

Orleans Infant School

Minutes of the meeting of the Governing Body held at Orleans Infant School Wednesday 23rd May 2012, 7.15pm

Constitution, Membership and Attendance

LEA - 2	PARENTS - 4	COMMUNITY- 3	STAFF – 3	ASSOCIATE - 0
Alan Blackbeard - AB	Clare Taylor – CT (Chair)	Philip Morgan - PM	Rebecca Mole (Deputy Headteacher)	
Ally Salisbury - AS	Matthew Engelke – ME	Tom Bird - TB	Judith Stollard - JS	
	James Bowring - JB	Rhian James - RJ	Helene Beavan - HB	
	Mark Dickinson - MD	Yeing-Lang Chong – Y-LC	Jane Evans – JE (Headteacher)	

Bold = absent with apologies

Also attended: Sarah Samadzadeh (Clerk) – SS

Agenda Item		Action
1.	Declarations of Financial Interest – None	
2.	Marie Hedges presented and update to Governors on Maths Key items – Reviewing, progress and next steps	
2.1	Key items discussed Introduction <ul style="list-style-type: none"> • The school has introduced Numicon (a learning package) to the school and this has been very successful and enjoyed by the children. Training has been given to all staff; therefore they are well equipped to get the most out of the teaching tool • The school has been working on the gender gap at level 3. • The staffs particularly the TAs have attended training on how to support the children more using teaching methods. • The school has introduced a new assessment method in maths. The school has been receiving advice from the borough. • The school has been monitoring the interventions that indicate real, clear levels the children are aiming to and achieving. The school has a very clear indication of next steps for children and their learning. • Marie clarified that Sandwell is an assessment tool. The children work through questions (assessing comprehension of mathematical language), e.g. understanding the actual questions themselves. The children therefore can see the progress they've made themselves. SD is used to assess whole units of teaching. This assessment tool is not as detailed as Sandwell. HB gave governors a demonstration of Numicon which revolves around the associate of numbers with shapes. 	
2.2	Governor Question – How does the school source these learning systems? The school has a contact (Sarah Herbert) who is on the learning needs team at the LBRUT. She goes and trials different packages. Also Marie does a lot of research herself into what is available.	

<p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p>	<ul style="list-style-type: none"> • Numicon really helps with the less able pupils, although it is used throughout the school. <p>Governor question – How many times a week is Numicon applied. 5 mornings per week with some intervention pupils. The school also has 3 afternoon group sessions per week.</p> <p>Addressing the gender gap</p> <ul style="list-style-type: none"> • The school has gathered all the data on the gender gap and has assessed what is causing the gaps. The school has applied highly differentiated and challenging lessons to cater for all abilities and both genders. The school has been mixing the genders up during learning. Early intervention is applied in year 1. Year 2 run intervention groups and the school will be running more able groups in the very near future. The school is also looking into early intervention in reception. Also in class focused intervention and giving a very clear focus in lessons. The school is supporting the children in finding their own targets. Therefore, each child is very clear as to where they are and where they are going. • The staff have had extensive training during the school year, including: Numicon, moderating and leveling. The TAs have had training on teaching methods. Also the staff have benefited from peer observation. • Marie explained to governors the difference between the Sandwell monitoring method and continued monitoring throughout the year. <p>Results</p> <ul style="list-style-type: none"> • Marie showed governors the results of these methods applied. In year 2 the gender gap in level 3 has been eliminated. • Marie explained about year group cohorts that the present year 1s cohort has several new comers to the year; some who have not been to school before. The staff are working very hard on enabling them to catch up • Governors also looked at the end of year target progress. <p>Governor Question – In year 1 is the over achieving group lower than year 2? JE explained the sub levels of progress in year 1 and year 2. The school aims to have the children achieve 3 sub-levels. However, the national average is 2 sub-levels. From her observations JE stated that the children make rapid progress the further they are in the school as the methods the school used are more embedded in the children.</p> <p>Governors thanked Marie for her presentation. Marie left the meeting.</p> <p>ME mentioned how useful it was to see previous years' results as a benchmark to compare.</p>	
<p>3.</p>	<p>Apologies: Apologies as outlined above were received and accepted from Tom Bird and Ally Salisbury.</p>	
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Membership</p> <p>Membership Governors</p> <ul style="list-style-type: none"> • TB has resigned from the governing body due to increased business commitments. He did this with reluctance but felt that at the present time he did not have sufficient time to commit to the governor role. CT thanked TB for his contribution to the governing body during his time as a governor. • Y-LC was elected community governor. She had previously been an associate member and her skills as an employment lawyer will be extremely useful to the governing body. <p>Governors Constitution</p> <ul style="list-style-type: none"> • The governing body will need a new constitution on the 1st September with the move to primary school. Although new regulations covering governing body constitutions have been passed, guidance from the DofE (department of education) on their implementation has yet to be issued. To be discussed at the next meeting. 	
<p>5.</p>	<p>Training</p> <ul style="list-style-type: none"> • Governors updated SS on training attended. Y-LC attended the new governor training part 1 and 2. CT attended an OFSTED course, which was very useful. There is the national chairs workshop taking place on Thursday 24th May, CT will be attending. • Governors to note that up and coming courses that are very useful are performance management in June and safer recruitment. • Governors to note that e-learning is now available. The on-line training is not designed 	

	to replace the traditional courses, but to complement the traditional courses. Governors to refer to the circulated list of courses available.																	
6.	<p>Minutes of the previous meeting - 21st March 2012.</p> <p>Governors discussed the minutes. Some governors did not agree that the minutes reflected the actual conversations in the meeting regarding the TAs and amendments were proposed and agreed. The minutes to be amended prior to signing. SS to update the minutes and send to the chair for signing.</p>																	
7.	<p>Matters Arising</p> <p>7.1 7.4 – The communication is sufficient between the SLT (senior leadership team) and the governing body. The governing body takes on board discussions of the SLT and SLT discuss matters raised at governors meetings.</p> <p>7.2 8.5 – To be discussed later in the agenda.</p> <p>7.3 8.9 – To be discussed later in the agenda.</p> <p>7.4 8.12 – To be discussed later in the agenda.</p> <p>7.5 12.4 – The school’s meeting with the TAs was much appreciated and very helpful. There will be a follow up meeting on Friday 25th May. The communication will be discussed in the personnel committee and the school will now be meeting regularly with the TAs to discuss matters for concern, particularly in relation to expansion. This is an opportunity for TAs to have a stronger voice.</p> <p>7.6 14.2 – Completed.</p>																	
8.	<p>Reports from Committees</p> <p>8.1 Finance and Premises</p> <p>Key Points</p> <ul style="list-style-type: none"> The school carried out a conditions survey. The following possible upgrades for the school’s infrastructure have been investigated. The boilers – the boilers are fine; the school is waiting for Neil Plumber to come back with the assessment of the upstairs boilers. The electric wiring is compliant and has a 5/10 year life. The cost of rewiring will be £50K. The school has asked Neil Plumber what the savings would be for the school in the long term if the school decided to rewire now; he will come back to the school regarding the findings. The heating – The Victorian heaters in the Victorian Block are not environmentally friendly. The school proposes to replace them with modern radiators. The estimate for this work is £30K. As well as replacing the old heating system which is nearing the end of its life, there should be benefits from the new system in terms of energy used. The school is able to cover this cost within the budget. The work will be included in the tender for expansion work. Governors agreed that the most likely course of action to the infrastructure would be to replace the Victoria heating system. The website will be discussed late in the agenda. The committee approved the Lettings Policy. There are 2 tiers to the policy. The school will cover costs only for use of the hall for activities which benefit the children. If the hall is hired out privately the school will aim to make a small profit as well as covering costs. Private hire costs will be in line with costs of hiring other halls locally. The final budget was circulated to governors. The carryover for 2011/12 is £291,000. Much of this cost will be used in the support of the transition into the new primary school. There will also be spending on items specific to the SDP. MD went through the specific items in the budget with the governors. CT explained the budget to the new governors, noting that the comparison section is important and looking at the reasons behind all the differences through the years. JE clarified the sections on supply teachings and how these is budgeted Governors formally approved the budget. CT signed the budget. <p>8.2 Quality and Standards</p> <ul style="list-style-type: none"> The school is working hard with Rio class as the children have only been in school for 2 terms. They are on target to catch up. The school will continue to monitor their progress. The school has been carrying out teacher observations. The results are as follows: <table border="1"> <thead> <tr> <th>Teachers</th> <th>2011/12</th> <th>2010/11</th> <th></th> </tr> </thead> <tbody> <tr> <td>Outstanding</td> <td>7</td> <td>2</td> <td></td> </tr> <tr> <td>Good</td> <td>4</td> <td>9</td> <td></td> </tr> <tr> <td>Satisfactory</td> <td>0</td> <td>2</td> <td></td> </tr> </tbody> </table>	Teachers	2011/12	2010/11		Outstanding	7	2		Good	4	9		Satisfactory	0	2		
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8.3	<p>The school will be working in triads next year to share good practice.</p> <ul style="list-style-type: none"> • SDP targets include the development of community cohesion plan. The school now has a contact from Hounslow who will advise the school on which schools in Hounslow to approach. • Supply teachers – more supply teachers have been used this year in order to release the staff for preparation for the new school that has included writing the key stage 2 curriculum. The school has received input from a consultant regarding the transition and new curriculum. <p>Governors Visits</p> <ul style="list-style-type: none"> • CT carried out a child protection visit and had a meeting with JS. CT was very impressed with the protocol used and how the school deals with children causing concern. This is a very important issue that the school is dealing with very well. CT was very impressed with the whole system set in place. • MD – visited the school to look at vision and values. He observed a circle time and was very impressed with the methods of teaching. It was clear that the children were enjoying themselves and the experience was very positive. MD was very impressed at the level of understanding of values. There has been lots of work carried out on values throughout the school and this shows with the children. To note that children had a great understanding of all the topics talked about except partnerships with the wider community. The school is working on this, (discussed earlier) there is a formal plan around values being developed. Each of the values will be discussed in assemblies over 9 weeks. • The school talked about the Johnny’s Journey charity, which has been a very positive experience for the school. 	
9. 9.1 9.2 9.3 9.4 9.5 9.6 9.7 9.8 9.9 9.10	<p>Headteachers Report</p> <p>School Overview</p> <ul style="list-style-type: none"> • The school is full. There are no looked after children. There are some changes to children as some leave and are replaced by other children. <p>Questions and discussions</p> <p>Governor Question</p> <ul style="list-style-type: none"> • Can we get last year’s figures to compare with the current year. JE confirmed that these figures will go in the next report. (Action JE). <p>SDP</p> <ul style="list-style-type: none"> • The school has monitored the SDP and compiled a list of completed aims and objectives, actions and outcomes. <p>Governor Question</p> <ul style="list-style-type: none"> • What is the gender mix of the new year 3 class for next year. JE confirmed that the gender mix is balanced. <p>Attendance</p> <ul style="list-style-type: none"> • The school’s attendance has been excellent. <p>5 year Strategy</p> <ul style="list-style-type: none"> • The 5 year strategy development has been put together plus and action plan. • Governors to note that there will be a presentation of the overall curriculum on Monday 28th May at 3.30pm for any governors who would like to attend. <p>School’s finance</p> <ul style="list-style-type: none"> • The school’s finance is in place for the next 5 years. <p>Vision and Values Plan</p> <ul style="list-style-type: none"> • This has been created by the school’s SLT (senior leadership team) • CT thanked governors for their work. <p>Staff Update</p> <ul style="list-style-type: none"> • All new staff have settled in well. <p>School Lunches</p>	

<p>9.11</p> <p>9.12</p> <p>9.13</p> <p>9.14</p>	<ul style="list-style-type: none"> • Are going very well. <p>Wider communities</p> <ul style="list-style-type: none"> • The school will be carrying out a survey to enhance knowledge of wider communities. <p>Governor Question</p> <ul style="list-style-type: none"> • Have we done benchmarking with other schools? JE will approach Buckingham Primary and Holy Trinity Schools. (Action JE) <p>Jubilee Tea Party</p> <ul style="list-style-type: none"> • The school has now distributed nearly all the tickets. The uptake was very slow and there has been a lot of time and effort that has gone into looking to invite community members. The school is looking to build on this. <p>Parent Survey</p> <p>Although most parents rate communication as good, some parents want more communication, especially new parents. There is an open door policy; the school will remind parents about the open door policy. Governors also to note that the class representatives are also good communication tools for parents to the school.</p>	
<p>10.</p>	<p>LA Mailing</p> <ul style="list-style-type: none"> • The complaints policy has been updated. • The new governors' constitution will be discussed at the next meeting. • Governors to note e-learning courses. 	
<p>11.1</p> <p>11.2</p> <p>11.3</p>	<p>Website Update</p> <ul style="list-style-type: none"> • JE presented a website update to governors. • The school has chosen a company named "e for education". • The initial design of the cost will cost £2.5K which is £2.5K under budget. • There is thereafter an online continued service of £299/yr • The architecture of the site has been done. • The school/governors need to sign off the design. • The site is scheduled to take 3 weeks to build. • The testing date is set for 9th July and the site will be launched on 20th July. <p>Governor Comment – JB stated that there is a very tight turnaround from testing to launching.</p> <ul style="list-style-type: none"> • MD to find out when the wireframe is being executed. • The school will be able to update the website in house; the admin team will be trained on the procedure. • CT asked governors whether they would still like to have a secure governor area on the site. Governors all agreed yes. ME requested that the documents be put on the site in PDF format. AB will take forward the request at the website meeting on Friday 25th May (Action AB) <p>Governor Question – Are all families online? The school is aware of the families that are not online and is providing provision for them.</p>	
<p>12.</p>	<p>AOB</p> <ul style="list-style-type: none"> • CT went through the governor template for significant decisions. This will be used as a guide for discussion. Governors approved the document. • Johnny's Journey charity has raised £50K for Johnny. This is a fantastic achievement and governors noted how hard the JJ team have worked on the project. It was also noted that it has been very positive for the school and pupils to have involvement in such a local charity. Funds are now being raised for his physio and follow up visit. • The Jubilee tea will take place on May 31st between 2pm – 3pm. All governors are welcome. 	
<p>13.</p>	<p>Date of next meeting – Wednesday 11th July at 7.15pm to take place at the school.</p>	

Summary of Actions

9.2	JE to include comparison figures of last years results in the next headteacher's report.	JE
9.12	JE to contact Buckingham and Holy Trinity Primary schools for benchmarking into community cohesion activities.	JE
11.2	AB to put forward the governors' request to have governor documents put on the website in a PDF format.	AB