

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 6th February 2013 at 7.15pm

LA – (1)	PARENTS - 4	CO-OPTED (6)	STAFF – (2)	OTHER
Alan Blackbeard - AB	Clare Taylor – CT (Chair)		Jane Evans – JE (Headteacher)	Rebecca Mole (Deputy Headteacher)
	Matthew Engelke – ME (Vice-chair)	Yeing-Lang Chong – Y-LC	Liz Thompson - LT	Sarah Samadzadeh – SS (Clerk)
	James Bowring - JB	Rhian James - RHJ		
	Mark Dickinson - MD	Rebecca Johnson – RJ		
		Philip Morgan - PM		
		Ally Salisbury - AS		
		Roy Vella - RV		

The governors discussed and resolved the following agenda items:

Agenda Item		Action
1.	<p>Apologies for absence</p> <ul style="list-style-type: none"> Apologies were received and accepted from Mark Dickinson, Philip Morgan, Ally Salisbury and Roy Vella. 	
2. 2.1 2.2 2.3 2.4	<p>Co-ordinator Presentation on Numeracy by Marie Hedges (MH)</p> <ul style="list-style-type: none"> The school continues to work on the gender gap and this year the girls are achieving better results than the boys. Governors to note that this may just be the specific co-hort that is providing these results. Many children are already achieving their end of year targets. MH also took governors through the differing years and their results. <p>Governor Questions.</p> <p>The Quality and Standards committee discussed that the results for year 1 will not be as strong as previous year 1 groups. What is the school's reading on this discrepancy? It is very important to measure the outstanding progress that they have made. Rio class in year 1 will be achieving a 1B that is the national average with many children reaching a higher level. The school will continue to challenge and inspire the children and aspirational targets have also been put into place. There are some children in year 2 that are achieving 4 sub levels in terms of development. This level of progress is beyond outstanding.</p> <p>As a primary school, will the school carry out the same aspirational targets to push the children up to juniors level as the children carry out the transition from key stage 1 to key stage 2?The school works very closely with St. Stephens on children's' transition from key stage 1 to key stage 2. The school will carry out the same process as the children go through this transition</p>	

<p>2.5</p> <p>2.6</p> <p>2.7</p>	<p>in the school.</p> <ul style="list-style-type: none"> • There is no gender gap for numeracy in reception. One of the classes is higher achieving than the other. However, this may well level out towards the end of the year. The school closely monitors and accesses all progress and development. • MH pointed out the current achievements and next steps for the school in the development of numeracy. This included the maths learning programme "Mathletics". This programme is proving very positive with the children and is very useful for mental maths especially with the boys. <p>-</p> <p>Governors questions CT asked how much per head the programme was? £3.35 Governors discussed the need to ensure teacher knowledge to teach at a level 6 at year 6. Also how the school is working very hard at getting the right teaching for each year group.</p> <p>Governors thanked MH for all her hard work.</p> <p>Presentation attached.</p>	
<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p>	<p>E-Safety Presentation by Rebecca Mole</p> <p>RM reported on E-Safety.</p> <p>Facts and Figures sourced from the DfE/ChildNet/OFSTED.</p> <ul style="list-style-type: none"> • RM presented facts and figures regarding the usage of the internet, online games consoles and social networking. 33% of children aged between 3-4 years are regular users of the internet. 25% of children aged between 12 and 15 years are regular users of games consoles and more and more children are social networking on regular basis. The figures in the report, attached are rising rapidly. • This presentation discusses the facts about how to ensure that measure to put children's safety first with regarding their use of computer technology. • The school is providing an e-safety session for parents, which will help to safeguard children through the use of education. • This evening is a starting point for parents. The school has a duty of care to the children to teach them the mechanism by which to exercise an in built safety barrier in order to protect themselves while using the various technologies. • JE confirmed that the school is spending considerable funding to hire in outside contractors for the training sessions. • Governors agreed that this training was a very good start for both children and parents. 	
<p>4.</p>	<p>Declarations of financial interest - None</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>Membership</p> <ul style="list-style-type: none"> • PM has resigned as governor due to personal commitments. The governors thanked PM for all his work and noted that he has been an invaluable member of the governing body giving generously of his time and skills during his time as governor. • Terms of office – CT, ME and MD are coming to the end of their terms of office. Governors agreed for CT to become a co-opted governor. • Both ME and MD will stand for re-election. • SS to send election details to CT/JE. (Action SS) • Alan Blackbeard confirmed his agreement to continue as LA governor for the school. The LA will re-elect AB through its 	<p>SS</p>

<p>5.6</p> <p>5.7</p> <p>5.8</p>	<p>procedures.</p> <ul style="list-style-type: none"> The DBS's for governors are all up to date. AS's form has been submitted, she is just waiting the paperwork to come through. <p>Governor question What is the status of multi-use DBS's, i.e. if a person comes into the school with a DBS obtained from another organisation. The school carried out its own check. This way the school knows that it has checked each person who works or visits the school.</p> <p>The school is yet to discuss the nature of rolling on the 3 year DBS. JE/CT will discuss this in the personnel committee.</p> <p>5 Year Strategy Team</p> <ul style="list-style-type: none"> The team will be meeting tomorrow morning. Team members are, JB, MD, LT, TJ and JE. 	
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>Approval of minutes 10/10/12</p> <ul style="list-style-type: none"> The minutes of the meeting held on the 28th November 2013 were reviewed. ME suggested an amendment, to the wording in point 8.6. CT to amend the wording. Minutes approved and signed by CT subject to the change. Rhian James has the same initials as Rebecca Johnson. Rhian James will now have the initials RHJ on the minutes. 	
<p>7.</p> <p>7.1</p>	<p>Matters Arising from the minutes</p> <p>Action points</p> <ul style="list-style-type: none"> 5. SS to circulate governors training document to governors. (Action SS). 8.2 – JE to meet with ME, RV and AS on Monday 25th February at 9am. 8.3 – MD to meet with Michelle the school's PE co-ordinator on February 11th. 9.3 Completed. 10 Completed. Governor question, has the school received any response regarding the letter written to parents about reception arrangements? The school has had one question from a parent, asking why the school will have 31 children in a class. Matthew Paul will be answering this question on behalf of the school. 11.2 – The peepholes have been installed in the school and they have been a great success. 	
<p>8.</p>	<p>Governors Allowance Policy The policy was ratified by governors.</p>	
<p>9.</p> <p>9.1</p>	<p>Reports from Committees</p> <p>Quality & Standards</p> <ul style="list-style-type: none"> ME reported on the committee. Key points: ME to sign the agree policies agreed in the committee. The policies have been reviewed and adjusted in light of the new school that covers key stage 2. Governors discussed the issue of PE in the curriculum. E-safety training is currently being executed. Governors agreed that this was a very good thing to do. The school looked at results of reception and year 1. The school is currently executing a new system of assessment. The school continues to work hard with Rio class to increase their achievements. They are making excellent progress. 	

9.2	<p>Donaldson class is standing out as an excellent co-hort. The gender gap continues to be assessed.</p> <ul style="list-style-type: none"> ME met with Catrina Salisbury the literacy co-ordinator. Catrina Salisbury, JE and ME visited St. Edmunds and Trafalgar School to look at their gender gaps in literacy. The visited proved to be very useful. New methods of planning were used, which were very useful. <hr/> <p>Finance and Premises</p> <ul style="list-style-type: none"> Governors approved the changing of the name of the school's bank account The school was awarded funding to upgrade the heating system. The school and governors looked into the online broadband online scheme. The school is getting value for money for the service they are buying into. The school is handling the building work very well in terms of health and safety. Tony James the caretaker has carried out an excellent job. Clare Pearce from the borough visited the school to carry out a premises inspection. She was very impressed with all aspects of the project and the management of all the health and safety. The governors looked at the SEF and went through the E-safety update, (discussed earlier in the agenda). Budget – The school will have a positive variable of £38K. The school carried out a financial benchmarking report, looking at levels of expenditure etc. This proved to be a very useful exercise. The staff expenditure is overall lower than the national average. This may be due to the fact that the school has a relatively young staff and a full roll. However, the school's staff structure will be looked at in the personnel committee in the summer term. The school is reviewing the expenditure of the school and the services that it receives from LBRuT. In additional Building Services contract has been proposed. The committee proposes buying into this but costs details are still being negotiated. Schools Financial Value Statement – Governors reviewed and approved and CT signed the document. 	
10.	<p>Child Protection</p> <p>JE and CT have discussed at length child protection with a focus on safety during the building work and e-safety.</p> <p>The children's' safety during the building work has been managed excellently.</p> <p>Personnel will be discussing how often to renew DBS (Closure and Barring Service) checks.</p> <p>The school continues to monitor and ensure effective children protection at the school.</p> <p>The e-safety action plan was reviewed in detail.</p>	
11. 11.1 11.2	<p>Headteachers Report</p> <p>Pupil register</p> <ul style="list-style-type: none"> The school is full apart from 1 space in Potter Class. The year 3 admissions have been circulated. The school has a full role for Year 3 with 18 pupils on the waiting list. <p>Targets and teaching and learning development</p> <ul style="list-style-type: none"> Have been set for each year group apart from reception, where the school is awaiting guidance from the DfE. Claire Richmond attended a target session with Brenda Spence 	

<p>11.3</p>	<p>from the borough. However, there is still no guidance to proceed with the targets.</p> <ul style="list-style-type: none"> • The targets have been set in terms of where the children will be if they continue to achieve at the pace that they are presently doing so. • Writing continues to be a focal area of development in the SDP (School Development Plan). • The school is implementing Wave 1 teaching in writing and maths through the school. This focuses on keeping the children in the classroom and not taking them out to execute intervention work. • The school continues to monitor standards throughout the school. <p>Attendance</p> <ul style="list-style-type: none"> • The school is meeting attendance targets. The school is working on sporadic sickness that over time adds up and affects a child's attendance. JE have approached parents regarding this issue. • Governors discussed lateness as part of the attendance issue. • JE confirmed that the Borough's EWO (Education Welfare Officer) is very good and is working very well with the school. 	
<p>11.4</p>	<p>Governor Question – what are the reason for a child's lateness in school. JE is tackling lateness as well as attendance. The general reason for lateness is not leaving for school on time.</p> <ul style="list-style-type: none"> • Curriculum – The school had an inset day on big writing, which was very successful. • School visits – The school has had many visitors over the period of the term from different individuals and organisations. • Quality Mark – This has been finalised and has been incorporated in the SDP in staff development, this includes professional development, for which the planning has been completed. The school are using outside organisations independent of the LBRUT services more and more. These have proved to be of a high quality. • Staff – 3 lunchtime supervisors have been recruited by the school, this is being funded by the LA. A support assistant has been recruited. • Clubs – The school continues to provide a wide variety of clubs. • JE presented the Raise on line analysis of the year 2 results – This can go on the school website. 	
<p>11.5</p>	<p>Governors Questions. CT raised a question regarding the results data. JE to check the data. (Action JE)</p> <p>What are the reasons for the parents' comments on the school clubs? How do the children cater for the parents in the provision of clubs? The school regularly consults with the parents regarding what clubs they want and whether the days that they are set are reaching enough pupils. There will always be mixed feedback regarding clubs. However, on the whole the school provides a wide variety of numerous clubs. The school is looking strategically at the clubs it will provide going forward once the building work is complete and with more KS2 children. Governors discussed the reason why science club could not be sustained throughout the entire year. JE explained to governors that due to staff's work commitments, it is unreasonable for them to be expected to run an extra curriculum club for an entire year. Good clubs require enormous organisation, thought and effort. They would prefer to provide quality clubs at</p>	<p>JE</p>

	<p>intervals rather the continuous low quality clubs.</p> <p>Governor Question – Has the school compared its clubs to other equivalent schools? The school has, and the clubs are on a par with other schools. JE explained to governors that when OFSTED judged us they commented that the school had a large no. of clubs to provide children for an Infant School.</p>	
12.	<p>Expansion Update</p> <ul style="list-style-type: none"> • The work is progressing well. • The protective fence will now be moved 2 metres further into the playground. JE will write to parents informing them of the action. (JE Action). • The present site manager is very good. The site manager and the project manager met with the school council, which was very successful and fun and informative for the school council. • Governors discussed the official opening of the new school and who the school may want to invite to open the school. To be discuss further. • The school is presently looking at the external plans and costs. • The school is carrying out training and extensive preparation for the full KS2 curriculum. 	JE
13.	<p>LA Mailing</p> <ul style="list-style-type: none"> • Governors to note that the proposals to expand of The Vineyard School are being discussed. This could be expected to help families in East Twickenham. • The terms dates were agreed. Governors discussed the fact that the end of the summer term falls on a Tuesday. • Governors to note training day 15th April, if they can attend. 	
14.	<p>OPPTA (Orleans Primary Parent Teacher Association) Update</p> <ul style="list-style-type: none"> • OPPTA raised £12K during 2012. • Some of this money will go towards computers and the running of film night for year. • Governors to note there will be dance night during March, information to follow. 	
15.	<p>AOB</p> <p>Governor Question – How does the school choose parent helpers for the school trips? This often depends upon the trip. The school sometimes do not get enough parent helpers. Sometimes we get too many volunteers and we have to pull names out of a hat. Also parents who work that volunteer, the school likes to give them to chance to attend as they otherwise may not get an opportunity to go on a trip.</p>	
16.	<p>Next Full Governing Body Meeting and subsequent meetings – to take place at the school on a Wednesday at 7.15pm.</p> <p>20th March 2013 22nd May 2013 10th July 2013</p>	

Summary of Actions		
5.5	SS to send election details to CT/JE	SS
7.1	SS to circulate governors training document to governors.	SS
11.5	JE to check the results data.	JE
12.	JE will write to parents informing them of the action to erect the protective fencing further into the playground.	JE
