

## PART 1 MINUTES

Full Governing Body  
16<sup>th</sup> December 2021  
Held over MS Teams

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
Judie Pickering	JP	Staff Governor	5 Jul 2024
Anne Bolland	AB	Co-opted Governor	15 Dec 2024

Apologies:	Initials	Role	
Sarah McGowan	SMc	Parent Governor	25 Jun 2024

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:	17:00
Meeting finished at:	18:16

Record of documents			
Item	Document	Added to Governor Hub:	
		Date	Whom
Item 4.	- ISDR	10/12/2021	Clerk
Item 7.	- Benchmarking - Purley CE Primary - 2020 21 - Financial Audit 2021 - Purley Primary - Final Report_20211210 - Written Budget Monitoring Report for Governors - Purley CE Primary - 2021 Dec (P8)	10/12/2021	Clerk
Item 8.	- Procedures for managing sexual harassment v2	10/12/2021	Clerk
Item 9.	- 2112 Purley financial skills matrix for governors - nga-skills-audit-single-schools-20210818	10/12/2021	Clerk
Item 11.	- Staff Capability Procedure December 2021 - Induction Procedure December 2021 - Child Missing in Education Policy December 2021 - Acceptable use of ICT Policy December 2021 - Clerk Review Purley WBC Policy Tracker - December 2021	10/12/2021	Clerk
Item 12.	- Training Record 2020 to 2021.docx	10/12/2021	Clerk
Item 13.	- DRAFT 18112021 FGB minutes Part 1 v1.0 - DRAFT 18112021 FGB minutes Part 2 v1.0– to be read out by Clerk.	10/12/2021	Clerk
Item 14.	- Purley FGB Action Register - December 2021	10/12/2021	Clerk

Date:	
Signed:	

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Item no	Description	Action
Item 1.	<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>- SMC did not attend the meeting; the reason for non-attendance is unknown. Although the Governors accepted the absence, the Chair will discuss attendance with SMC in the new year.</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>11</b>.</li> <li>- One half of the complete membership is: <b>6</b> (rounded up). Number of members at the meeting: <b>10</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>
	<b>Declarations of interest and confirmation of confidentiality</b>	
	<ul style="list-style-type: none"> <li>- No additional declarations of interest were declared by the Governors and all Governors declared that they were in an environment which is a secure and which protects confidentiality.</li> <li>- RB opened with prayer.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p>
Item 2.	<b>Urgent Matters</b>	
	<ul style="list-style-type: none"> <li>- None</li> </ul>	<b>Noted</b>
Item 3.	<b>Co-Opted Governor Vacancy</b>	
	<ul style="list-style-type: none"> <li>- AB's Co-Opted Governor position expired on the 3<sup>rd</sup> December 2021.</li> <li>- AB was willing to stand for another term as Co-Opted Governor. AB is an extremely valuable member of the Governing Board and therefore the Governors voted unanimously for AB to retake the position.</li> <li>- <b>KF proposed and PS seconded. All Governors Approved.</b></li> <li>- AB's term commenced on 16<sup>th</sup> Dec 2021 and will expire on the 15<sup>th</sup> Dec 2024. <b>Clerk to update appropriate records.</b></li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Approved</b></p> <p><b>Noted</b></p> <p><b>Action</b></p>
Item 4.	<b>Headteacher's verbal update</b>	
	<ul style="list-style-type: none"> <li>- Since September, we have had 10 children with a positive Covid result and 2 members of staff.</li> <li>- CO2 monitors have been delivered to the school.</li> <li>- In the last week we have had a sickness bug in the school. It is now subsiding.</li> <li>- End of term activities have included the Christmas dinner, Christmas jumper day, FS and KS1 nativity production (which was filmed around the school), Purley Paragon Playtime and a Christmas party/ disco led by FOPS (in bubbles) and Carol Service.</li> <li>- Pupil progress meetings were held on Dec 14th and data will be shared with the Data group in the New Year.</li> <li>- We have ongoing safeguarding cases with CAAS involvement.</li> <li>- SMC led a mobile phone safety session with KS2 children on Dec 2<sup>nd</sup>. This was followed by an evening session online for parents. The update from the parents was low.</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>

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	<ul style="list-style-type: none"> <li>- PS and I have met with Aidan Jones, the new curate from St Mary's. If Covid allows, he will be leading worship at the school once a month. We have also put Easter, Harvest and Christmas 2022 dates into the calendar in the hope that we will be able to use the church.</li> <li>- Nine of the children in Year 6 took the opportunity to take part in Bikeability and all passed the basic bike riding skills test.</li> <li>- Congratulations to PS who completed her nga Leading Governance training.</li> <li>- KF thanked the Governors for their continued support.</li> </ul> <p><b>Q: Can the Governors/Headteacher write to the parents/carers to emphasise the importance of the mobile phone safety especially due to the low uptake at the evening session?</b></p> <p>A: The information was in the newsletter. It is disappointing that not more parents/carers wanted to attend. Sixteen parents had registered and six turned up; this is out of seventyseven families.</p> <p><b>Q: Is there an information booklet to help parents/carers understand the dangers?</b></p> <p>A: e-Safety and mobile phone safety literature has already been circulated. We could include the resources on the website. SMC is going to share a cut down version of the presentation.</p> <ul style="list-style-type: none"> <li>- Information has been well sign posted. We will continue to educate the children on this topic and stress the message that there is always a way out of something goes wrong.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Question</b></p> <p><b>Question</b></p> <p><b>Noted</b></p>
	<b>ISDR</b>	
	<ul style="list-style-type: none"> <li>- The information in the ISDR is historical and based on the children from 2019 and therefore not very useful.</li> <li>- SAT results are the most important piece of information but the pandemic has meant SATs did not take place for the last 2years.</li> </ul> <p><b>Q: Is the SLT happy with the live data?</b></p> <p>A: The SLT met last week and went through this; live data is back on track. The data is improving and ties up with everything we have seen in the data group.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Question</b></p>
<b>Item 5.</b>	<b>Ofsted Reflection</b>	
	<ul style="list-style-type: none"> <li>- No draft of the Ofsted Report has been received. KF has made contact and been told the provisional is still being drafted. It is 18WDS for the provisional report and 5WDs for factual and accuracies. Nothing will happen over the Christmas period.</li> <li>- KF will be presenting her experiences with Ofsted to other Heads Jan/Feb 2022.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p>

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Item 6.	<b>SIAMS Reflection</b>	
	<ul style="list-style-type: none"> <li>- PS was overwhelmed with the excitement from the children at collective worship and especially with how much they wanted to contribute to the music and song choices. The children were really showing how they lived the Purley vision.</li> <li>- All the items we have done for Christmas highlight how the children are living the values every day.</li> <li>- It has also become apparent that the children prefer keeping to the collective worship timetable and not too deviate; this ensures a sense of calmness.</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>
Item 7.	<b>Finance Update</b>	
	<p><b><u>P7/8 update</u></b></p> <p><b>Main School Budget (Fund 01)</b></p> <ul style="list-style-type: none"> <li>- The YTD accounts are tracking under budget.</li> <li>- Main impact for P8 is the adjustment made to MSB to transfer appropriate costs to the PE and Sports Fund (see Section 4)</li> <li>- As previously reported, there is a significant contribution from MSB to cover the forecast deficit in the Out of Hours Fund although in P8 this contribution has reduced due to a more favourable forecast position for Fund 99.</li> <li>- The forecast carry forward at year end is currently 10% of the in-year funding. Whilst this excessive by recommended standards, the school has been made aware that it is liable for a potential legal cost. At this stage the extent of this cost is unknown and the school therefore the school believes it prudent and justified to move ahead with this expected carry forward.</li> </ul> <p><b>Pupil Premium Fund (Fund 08)</b></p> <ul style="list-style-type: none"> <li>- Work to be done in January 2022 to review spend from the PPG Fund. Update will be provided in P9.</li> </ul> <p><b>PE and Sports Fund (Fund 13)</b></p> <ul style="list-style-type: none"> <li>- In November we were informed by West Berkshire Council that the 2021/22 academic year grant must be spent by the end of the July 2022. All unspent funding from 2019/20 ad 2020/21 which we were allowed to carry forward due to the COVID pandemic, must also be spent by this date. Any unspent funds remaining after this date will be recovered by the Government.</li> <li>- In school we have made a number of adjustments to ensure our Fund is utilised in its entirety. This is reflected in P8 with our forecast carry forward amount of -£1.</li> <li>- Our spend in largely in line with our published PE and Sports Grant Strategy with one notable exception which is to invest in the sports provision through our After School Club.</li> </ul> <p><b>Capital Fund (Fund 76)</b></p> <ul style="list-style-type: none"> <li>- No update</li> </ul> <p><b>Out of Hours Club Fund (Fund 99)</b></p> <ul style="list-style-type: none"> <li>- Bookings and income remain broadly consistent and a more in depth analysis will be provided again in P9.</li> <li>- The forecast in-year balance is significantly more favourable in comparison to P7 due to the new contributions from the PE and Sports Grant of around £4,000. This</li> </ul>	<p style="text-align: right;"><b>Noted</b></p>

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	<p>will fund two main activities to take place in After School Club; (1) the provision of targeted sports coaching once a week by an external provider and (2) the sustained focus on new skills in all sessions.</p> <ul style="list-style-type: none"> <li>- In the next Finance focused FGB, the Governors need a clear understanding of staff projection for the next 4 years. <b>KF/EH to work on in Jan 2022.</b></li> </ul> <p><b>Q: Where is the money for tutoring?</b> A: A breakout of that will be provided in P9.</p> <p><b><u>Benchmarking</u></b></p> <ul style="list-style-type: none"> <li>- The benchmarking report is a download of data from the DfE Schools Financial Benchmarking.</li> <li>- Although some comments are included, a full analysis of this data has not been conducted. The report is a first draft and should serve to initiate further discussion and analysis.</li> <li>- It should be noted that further benchmarking data is available from the DfE which provides a more detailed level of comparison.</li> <li>- Whilst some comments are included on specific data, overall Purley would appear to be holding a middle point in most Financial aspects when compared to its national counterparts.</li> <li>- The benchmarking focuses on Expenditure, Income, Balance, Workforce, and Staff both at a local and national level.</li> </ul> <p><b>Q: What are we trying to do?</b> A: We are trying to see how we compare to other primary schools of a similar size and setup to Purley. We sit in the middle nationally and are able to explain and give reason to most of the areas.</p> <ul style="list-style-type: none"> <li>- During a productive discussion Governors identified that we are not over or underspending; Purley is middle of the road. We are doing things correctly. It was also identified that the dataset for the local comparison needed to be significantly larger to enable closer scrutiny.</li> <li>- EH has identified from the exercise that premises costs at Purley are low and we have a high number of TAs (which was already known).</li> </ul> <p><b>Q: What is the purpose of the Per Pupil Value?</b> A: If we compare Purley to other schools of a similar size in the same area/location we will be able to see area specific peaks which is something we can't do if we look at the absolute value. From this we can then target appropriately. For example, utility costs; are they on par with other local schools?</p> <ul style="list-style-type: none"> <li>- Per Pupil Value to be shared at the Jan 2022 FGB.</li> </ul> <p><b><u>Audit Report Action Plan update</u></b></p> <ul style="list-style-type: none"> <li>- The majority of the actions at the end of the report were implemented straight away. All other actions will be completed by the end of the year.</li> </ul>	<p>Noted Action</p> <p>Question</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> <p>Noted</p> <p>Question</p> <p>Noted</p> <p>Noted</p>
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	<ul style="list-style-type: none"> <li>- The private fund report is on the agenda to be presented to the Governors at the Feb 2022 FGB.</li> <li>- The Purley specific Finance Skills audit will now be replaced by the Financial Skills Matrix for Governors designed by the Education and Skills Funding Agency.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p>
<b>Item 8.</b>	<b>Safeguarding</b>	
	<ul style="list-style-type: none"> <li>- After using the procedure for managing sexual harassment, KF has made some minor changes to the template and layout. This has now been saved as version 2.</li> </ul>	<b>Noted</b>
<b>Item 9.</b>	<b>Skills Audit</b>	
	<ul style="list-style-type: none"> <li>- The Financial Skills Matrix for Governors designed by the Education and Skills Funding Agency and the NGA Skills Audit have been provided.</li> <li>- <b>Governors to complete both Audits by Jan 10th 2022. Clerk to chase on Jan 5th 2022.</b></li> </ul>	<p><b>Noted</b></p> <p><b>Action</b></p>
<b>Item 10.</b>	<b>Feedback from working groups</b>	
	<p><b>Business</b></p> <ul style="list-style-type: none"> <li>- DB updated the Governors regarding a trial at Calcot which will restrict traffic during school pickup/drop off times. The success of the trial won't be known until Sep 2022. This may be something we could implement at Purley but would require careful planning and consideration.</li> </ul> <p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>- No update. Teaching and Learning will be meeting in January 2022 and will also organise when the Governors will conduct school visits.</li> </ul> <p><b>Welfare</b></p> <ul style="list-style-type: none"> <li>- Staff wellbeing interviews were supposed to take place on January 10<sup>th</sup> 2022. However, it is felt that these interviews maybe too soon as staff have just been interviewed as part of Ofsted. We will now aim for half term or just after half term.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>Item 11.</b>	<b>Policies</b>	
	<p><b>The following Policies were all Approved:</b></p> <ul style="list-style-type: none"> <li>- Staff Capability Procedure December 2021</li> <li>- Induction procedure 2021</li> <li>- Acceptable use of ICT Policy December 2021</li> <li>- Children Missing in Education December 2021</li> <li>- <b>Two minor updates to be made by the Clerk.</b> In the Induction procedure – pg 4, it should read <i>an induction pack</i> not <i>and induction pack</i>. In Staff Capability, it should be ECT not NQT.</li> </ul>	<p><b>Approved</b></p> <p><b>Action</b></p>

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Item 12.	<b>Training and Forum Update</b>	
	<ul style="list-style-type: none"> <li>- HG has completed her New to Governance 2 training and is awaiting dates for New to Governance 1.</li> <li>- RB to look into New to Governance training 1 and 2 next year.</li> <li>- SMC still needs to complete New to Governance training 1 and 2.</li> <li>- SMC needs to complete Universal Online Safeguarding Training.</li> <li>- Clerk to send details to HG regarding Prevent training.</li> <li>- Clerk to send DB Health and Safety related courses. Clerk to also identify Finance and Business related courses for Governors to attend.</li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p> <p><b>Action</b></p>
Item 13.	<b>Approval of Minutes</b>	
	<p>The following minutes from 18112021 FGB were Approved:</p> <ul style="list-style-type: none"> <li>- DRAFT 18112021 FGB minutes Part 1 v1.0</li> <li>- DRAFT 18112021 FGB minutes Part 2 v1.0 – read out by Clerk.</li> </ul>	<p><b>Approved</b></p> <p><b>Approved</b></p>
Item 14.	<b>Matters arising from the meetings aforementioned</b>	
	<ul style="list-style-type: none"> <li>- The Clerk updated the spreadsheet prior to the meeting. This is a working document. Updates include: <ul style="list-style-type: none"> <li>o Clerk to add to the Governor Visitor form – how the visit relates to SIAMS and then republish on Governor Hub.</li> <li>o There will be a 3-day sustainability focus in the new year – better me / better world.</li> <li>o Fops have agreed to pay for the traffic cones and are looking into this matter. This is an item on their agenda.</li> </ul> </li> </ul>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
Item 15.	<b>Urgent Matters</b>	
	<ul style="list-style-type: none"> <li>- None</li> </ul>	<b>Noted</b>

Date of the next full governing body meeting: **Thursday 20<sup>th</sup> January 2022, 18:30pm @ Purley Primary School.**

Signed:

Date:

Date:	
Signed:	