

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 22 May 2013 at 7.15pm at the school****Constitution, Membership and Attendance – (Bold=absent)**

LA - 1	PARENTS - 4	CO-OPTED – 7	STAFF – 1 + Headteacher
Alan Blackbeard	James Bowring	Clare Taylor (Chair) -CT	Jane Evans (Headteacher) JE
	Matthew Engelke (Vice-Chair) ME	Yeing-Lang Chong	Liz Thompson
	Mark Dickinson MD	Rhian James	
	Alex Axiom	Rebecca Johnson	
		Ally Salisbury	
		Roy Vella	

Apologies:

Roy Vella, Alan Blackbeard

Absent without apologies:

James Bowring

Also attended:

Rebecca Mole – Deputy Headteacher

Valerie Clark – Supply Clerk

1.	Welcome and Apologies – CT welcomed everyone, especially Alex Axiom as this was her first full governing body meeting. Apologies for absence as shown above were accepted.	ACTIONS
2.	Declaration of Interests – None declared	
3.	<p>Co-ordinator presentation: CT welcomed Michelle Stanley,(MS) PE Co-ordinator who gave a PowerPoint presentation. During the presentation introduction children were asked to give their opinions on what they liked best about PE. This focused on the differences between KS1 and KS2. MS explained that KS1 Involved a greater emphasis on co-ordination skills. KS2 involved using the skills learnt in KS1 to play games and competitive sports.</p> <p>MS showed a Curriculum Map highlighting the planned activities and games for each year group across the Autumn, Spring and Summer terms.</p> <p>MS then explained the progress for each year group against Levels 1, 2, 3. She explained that whilst there was good progress in all years, the progress in Y3 is slower as this is KS2 (children are expected to make 3 sublevels of progress per year in KS1 compared to 2 sublevels per year in KS2).</p> <p>MS listed all the after school clubs offered to children together with the costs.</p> <p>MS then gave details of the proposed residential trips for children in Y5 and Y6.</p> <p>Governors asked the following questions: Q: How do you measure levels of co-ordination at KS1?</p>	

	<p>A: There is a list of activities they are expected to be able to do.</p> <p>Q: Are you pleased or concerned with the Y3 results?</p> <p>A: Pleased, because there is an expectation that children will achieve L3.</p> <p>Q: Where do the activities take place?</p> <p>A: Many are in the playground, but sometimes children are taken to Marble Hill Park.</p> <p>Governors then discussed arrangements for the proposed residential trips. MS explained that the Y5 trip was based on geography whereas the Y6 trip is about activities and team building. Some other schools have Y6 residential trips during the Summer term, but the decision has been made for our trip to be in the Autumn term to encourage team building.</p> <p>Q: Is there an expectation that all children will attend the residential trip?</p> <p>A: Yes, but it is not compulsory. Information on costs and arrangements will be sent out about 6 months in advance to allow families to budget accordingly.</p> <p>Q: How does the school carry out Risk Assessments for these trips?</p> <p>A: Appropriate staff have attend LA training course on risk assessment. Part of the process includes visiting the premises and also seeking advice from other schools on their experiences at the same venue.</p> <p>Q: Why is the emphasis for the Y6 residential trip on PE?</p> <p>A: The venue is run by PGL which is an organisation specialising in outdoor activities.</p> <p>Governors noted and discussed the basis of reporting progress in PE. MS explained that progress in PE is reported in a different way from other subjects such as writing.</p> <p>Governors discussed the importance of all children receiving 2 hours of PE each week. One governor asked if any monitoring was carried out to track this. MS explained that activities are not tracked but PE is time-tabled and it is expected to take place. A PE lesson in the hall will always take priority over other use and the playground is used as much as possible..</p> <p>Q: Do other subjects have similar set number of hours?</p> <p>Q: Some subjects are combined to maximise opportunities for cross-curricular links, for example, writing a report on a science experiment would cover aspects of both the literacy and science curriculum.</p> <p>Q: Is the Curriculum Map current? How much discretion does the school have to include a variety of activities? Is there sufficient time to learn the rules of games?</p> <p>A: Yes, the Curriculum Map is the current version. A decision has been made for children to have breadth rather than depth of</p>	
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	<p>experiences.</p> <p>Governors discussed the benefits of children having a breadth of experience earlier with depth of experience later. This could enable them to have relevant and appropriate games knowledge and experience when they start in senior school.</p> <p>Q: What is happening about the Borough Sports?</p> <p>A: This year children from Y3 and Y4 will be taken as spectators but next year the school will be competing.</p> <p>Q: Will the Sports Day on 3 July be based on teams or houses?</p> <p>A: On houses. There will be a total of 8 events. Some events will be individual, and some team. Children will be selected by teachers as the fastest in each house to compete in the 100m, 400m and relays.</p> <p>Governors discussed the difficulties of tailoring the PE timetable to fit in with the new curriculum.</p> <p>Governors thanked MS for her comprehensive presentation and she left the meeting at 7.55pm.</p>	
4.	<p>Membership, Structure and Responsibilities of Governing Body: CT referred to the document she had prepared which was circulated prior to the meeting, and taken as read. She confirmed that she plans to step down as Chair on 31 December 2013 and she asked governors to consider either self-selecting or nominating others to become Chair with effect from 1 January 2014. She explained that the roles of Chair and Deputy Chair of the Governing Body and Chairs of each committee were clearly defined in the document, for clarity. Governors agreed to accept these role descriptions to be used in the Governing Body. A governor asked how much time CT spent on matters relating to being Chair of GB. CT said this was approximately 3/5 hours per week, including existing governor responsibilities such as preparation for committee meetings.</p>	All govs
5.	<p>Governor Training: Governors were reminded of the training opportunities offered by Governor Support, including the GEL online training modules. One governor said that they had completed one of the online modules and found it useful.</p> <p>CT verbally reported on the recent Chairs' Briefing she had attended. She referred to the new model Pay policy, which links teachers' pay to performance and the Separated Parents' Policy being introduced by Hampton Wick Infants. It was agreed to refer both these policies to the Personnel, Community and Children committee for review. CT also reported on the School Data Dashboard which provides limited data about the school.</p>	JE/CT
6.	<p>Minutes of the previous meeting, having been circulated prior to the meeting, were taken as read, agreed and signed as an accurate record.</p> <p>It was agreed that all matters arising have been completed.</p>	

7.	<p>Reports from Committees – all minutes were circulated prior to the meeting and taken as read:</p> <p>a. Finance & Premises (including approval of 2013/14 budget). MD brought governors' attention to the change from ParentPay to ParentMail and the arrangements for re-surfacing the playground. The following policies were also reviewed: Charging Policy/Gifts & Hospitality Policy/Lettings Policy. Further details of all these items are in the minutes. MD reported that when the draft budget was prepared in March, it was agreed that the carryover would be £175,000. However, since then this has increased by £100,000 due to income from LA relating to SEN development, and some staff training etc. As there are limits on the amount of carryover, governors on the committee agreed to allocate an additional £70,000 to ICT learning resources and £62,000 to grounds maintenance and improvements. A governor asked if consideration had been given to increasing the budget for SEN provision. MD said that funding for SEN has now changed and schools are responsible for the first £6,000 of costs. A governor asked if the £6,000 was pro-rated depending on when provision commenced. JE confirmed that this figure is not pro-rated. There was discussion on whether provision should be included in the budget to allow for any possible additional expenditure on SEN. However, it was agreed that there is enough flexibility in the budget to cover any additional SEN costs.</p> <p>MD recommended that governors accept the budget and all agreed to this.</p> <p>b. Quality & Standards. ME brought governors' attention to the question of 2 hours quality PE and referred back to the earlier presentation by MS. ME said that there had been discussion on the use of the word "prayer" as part of collective worship and confirmed that advice had been sought from SACRE on this. There was discussion generally on attendance. Governors discussed whether staff were comfortable teaching PSHE to Y5 children. JE said that training will be provided to support teachers in this.</p>	
8.	<p>Head Teacher's report – this was circulated prior to the meeting and taken as read.</p> <p>JE brought governors' attention to the item on Attendance on page 5. She said that the difference in overall attendance figures is due to sporadic absence and systems are in place to ensure more regular attendance. In particular, the EWO is actively involved.</p> <p>Governors asked the following questions: Q: When the GB look at end of year results, could Y3 progress be compared to the Y2 results of those children staying at Orleans rather than the whole Y2 cohort? A: Yes it can</p>	

	<p>Q: How can 95% target in Y2 writing be achieved? A: There has been a focus on writing since the February half-term as it takes longer to see progress in this subject. It is quicker to see progress in Maths and Reading.</p> <p>Q: How confident are you that the school will reach targets? A: I am confident that the school is doing all possible to work towards achieving them. Every child will make the best progress they can.</p> <p>Q: Can historical data be included? A: This is included in the Autumn report and also discussed in detail at Quality & Standards committee.</p> <p>Governors discussed this and agreed that the details should be discussed in committee and not FGB. However, it was agreed to include the previous two years historic data in future reports.</p> <p>Q: What do the acronyms VCOP and SMSC stand for? A: Vocabulary, Connectives, Openers & Punctuation and Social, Moral, Spiritual and Cultural.</p> <p>CT thanked JE for preparing her report.</p>	JE
9.	<p>Reception arrangements from September 2013 – implementation plan: JE verbally reported that Reception children will have two morning visits to the school during the Summer term, when they will meet with both class teachers and JE. The start will be staggered with 10 children commencing each day. Curriculum activities will be tailored to each child, particularly during the afternoon sessions. The bulk of learning will take place during morning sessions. Lunch will be at 11.45 am and then the children will be taken into the Reception Garden for playtime. During the afternoon there will be “Challenge Baskets” available as well as quiet areas of the classrooms, to be used as required. There will also be “Brain Breaks” during the afternoons with an opportunity to go outside of Reception into the main playground. The plan is to finish the day with a quiet session. The aim is for all Reception children to commence full-time. However, parents can have a discussion with JE if they feel their child is not ready for full-time. JE emphasised that teachers will know the children well and will review the settling in period. It is important to have good, open communications between parents and staff.</p> <p>Governors asked the following questions: Q: Have many children fallen asleep during the day? A: Not this year, but this would be discussed with parents, as appropriate.</p> <p>Q: How many incoming Reception children have siblings already in the school? A: This is not known at the moment as the list of joiners is incomplete and fluid.</p>	
10	LA Mailing: The Director’s Report for Spring 2013 was circulated	

	<p>prior to the meeting and taken as read.</p> <p>CT highlighted the item on page 6 relating to the agreed expansion of Vineyard Primary School.</p>	
11	<p>Expansion update: A written update was circulated prior to the meeting and taken as read.</p> <p>JE highlighted the following areas:</p> <ul style="list-style-type: none"> a. Concerns over delays and project completing on time b. Early closure of the Nursery in order to complete the remaining work over the summer holidays c. Plans to develop productive playtimes for children 	
12	<p>Term dates 2014/15: A document giving details of suggested term dates was circulated prior to the meeting and taken as read.</p> <p>Governors discussed the term dates and expressed concerns over the school year finishing on a Tuesday and not a Friday. It was felt that this could lead to an increase in absenteeism. Governors discussed and made suggestions as to how the additional three days could be found by creative use of Inset days, particularly "Twilight" sessions. Staff agreed to look into these options further to see if it might be possible to make the changes.</p>	Staff govs
13	OPPTA: Nothing to report	
14	Any other business: None	
15	<p>Date of next meeting: Wednesday 10 July 2013 at 7.15pm at the school</p>	

There being no further business the meeting ended at **9.25 pm**

Signed by the Chair _____

Date _____

Summary of Actions

Item number	Action	Responsible person
4	Consider nominations for role of Chair of FGB and notify CT	All governors
5	Refer Performance Management and Parents Policies to the Personnel, Community and Children committee for review	CT/JE
8	Headteacher's Report – include previous two years' historic data when reporting progress	JE
12	Look at options to finish school year 2014 on a Friday instead of a Tuesday	Staff governors