

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 10 July 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 - AB	James Bowring – JB	Clare Taylor (Chair) - CT	Jane Evans (Headteacher) - JE
	Matthew Engelke (Vice-Chair) - ME	Yeing-Lang Chong – Y-LC	Liz Thompson – LT
	Mark Dickinson - MD	Rhian James - RHJ	
	Alex Axiom - AA	Rebecca Johnson - RJ	
		Ally Salisbury - AS	
		Roy Vella - RV	

Apologies:

Alan Blackbeard, James Bowring, Ally Salisbury

Absent without apologies:

None

Also attended:

Rebecca Mole – Deputy Headteacher

Caroline Perry – Supply Clerk

1.	Apologies: Apologies for absence as shown above were accepted.	ACTIONS
2.	Declaration of Interests: None declared.	
3.	<p>Co-ordinator presentation: CT welcomed RM, Deputy Headteacher, who gave a PowerPoint presentation on Inclusion. RM gave a broad definition of Inclusion as increasing participation of all pupils regardless of ability and language and outlined ways in which the school is narrowing the gap. Categories discussed included SEN; EAL; G&T; Ethnicity, FSM and Looked After Children.</p> <p>SEN: The percentage of children with SEN is larger than last year, especially in the Nursery. Staff are good at identifying children with SEN and plan accordingly, supporting children to ensure value added scores. All staff are aware of the children with SEN within class, including TAs, and strive for SMARTer targets (Specific, Manageable, Achievable, Realistic and Timely). RM presented results for 2013, showing outstanding progress in SEN children. Maths is an area of focus. RM presented a table outlining progress across the years in SEN. The borough lead SEN inspector has attended to discuss developing engagement of children. The school also continues to develop the effect of intervention programmes. Tests are being used to measure the progress children have made.</p>	

	<p>Q: Do we have the skills in school to manage children with SEN/EAL?</p> <p>A: RM confirmed that staff do have the skills and have been discussing assessing children in their own language.</p> <p>EAL: In Year 1 particularly, children with EAL outdid themselves in their results.</p> <p>RM outlined next steps including developing skills of staff to provide a learning environment that supports children with EAL. It is sometimes necessary for parents to sit with children doing tests in order for accurate assessment.</p> <p>Basic Skills last year reported that the school had narrowed the gap for EAL pupils in Writing, Reading and Maths.</p> <p>G&T children were discussed. Many are Literacy or Numeracy based but some are Art-based. Staff encourage the progress of more able pupils using the Must, Should and Could in WILF. Staff are also developing the questioning skills of children and opportunities to challenge pupils.</p> <p>Q: Governors asked whether it was possible to see results for children in their area of G&T i.e. to demonstrate that a child gifted in, say, maths is indeed making outstanding progress in maths and not coasting.</p> <p>A: Yes, this is possible and to be provided in future reports.</p> <p>Q: Governors asked if SEN pupils receive more individual attention than G&T children.</p> <p>A: G&T children tend to learn more independently and this is encouraged eg by learning how to become <i>unstuck</i> and building resilience. All groups receive equal planning. Money from the pupil premium has been used to fund the home work club for SEN pupils. This is also for children who have been identified as finding homework challenging.</p> <p>FSM: Maths continues to be an area for development.</p> <p>JE noted that the move to 2FE will mean a smaller number of e.g. phonics groups of children per year. A more general question of how the school can ensure all pupils are being challenged will apply. RM referred to lesson planning for G&T, noting that staff will plan creatively in Maths eg broader questions rather than bigger numbers. There is also mixing across the year groups to ensure appropriate levels.</p> <p>Governors thanked RM.</p>	
4.	<p>Membership:</p> <p>CT noted that James Bowring is stepping down as Parent Governor at the end of term. He was thanked for all his hard work, particularly in advising the school in areas of IT.</p>	

	<p>LT is also leaving at the end of term and thanks were given to her.</p> <p>Staff and Governor elections will take place in the Autumn Term.</p> <p>CT announced she is stepping down as Chair at the end of the calendar year; RHJ has agreed to take on the role of Chair from that time.</p>	
5.	<p>Governor Training:</p> <p>None was noted over the previous half term.</p>	
6.	<p>Minutes of the previous meeting and matters arising:</p> <p>The minutes were agreed with one amendment and signed by the Chair.</p> <p>Under matters arising, it was agreed to refer the Separated Parents Policy to the next Personnel meeting.</p>	JE
7.	<p>Reports from Committees: All minutes were circulated prior to the meeting and taken as read.</p> <p>Finance & Premises</p> <p>The Committee agreed the Procurement Policy and the Critical Incident Policy (flow chart to be added showing lines of responsibility- be discussed further at the next meeting).</p> <p>Clubs strategy was discussed with the objective of creating appropriate clubs for all. The benefit of outside clubs was agreed, whilst being mindful of quality control. The Committee had discussed the pricing structure as it has been felt that a more consistent and equitable approach was needed given the broad range of charges. After discussion, Governors were reassured that this will not mean a dramatic price increase in the case of cheaper clubs.</p> <p>Q: Under Inclusion, Governors asked if there were subsidies available for the more expensive clubs.</p> <p>A: The Head confirmed that subsidies are offered in a subtle way. The Head also confirmed that the application process has been made fairer so that all children have the same opportunities to apply.</p> <p>It was noted that a list of clubs is on the website and also goes out in letter format. This is to be made more user friendly with hyperlinks to phone numbers or websites for external clubs.</p> <p>A statement had been previously circulated about the new payroll provider. Despite a few teething problems, the new provider is now providing information in the required format.</p> <p>Quality and Standards</p> <p>Policies were agreed as stated.</p> <p>In particular it was noted that the word <i>prayer</i> has been removed from the Worship Policy, having confirmed with the SACRE that this is not a statutory requirement.</p>	MD/JE

	<p>In was agreed to ensure that Science Week includes female scientists and those from other cultures).</p> <p>Under attendance, it was noted that there are fewer cases (10 down to 4). Governors noted that in general the EWO is in regular contact.</p> <p>The Head was thanked for producing the end of year results before the end of term. These will be scrutinized more fully at the first meeting of next year. In the meantime, there are several areas of focus which are being built into the SDP. It was also noted that achievement in girls' KS1 Maths is significantly lower than in the previous two years.</p> <p>Governors discussed the problems of using Mathletics; the Head agreed to investigate.</p> <p>Personnel The following policies were agreed: DBS, Admissions, Exclusions, Performance Management of Support Staff, Teacher Appraisal and Capability. The Committee discussed the new staffing structure. Under work/life balance, it had been agreed to ensure that meetings are not scheduled during release time.</p>	<p>CT</p> <p>JE/MH</p>
8.	<p>External works: CT updated governors on the situation. Governors noted the tight timetable for site works given various delays in the project during the year (primarily need for Thames Water buildover agreement, problems with roofing sub contractors and reaching agreement over brick). Some external work is included in the contract and will be completed over the summer (car park, junior play equipment area, sports pitch, new tarmac where playground dug up, rest made good). However, the school had been hoping that it might be possible to carry out some additional work on the playground over the summer. This has run into some issues, in particular the possible need for planning and the extent of work now needed to be carried out over the summer and the risk of it overrunning. It might be possible to carry out some work over the summer but not exactly what the school would prefer long term.</p> <p>After discussions, Governors were all in agreement for the contractor to focus on the buildings and contract external work during the summer. They were in agreement about not compromising plans in favour of a shorter-term solution – it was better to do it right rather than quickly.</p> <p>Therefore, CT noted that a team meeting will take place in early autumn to finalise plans, discuss planning and involvement of tree officer if necessary before going out to tender.</p> <p>RJ felt that staff would also be happy to wait in favour of a fit for purpose 2FE playground.</p> <p>It was noted that a clear communication is needed to parents explaining what work is to be carried out and when. CT to draft letter.</p>	<p>CT</p>
9.	<p>Child Protection: CT had previously circulated her visit report. She noted that</p>	

	Behaviour will be a focus for next year.	
10	<p>SDP: A version showing progress meeting had been circulated previously. JE explained the traffic light colour coding system (orange areas for development; green for completed). She noted that this document is a collaborative effort by all staff. It was noted that the new primary curriculum brings new challenges eg 22 history topics in the year. Maths remains a focus to prepare pupils for life skills in Maths. JE explained that she has re-submitted a bid to LBRuT with other schools for input into Maths.</p> <p>JE has been elected to become the Chair of the quindrat for 2013/14.</p> <p>An area for development is the new pay performance management arrangements from September. The school and governors are working on this. Key is keeping staff informed and consulted.</p> <p>The on-line diary is up and running. Dates on the calendar on the website need to be updated more rigorously.</p> <p>Narrowing the gap data will need to go through Q&S. The gap has been narrowed by 5% and this will need to be re-visited in September.</p> <p>The trend towards moving teaching from good to outstanding continues, with best practice shared across the Borough. This will be extended to TAs.</p> <p>Coaching from senior leaders will continue next year.</p> <p><i>Big Talk</i> will be introduced and continued next year in Maths, particularly in Year 3.</p> <p>Governors discussed the Community Cohesion link with another school which unfortunately did not develop. Another school link has been identified and will be discussed at the next meeting.</p>	CT
11	<p>Staff Structure for 2013/14: This had been circulated previously. Year Group Leaders will continue for next year; phase leaders will be introduced for the following year as follows: Early Year, KS1, lower KS2, upper KS2.</p> <p>Year 1 Leader and Year 4 Leader will be temporary posts for next year.</p> <p>TAs will remain but in the juniors there will be one TA across two classes to reflect children's different needs. In KS2 there are specialist music and MFL teachers as well as a KS2 SenCo with pastoral responsibilities. The school will also consider whether there is a need for specialist PE teaching for upper KS2.</p>	

	Governors discussed language provision. It was noted that children will learn Spanish up to Year 3 and French from Year 4 to prepare them for secondary school (Orleans Park which is where most children are expected to go teaches French from Year 7). Spanish will also be offered as a lunch time club.	
12	Expansion Update: A summary document had previously been circulated. It was noted that a new contracts manager has been appointed and management of subcontractors has improved. It was agreed that a contingency plan is needed if works do not go to plan over the summer.	
13	Term dates 2014/15: These had been circulated previously. It was proposed to re-jig dates so children finish on a Friday in the summer term. All were in agreement.	
14	Dates of full Governing Body meetings for 2013/14: These had been circulated and are based on this year. All were in agreement.	
15	OPPTA update: Governors thanked OPPTA for an excellent summer fair and their hard work and support generally.	
16	AOB: Drinks at CT's house on Thursday 18 th July at 3.30pm. Governors noted proposed NUT/NASWUT strike action in the autumn. The school opens on a case by case basis in terms of strikes according to whether it is safe to open the school based on the number of staff on strike.	

There being no further business the meeting ended at **9.45 pm**

Signed by the Chair _____

Date_____

Summary of Actions

Item number	Action	Responsible person
3	G&T data to be reported by child's area of G&T	RM
6	Bring forward Separated Parents Policy to next Personnel meeting	JE
7	Bring flow chart appendix to Critical Incidents Policy to next F&Pmeeting	MD/JE
7	End of year results on next agenda	CT
7	Investigate problems of Mathletics	JE/MH
8	Draft letter to parents re building/playground works	CT
10	Community Cohesion Policy to be item on October agenda.	CT