Chair informed the Governors an anonymous questionnaire will be sent shortly to get opinions of the Governing Board and working party structure and the frequency of meetings. - KF confirmed that success criteria have been added to the SDP. 	<p>Noted</p> <p>Noted</p> <p>Noted</p>
<p>Item 11.</p>	<p>Working Group Updates</p>	
	<ul style="list-style-type: none"> - All working group reports had been submitted in advance of the meeting. No questions were asked and the Governors present, read out the highlights from the reports. - From the Business Working Group the Governors wanted to highlight the following important point: <i>Governors are concerned about dangerous and illegal parking at both entrances to the school at delivery and collection time. Offending parents have been approached and on occasions have been abusive to criticism. The police have been advised and have visited the school and have warned parents of the dangers of their behaviour. The governors are exploring other ways of stopping this parking to ensure the safety of children.</i> 	<p>Noted</p> <p>Noted</p>

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Item 12.	Policies	
	<p>Apart from some minor changes as highlighted below for PSHE&RSE, the following Policies were all Approved:</p> <ul style="list-style-type: none"> - Handwriting and Presentation Policy – via Governor Hub - Assessment Policy – via Governor Hub - ECT Induction Policy Document October 2021 - Personal, Social, Health and Economic (PSHE) and Relationship and Sex Education (RSE) Policy October 2021 <ul style="list-style-type: none"> o Add contents page. o Page 6, add to the policy list: Sexual Harassment Procedure. o Page 12, change Curriculum to The Learning and Teaching Working Group. o At the end of section 14, ensure Sexual Harassment Procedure, Safeguarding and Valuing All God’s Children are added to the list. 	Approved
Item 13.	Performance & Pay Panel	
	<ul style="list-style-type: none"> - The new model Pay Policy will be available by 22nd October 2021. We will need to review and approve in November. The only change to the rates of pay is for unqualified teaching staff employed by the school. - The DfE has published its STPCD 2021, with a view of it coming into effect from 22nd October 2021. - The Pay Panel will be made up of PS, HG and CP. LB will be reserve. The Pay Committee is expected to take place on 5th November 2021 @ 13:30 – 15:00. - PS to contact HR to clarify deadline for submitting pay increases. - Staff reviews to take place during the inset day on 22nd October 2021. 	<p>Noted</p> <p>Noted</p> <p>Agreed</p> <p>Action Noted</p>
Item 12.	Training and Forum Update	
	<ul style="list-style-type: none"> - 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. - HG is booked onto Governance Induction training. RB to will look at dates next year if required. - SMc to still book onto New to Governance 1 and 2. - HG booked onto universal safeguarding training being held by Governor Services. - Clerk to send online Safeguarding training link to SMc and LB. 	<p>Noted</p> <p>Noted</p> <p>Action</p> <p>Action</p> <p>Action</p>
Item 13.	Approval of Minutes	
	<ul style="list-style-type: none"> - The following minutes from 23092021 FGB minutes Part 1 v1.0 were agreed and Approved subject to the following changes: - Under Item 9: 	Approved

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	<ul style="list-style-type: none"> ○ DB has completed the Site and Safety walk around with the SBM and has recorded a time to attend school to review the Health and Safety check list. will be coming into the office to work with the SBM to review the folder. ○ 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. - Under Item 11 Policies add the following: <ul style="list-style-type: none"> ○ 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. - The minutes were signed by the Chair however the Clerk will bring revised minutes from 23092021 to the next face-to-face FGB meeting. 	Action
Item 14.	Matters arising from the meetings aforementioned	
	<ul style="list-style-type: none"> - Outstanding action from September FGB: Clerk to send meeting invite for HG and RB to do a dry run thorough of the Induction Documentation which AB as created. - The Clerk updated the spreadsheet prior to the meeting. This is a working document. 	Action
Item 15.	AOB	
	<ul style="list-style-type: none"> - Today we were advised that the SIAMS inspection will take place on Thursday 21st October. - KF shared the inspection framework and suggested timetable for the day. RB, PS, SB, LB and possibly AB will be available to assist as Governors. 	Noted Noted
	Declarations of interest and new academic forms	
	<ul style="list-style-type: none"> - Governor Declarations, Code of Conduct and register of Business Interests forms understanding from SMC and RB. 	Action

Date of the next full governing body meeting: **Thursday 18th November 2021, 6.30pm via MS Teams.**

Signed:

Date: