

LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the Orleans Primary School
Of the full governing body meeting at the school that took place
On Wednesday 10th October 2012

LEA - 2	PARENTS - 4	COMMUNITY - 3	STAFF - 3	CO-OPTED - 1
Alan Blackbeard - AB	Clare Taylor – CT (Chair)	Philip Morgan - PM	Rebecca Mole (Deputy Headteacher)	Roy Vella - RV
Ally Sailisbury - AS	Matthew Engelke – ME (Vice-chair)	Rhian James - RJ	Judith Stollard - JS	
	James Bowring - JB	Yeing-Lang Chong – Y-LC	Helene Beavan - HB	
	Mark Dickinson - MD		Jane Evens – JE (Headteacher)	

The governors discussed and resolved the following agenda items:

Agenda Item		Action
1.	Apologies for absence Apologies were received and accepted from Helen Beavan	
2.	Declarations of financial interest - None	
3.	Membership, training and committees update	
3.1	Membership <ul style="list-style-type: none"> Governors welcomed and formally appointed the new co-opted governor Roy Vella (RV). Governors introduced themselves individually to RV. JS is to step down as governor as she is at the end of her term. This will be her last meeting. CT and governors formally thanked JS for all her time and work as governor. JE to co-ordinate an election for a new staff governor. (Action JE) HB has requested the end date of her term. SS to email to all governors the dates of the end of their terms as governors. (Action SS). 	
3.2	Training <ul style="list-style-type: none"> Governors to note that CT has uploaded the following OFSTED documents onto the secure governors area: The framework for school inspection, Subsidiary guidance and School inspection handbook. Governors to look at. To contact CT if any governor requires a hard copy of any of the documents. (Action ALL). 	
3.3	Committees <ul style="list-style-type: none"> All committees are well constituted and are meeting and conducting business. Governors will discuss the action of the change team later in the agenda. The Green Committee did not progress last year and have not met for 9 months. Governors agreed that the Green Committee will not reconvene until the spring term given the current building work. RM confirmed that the school 	

	<p>continues to be focused on conducting eco procedures; the school still has eco monitors and are actively applying eco practice in school.</p> <ul style="list-style-type: none"> • Governors noted that solar panel will be installed as part of the building work • Contents of the new playground. Governors to note that a parent survey has been circulated as to what the parents would like to see in the playground. To be discussed later in the agenda. 	
4.	<p>Election of Chair and Vice Chair</p> <ul style="list-style-type: none"> • The Chair of Governors - CT was re-elected as Chair of Governors. • The Vice-Chair of Governors - ME was re-elected as Vice-Chair of Governors. 	
5.	<p>Approval of minutes 11/07/12 The minutes of the meeting held on the 11th July 2012 were approved and signed by CT.</p>	
6. 6.1 6.2	<p>Matters Arising from the minutes Action points</p> <ul style="list-style-type: none"> • 3.3 – RM to email SEN results to governors. (Action RM). • 4.1 – Governors agreed that it is not the right time to ask a KS2 member of staff to join the governing body given the large amount of work needed over the year on the KS2 curriculum. A vacancy will remain at present until next year. • 4.1 – Completed. • 4.1 – Completed. • 5. – Completed. • 4.6 – Completed. • 9 – Outstanding to discuss later on in the agenda. <p>Question from JS – Can you clarify whether the discretionary bonus due to be paid to TAs, covers all TAs. JE/CT confirmed that the payment will be paid to all TAs and HLTAs.</p>	
7. 7.1 7.2 7.3 7.4	<p>Policies and Procedural Business Policies</p> <ul style="list-style-type: none"> • Governors Code of Conduct Policy - was approved by governors. • Visit Policy for 2012/13 – Governors discussed the wording of the beginning of the policy. CT to rephrase the sentence on personal interest. (Action CT) Subject to this rephrasing governors approved the policy. • Governors Delegation Planner for 2012/13 was approved by governors. <p>Committee Terms of Reference</p> <ul style="list-style-type: none"> • All committee terms of references were approved by governors and signed by CT and chairs of committees. <p>Governors monitoring and evaluation scheme for 2012/13</p> <ul style="list-style-type: none"> • This was discussed in depth by governors. Governors agreed the scheme which included monitoring of the SDP and SEF by the committees, governors visits and co-ordinator presentations to the full governing body. <p>Co-ordinator reports to governors</p> <ul style="list-style-type: none"> • Governors commented that the co-ordinator reports were extremely useful for governors. 	
8. 8.1	<p>Reports from committees All committee reports have been circulated to and read by governors. Points noted at the meeting were:</p> <p>Finance and Premises</p> <ul style="list-style-type: none"> • Cupcakes will be given notice to terminate in March 2013 to 	

	<p>take effect from July 2013. This is because after the building is complete, Cupcakes will not be able to return to their old premises which are due to become a Year 6 classroom. A new contract with a before and after school care provider will be required from September 2013. With the move to a primary school, the school proposes putting the provider out to tender to include Cupcakes and other potential providers. The school will inform Cupcakes of the situation ahead of the open to tender.</p>	
8.2	<p>LA Provision for HR & Pay Role</p> <ul style="list-style-type: none"> The school and governors have closely monitored the LA provision for HR and Pay Role and have agreed that the service has deteriorated. The school will be changing service providers. Chris Draper has spoken to other providers and arranged meetings with 2 companies. With one, the school pays a lower rate for a basic service and then pays for individual issues that arise on an hourly basis. The second company offers is a full package at a higher cost. However, all HR and pay roll will be covered within the fee. The school has agreed to go with the second company. The new provider will commence from April 2013. 	
8.3	<p>The Budget</p> <ul style="list-style-type: none"> There has been a £6K underspend and £26K has been given to the school by the LA to cover costs associated with expansion. The school's carry forward is £205K The school is currently considering and evaluating whether to upgrade the heating system in the Victorian Block of the school. The school is working with Neil Plumber on looking at the incremental costs given that some work is needed as part of the expansion project; in order to get a detailed breakdown of costs. It is highly likely that the school will go ahead with this upgrade but needs to ensure it is obtaining best value for money. The school has considered the upgrading of the wiring system of the school. It is unlikely that the school will be going ahead with the rewiring of the school at this stage given that the current system has an expected lifespan of at least several more years. 	
8.4	<p>The School's IT Server</p> <ul style="list-style-type: none"> The current IT infrastructure is weak. The school is currently running the IT system on the back up server. The school is therefore in need of a new server. The school has received 3 quotes for new servers. JE stated the school's preferred provider is "Click on it"; they are the middle quote price and they provide technical support for the school. 	
8.5	<p>Governor Question, JB questioned the details of the service, i.e. how much memory of the original server is being used.</p> <p>RM explained that there was 334 out of 599 on the D Drive and 87.1% kg on the management data. The school has removed data and the school is not currently backing up.</p> <ul style="list-style-type: none"> Governors discussed the possibility of the school adopting a cloud based server. 	
8.6	<p>Governor Question, Y-LC asked whether there would be any potential security issues with this type of server. JB confirmed that now there are no security issues.</p> <ul style="list-style-type: none"> Governors discussed the servers in detail including the requirements of the server and the costs. JB confirmed that 	

<p>8.7</p> <p>8.8</p> <p>8.9</p> <p>8.10</p>	<p>the cloud based servers cost much less than the school based servers and that they are paid for on a monthly basis.</p> <p>Governor's question, RM asked how the cloud based server works with the laptops. JB confirmed that it works very differently than a school based server.</p> <ul style="list-style-type: none"> JB will meet with the contractor "Click on it" to discuss servers for the school. And JB will go back to the school with a recommendation. (Action JB). JE will discuss the issue with JB and RV. (Action JE) <p>Governor's question, Y-LC asked how the LA is linked to the school's internet. JE confirmed that the LA monitors the internet usage of the school.</p> <ul style="list-style-type: none"> All data issues in conjunction to the server and its storage will be discussed further when the school has all the relevant information necessary to make a decision with regards to the type of server that is most suitable to the school. <p>-----</p> <p>Quality & Standards</p> <p>Pupil progress and results</p> <ul style="list-style-type: none"> The gender gap between boys and girls is still visible at the school. The committee will be spending extra time with the literary co-ordinator after half term. ME and Catrina Salisbury will visit the Vineyard school to look at how they tackle the gender gap. FSM (free school meals) children generally did very well last year. Only one child did not do as well as expected. There is a home learning club that targets FSM and other children who require a constructive environment in school to carry out home learning. <p>Preparation for Orleans Primary School</p> <ul style="list-style-type: none"> The school has funded staff to come out of the class to prepare for the KS2 curriculum. This procedure is going very well and the school is making excellent progress. 	
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Headteachers Report</p> <p>School Overview</p> <ul style="list-style-type: none"> There are 490 children in school with more boys than girls. There are no looked after children in school. There have been no questions or issues regarding leavers and joiners of the school. The majority of year 2 pupils made outstanding progress. <p>Governor Question, MD asked the precise figures in terms of percentage. JE confirmed that the percentage was late 90s in terms of majority.</p> <p>Governor Question JV asked JE to explain the results tables. JE will meet with JV and AS to go through results tables in details preceding the meeting. (Action JE/JV and AS)</p> <p>JE discussed the results and progress levels of the children from last year.</p> <p>Governor Question, CT asked why some children do not meet their targets. The school closely monitor all children and the school knows the specific children that did not meet their targets and the reasons why. Actions are then put in place for the coming year. ME confirmed the governors that some targets were not met, but that the targets set this year were very high.</p>	

9.5	<p>Governors Question. Governors asked to have historical results with the present results as benchmark for comparison. This will be in order for the Full Governing Body to look at the results in detail with an historical context.</p> <p>JE to email results of the last 5 years to governors. (Action JE). Governors to note that the school's 2010 cohort had exceptionally good results and to consider that year when comparing the years.</p> <p>JE went through the results with the governors and the targets for this year. The school has aspirational targets this year, which are 5% higher than last year. JE confirmed that the improvement of results and progress is in the SDP (school development plan) as a 3 year rolling programme, with different areas of development and a plan to embed all the programmes and projects that have been introduced and are on-going.</p> <p>JE confirmed that this year the school has set realistic targets. And the main area of focus still remains writing.</p>	
9.6	<p>School actions in teaching and learning The following actions are taking place:</p> <ul style="list-style-type: none"> • Setting and reviewing individual targets. • Looking at the support that is required. • Planning what children are doing and where they are going. • Teaching planning for different needs. • Taking extra help in the classroom, without taking pupils out of the classroom. • Teaching focusing on different things within a group. • The use of "Big Writing", (a writing teaching programme). The school has an inset day on "Big Writing", which was very successful. • Other teaching programmes include: Fab Phonics and Numicon. • The school is also embedding the "Outstanding Learning" programme that was introduced to the school last year. 	
9.7	<p>Phonics screen check</p> <ul style="list-style-type: none"> • The school had a phonics screening check with Year 1 and the school did very well. The school came 7th in the borough; the school's phonics is embedded and there is no gender gap in this area of learning development. <p>Governors discussed staff/pupil ratio in comparison to other schools. JE confirmed that each school has comparable ratios. JE confirmed that the management team and Governors carry out financial benchmarking with other schools.</p>	
9.8	<p>Pupil monitoring ME and JE met to look at the individual classes and monitored each individual child. ME has seen all the data on each child and closely analysed the data. JE invited governors to meet with her and look at the data more closely if they would like to do so.</p> <ul style="list-style-type: none"> • JE explained RAISEOnline to RV, including value added progress data. 	
10. 10.1	<p>SDP (school development plan) Introduction</p> <ul style="list-style-type: none"> • JE listed the actions of the SDP; the impact and the outcomes. • JE wanted to show in the SDP exactly what the school is 	

	doing.	
10.2	Strategic Planning Committee <ul style="list-style-type: none"> The school now has a 1 year plan in place. The teaching and learning KS2 (key stage 2) curriculum has been written. The weekly and daily planning is still to be completed. This will be carried out with teachers' professional development and knowledge. Governors discussed and agreed to reconvene the strategic planning committee in the spring term to work on the longer term, e.g. the ICT infra-structure of the upper years and predicting what the school requires. 	
10.3	Communication Systems Audit <ul style="list-style-type: none"> The school plans to carry out this audit via a survey in January. 	
10.4	School Website <ul style="list-style-type: none"> The school is currently working on the website to market the school achievements. 	
10.5	Transition Surveys <ul style="list-style-type: none"> The surveys have been completed. To be feedback to governors. (Action JE). 	
10.6	Pupil Voice The pupil survey was completed and the items to note are: <ul style="list-style-type: none"> The classroom displays that are now much more focused on supporting the children's learning. The majority of pupils enjoy learning all the time. All pupils stated that they were challenged all of the time. (This is down to each child having their own individual target). 	
10.7	School Clubs <ul style="list-style-type: none"> There is a good array of different school clubs. Governor Question, are any of the clubs free of charge? The school asks for a voluntary contribution. <p>JE asked governors for questions on the SDP. No questions added.</p>	
10.8	Staff support JE discussed with governors the need to keep staff moral high during the building work. Governors agreed to the importance of this issue during this time of transition.	
11.	Key Stage 2 Transition Update <ul style="list-style-type: none"> JE discussed this transition and gave governors an understanding how the children progress in key stage 2 and how the progress differs to key stage 1. To increase 3 sub levels per year in key stage 1 is outstanding. To increase 2 sub levels per year in key stage 2 is outstanding. The amount of work that the children have to carry out in key stage 2 to increase a sub level is significantly higher. JE to email the sub level development information to governors. (Action JE) Governors commented that the sub level development information would be very useful for parents. JE confirmed that this information is contained in the end of year reports and this information will be discussed and explained in the parent consultations. The school to put this on the website, under parents helping their child at home. (Action JE) 	
12.	School's transition to primary update	
12.1	Building work <ul style="list-style-type: none"> The contractors have been appointed and are setting up this 	

12.2	<p>week.</p> <ul style="list-style-type: none"> • JE met with them outlining the rules and regulations on the school site, including deliveries and aspects of communication. • The school has a temporary building manager on site until the end of next week, when the permanent manager commences. • The communication channels will be to JE or to RM if JE is off the premises. • The school will conduct monthly meetings with the contractors. • The contractors have to be finished by September 2013. • The consultation went positively and the communication with local residents has gone well. <p>Playground space</p> <ul style="list-style-type: none"> • There will be a thorough consultation on the use of the playground space with parents. The change management team will be responsible for this procedure. <p>PE in School</p> <ul style="list-style-type: none"> • The school has ordered a large amount of playground equipment. • A playground supervisor has been appointed to work 2 hours per day to enable her to set up and put away all the equipment. • All children are currently carrying out PE in school successfully. • The school will be looking at taking the children to Marble Hill Park to use their pitches. 	
13.	<p>OPPTA (Orleans Primary Parent Teacher Association) Update</p> <ul style="list-style-type: none"> • JB updated governors as to OPPTA's concern with the playground and its use. To be discussed further. 	
14.	<p>LA Mailing</p> <ul style="list-style-type: none"> • The new OFSTED framework is in place. • By increasing primary places in the borough all children received a primary school place by the end of the summer term. 	
15.	<p>Next Full Governing Body Meeting and subsequent meetings – to take place at the school on a Wednesday at 7.15pm</p> <p>28th November 2012 6th February 2013 20th March 2013 22nd May 2013 10th July 2013</p>	
16.	<p>Any Other Business</p> <p>Heatham House youth centre is looking to reduce the age of children attending, governors with any updates to report to the governing body.</p>	

Summary of Actions		
3.1	JE to co-ordinate an election for a new staff governor.	JE
3.1	SS to email to all governors the dates of the end of their terms as governors.	SS
3.2	Governors to contact CT if anyone requires a hard copy of the	CT

	OFSTED inspection guidance notes.	
6.1	RM to email SEN results to governors.	RM
7.1	CT rephrase wording on visit policy.	CT
8.7	JB to discuss the server options with "Click on it" and discuss with JE and RV and clarify a recommendation to the school.	JB/JE/RV
9.3	JE to meet with AS and RV to explain results tables.	JE/AS/RV
9.5	JE to email results of the last 5 years to governors.	JE
10.4	JE to feedback transition survey results to governors.	JE
11.	JE to email the sub level development information to governors and to put the information on the website.	JE