

## 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 20<sup>th</sup> March 2013 at 7.15pm

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

Also attended: Caroline Perry (Supply Clerk)

The Governors discussed and resolved the following agenda items:

Agenda Item		Action
<b>1.</b>	<b>Apologies for absence</b> <ul style="list-style-type: none"> <li>Apologies were received and accepted from James Bowring, Matthew Engelke, Ally Salisbury, Sarah Samadizadeh and Liz Thompson.</li> </ul>	
<b>2.</b>	<b>Co-ordinator Presentation on Creative Arts by Claire Richmond (CR)</b>	
<b>2.1</b>	<ul style="list-style-type: none"> <li>The school is aiming at the Gold Mark Award, having already achieved Bronze. A recent focus has been Creative Arts Week, incorporating activities across the curriculum and encouraging children to be involved and lose their fear of “getting it wrong”.</li> </ul>	
<b>2.2</b>	<ul style="list-style-type: none"> <li>Designated role play areas were used for different styles of learning, taking a holistic approach. CR carried out observations in class and saw creative arts used in different subjects such as Maths. Governors were reminded that in May 2011 Ofsted recognised the school’s creative arts curriculum.</li> </ul>	
<b>2.3</b>	<ul style="list-style-type: none"> <li>An Art/DT curriculum map has been presented for 2012/13. It was noted that more resources are needed for KS2.</li> </ul>	
<b>2.4</b>	<ul style="list-style-type: none"> <li>Children are developing drawing skills. Data is produced every term. No G&amp;T children recorded yet but monitoring continues. Governors to note that children are achieving expected levels of attainment with continual tracking of vulnerable, SEN and FSM children.</li> </ul>	
<b>2.5</b>	<ul style="list-style-type: none"> <li>It was also noted that there are H&amp;S implications eg use of KS2 equipment.</li> </ul>	
<b>2.6</b>	<ul style="list-style-type: none"> <li>Curriculum mapping has been carried out and a wish list of resources produced. Clubs will also be extended.</li> </ul>	
	<b>Governor Questions.</b> <b>Are children being taught the technical skills of drawing, etc.?</b>	

	<p>CR confirmed that children are being taught how to draw, encouraging them to develop their skills eg drawing of shapes, bodies, etc. CT agreed to bring in her copy on technical skills of drawing (<b>Action: CT</b>).</p> <p><b>CT asked about the status of resources for KS2, use of rooms, etc.</b> CR explained that careful timetabling of rooms will be necessary (<b>Action: JE and CR to discuss training for staff</b>).</p> <p><b>Governors asked about the development of Music for KS2.</b> JE explained that instrument lessons already take place and an external music professional also attends to provide lessons. This will be extended and an orchestra is planned eventually. Year 11s attend to share their skills!</p> <p>Governors thanked CR for all her hard work. Presentation attached.</p>	<p><b>CT</b></p> <p><b>JE/CR</b></p>
<b>3.</b>	<b>Declarations of financial interest – None.</b>	
<b>4.</b>	<b>Membership</b>	
<b>4.1</b>	<ul style="list-style-type: none"> <li>CT noted the need for a Pay Appeal Committee in the event of any appeals (excludes members of Personnel Committee or staff). ME, MD, RV and AS had agreed to be on this Committee. The Pay Policy will be reviewed annually as usual. It was noted that no special training exists for this – although HR support is very reliable.</li> </ul>	
<b>4.2</b>	<ul style="list-style-type: none"> <li>CT noted that 4 candidates have been nominated in the Parent Governor elections. She will help count votes on Monday and advise the outcome (<b>Action: CT</b>).</li> </ul>	<b>CT</b>
<b>4.3</b>	<ul style="list-style-type: none"> <li>Governors were asked to submit head and shoulders photos to AB for badges (<b>Action: All</b>).</li> </ul>	<b>All</b>
<b>4.4</b>	<ul style="list-style-type: none"> <li>Training Record update – Y-LC had attended Health and Safety and Safeguarding Training for Governors. CT agreed to advise the Clerk so the Training Record can be updated and circulated (<b>Action: CT/SS</b>).</li> </ul>	<b>CT/SS</b>
<b>5.</b>	<b>Minutes of 6<sup>th</sup> February 2013</b> – The minutes were agreed. The training document will be circulated. JE noted that the RAISEonline details should have been reversed.	
<b>6.</b>	<b>Governors self evaluation – Leadership and Management Ofsted Criteria</b>	
<b>6.1</b>	<ul style="list-style-type: none"> <li>CT urged Governors not to be complacent about its Ofsted judgement (Outstanding) of May 2011 and to strive for continual improvement.</li> </ul>	
<b>6.2</b>	<ul style="list-style-type: none"> <li>CT gave a presentation on the new Ofsted framework from January 2012 and governors discussed how they contributed to each aspect of governor leadership and management. Presentation attached. Key elements include clarity of vision, ethos and strategic direction; focus on SDP; statutory duties eg policies; target-setting; review and challenge (“critical friend”). The PM process and outcomes for all staff are essential (the Personnel Committee looks at outcomes in detail). Ofsted will focus on vulnerable children and those on FSM/SEN register. CT to update the presentation taking into account governor input.</li> </ul>	
<b>6.3</b>	<ul style="list-style-type: none"> <li>Governors discussed the pupil premium. JE and CT have discussed also with Mike Slaughter from LBRuT. “Narrowing the gap” is a key focus and pupil premium money is used to fund these interventions.</li> </ul>	
<b>6.4</b>	<ul style="list-style-type: none"> <li>Governors also discussed the commitment to ensure that all children are achieving.</li> </ul>	

6.5	<ul style="list-style-type: none"> <li>Next steps include developing communication between GB and SLT (latter has weekly meetings and JE suggested that each half term Governor attendance is welcome)</li> </ul>	CT/All
6.6	<ul style="list-style-type: none"> <li>Governors discussed ideas for succession planning including rotation of Chairs and Committee membership. CT agreed to consider these suggestions, any comments from Governors welcome in the meantime. <b>(Action: CT/All).</b></li> </ul> <p><b>Governor questions.</b>  <b>Governors asked if health and safety compliance during building could be documented as one of the school's strengths.</b>  This was noted. (Governors' understanding of financial issues, discernment around funding and using resources effectively were also noted, in addition to effective PTA involvement). <b>(Action: CT).</b></p> <p><b>Governors questioned the Head/Chair about transparency in communication with stakeholders/accessibility of information.</b> It was noted that Governing Body minutes are on the website. An email address for Governors has also been set up and a noticeboard displaying Governor photos is in the entrance</p> <p><b>Governors asked if Governor visits and transparency of data should be recorded as evidence.</b> CT agreed to update the presentation. <b>(Action: CT).</b></p>	CT
7.	<b>Reports from Committees</b>	
7.1	<ul style="list-style-type: none"> <li><b>Quality and Standards</b> – Minutes of the meeting of 4<sup>th</sup> March 2013 had been previously circulated. Governors discussed and clarified the gender gap position as reflected in the minutes, namely, continuing to push the girls forward in their high attainment, whilst striving to improve boys' performance.</li> </ul>	
7.2	<ul style="list-style-type: none"> <li><b>Finance and Premises</b> minutes of 7<sup>th</sup> March 2013 had been previously circulated.</li> <li>Governors discussed wear and tear in the playground and toilets. Works have been carried out to tidy up the playground and the fans in the toilet have been cleaned and the air fresheners renewed.</li> <li>It was agreed to sell the cast iron radiators for a fixed price <b>(Action: AB).</b></li> <li>JE agreed to email Neil to ask if any other materials from build can be salvaged <b>(Action: JE).</b></li> <li>4 interactive whiteboards need to be purchased) to replace old IWBs that no longer work. 3 quotes have been obtained and the lowest quote is being accepted. Governors agreed.</li> <li>Interviews for after school care are taking place next week. CT agreed to consider proposing a revenue share <b>(Action: CT).</b></li> <li>The local authority is to provide a 12-month building services contract. There are fixed costs for items the school needs to give notice on.</li> <li>The new Finance Officer starts on Monday.</li> </ul>	AB JE
7.3	<ul style="list-style-type: none"> <li><b>Personnel, Children and Community</b> – Minutes of the meeting on 5<sup>th</sup> March 2013 had been circulated previously.</li> <li>The payroll provider has been changed.</li> <li>DBS checks will be carried out on appointment of staff and thereafter every 6 years unless there are any issues. Parent helpers will continue to be checked every 3 years.</li> </ul>	CT

	<ul style="list-style-type: none"> <li>Parents' survey – Parents have asked about a holiday club. This would be run by an outside supplier.</li> <li>WilltoWill has been awarded the contract to provide tennis lessons at Moor Mead although coaches have yet to be appointed. School to keep up to date with information on this. Governors to note that the school can use Orleans Park astro turf for KS2 PE.</li> </ul>	
8.	<p><b>Draft Budget Review</b></p> <ul style="list-style-type: none"> <li>It was noted that admin/teaching staff costs have increased in line with an expanding school. SMSA costs have increased too as additional staff have been necessary during building works, although LBRuT has provided some funding. Directly employed staff costs are comparable.</li> <li>Training costs have increased.</li> <li>Building maintenance – Governors asked if this figure needs to be as generous if the guarantee period still applies. It was noted that this relates to the older buildings school.</li> <li>Cleaning costs have gone up due to more buildings.</li> <li>Learning resources have increased to provide for resourcing Year 4 from scratch. The school will discuss with LBRuT whether additional funding could be available when starting a year group from scratch as opposed to routine updating of resources.</li> <li>The carry over figure is reduced year on year ie each year carry over less because spend is greater. However, at the end of year 3, the budget still balances despite significantly eating into reserves.</li> <li>The budget may be conservative.</li> <li>Income is fixed as devolved from the DfE and mainly based on number of pupils. The amount of money spent in one year has no impact on the income allocated the following year.</li> <li>Governors discussed capital funds – currently the budget includes £25K for re-surfacing the playground, £10k for playground equipment and £25k for post building work. Initial estimates for work on the outdoor space include £1k for work to the nursery garden, £2k for sheds behind the small hall, £30k for the pirate ship area, £25k for the allotment and ~£52k to resurface the playground. Governors agreed to continue to allocate £25k for the resurfacing and work with the LA project manager to determine if the remainder can be provided from the building programme budget. The remainder of the capital is required for other aspects of the project (pirate ship/allotment/KS2 equipment).</li> <li><b>Governors approved the draft Budget as at 08/03/13.</b></li> </ul>	
9. 9.1 9.2 9.3 9.4	<p><b>SEN update</b></p> <ul style="list-style-type: none"> <li>RM noted the figure of 10% of children with SEN was high and reflects an increase.</li> <li>The school continues to work with outside agencies and buys in support.</li> <li>There is a speech and language group in Year 1. RJ noted that this was working particularly well.</li> <li>Intervention in Early Years is also taking place; there has been an additional grant here. It was noted that the panel met today to decide if these grants can continue.</li> </ul> <p><b>Governors' question. Is there a limit on the number of SEN children the school can accept?</b> JE confirmed that the school is required to admit a child where Orleans is named on the child's statement. Children with SEN may take the number of children to</p>	

	more than 30 per class if their statement is received outside the normal admissions process dates.	
<b>10.</b>	<b>Expansion update</b> An update had been previously circulated. It was noted that building work continues. The school wants to ensure a clear playground during works. Plans for the opening are still being debated – although feelers have been put out.	
<b>11.</b>	<b>Academies</b> <ul style="list-style-type: none"> <li>• Papers had been previously circulated.</li> <li>• LBRuT schools have good relationships with the local authority. LBRuT primaries are not looking to convert to academies at this stage.</li> <li>• The Chair recommended that the school should not be looking to adopt academy status at the moment given the management time needed to successfully complete the transition to a primary and the lack of evidence that conversion would provide any benefit to the children. This was voted on and agreed by Governors.</li> <li>• This item to be reviewed annually.</li> </ul>	
<b>12.</b>	<b>OPPTA</b> <ul style="list-style-type: none"> <li>• The Dance event was successful and well-attended – thanks to OPPTA for organising.</li> </ul>	
<b>13.</b>	<b>Any other business – None.</b>	
<b>14.</b>	<b>Next Full Governing Body Meeting and subsequent meetings – to take place at the school on a Wednesday at 7.15pm.</b>  22 <sup>nd</sup> May 2013 10 <sup>th</sup> July 2013	

<b>Summary of Actions</b>		
<b>2</b>	Bring in copy of book on drawing skills	<b>CT</b>
<b>2</b>	Discuss training for staff as necessary re creative arts	<b>JE/CR</b>
<b>4.2</b>	Count votes in Parent Governor elections and advise outcome	<b>CT</b>
<b>4.3</b>	Submit head and shoulders photos to AB	<b>All</b>
<b>4.4</b>	Advise Clerk of recent Y-LC training; update and circulate Training Register	<b>CT/SS</b>
<b>6.6</b>	Submit ideas re succession planning on GB to CT	<b>All/CT</b>
<b>6</b>	Note additions to evidence of Governors' strengths	<b>CT</b>
<b>7.2</b>	Sell radiators for fixed price	<b>AB</b>
<b>7.2</b>	Ask Neil if any materials from build can be salvaged	<b>JE</b>
<b>7.2</b>	Consider proposing revenue share to after school care	<b>CT</b>