

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 3rd December 2014 at 7.15pm at the school**

Constitution, Membership and Attendance – (Bold=absent)

LA – 1	PARENTS - 4	CO-OPTED – 7	STAFF – 1 + Headteacher
-	Matthew Engelke (Vice-Chair) - ME	Rhian James (Chair)	Jane Evans (Headteacher) - JE
	Alex Axiom - AA	Clare Taylor - CT	Loretta Lau – LL
	Rebecca Gibbs -RG	Yeing-Lang Chong – Y-LC	
	Sue Gil-Garcia - SGG	Ally Salisbury - AS	
		Roy Vella – RV	
		Reegan Prinsloo	

Apologies:Matthew Engelke, Ally Salisbury, Clare Taylor,
Roy Vella**Absent without apologies:**

None

Also attended:Rebecca Mole – Deputy Headteacher,
James Callan (MFL Coordinator for Item 3)
Vicki Prince - Clerk

1.	Apologies: Apologies for absence had been received from Ally Salisbury, Matthew Engelke, Roy Vella and Clare Taylor. [Yeing-Lang Chong was going to be a bit late so it was agreed to review Membership after she arrived, when the meeting would be quorate.]	
2.	Declaration of Interests: There were none declared. It was noted that Declaration of Interest forms still needed to be completed by Roy Vella, Matthew Engelke and Loretta Lau.	
3.	<p>Co-ordinator Presentation: Modern Foreign Languages (MFL) James Callan, MFL Co-ordinator, was welcomed to the meeting and delivered a presentation in which he explained the statutory changes to and aims of the National MFL Curriculum. He outlined the way in which French was taught at Orleans Primary and described enrichment opportunities, which included a French day in November, a link with a Parisian school and the Lingua Badge Award, where children had the opportunity to work towards a Bronze, Silver or Gold Award. He showed the data for children's attainment, explaining that children would only be expected to be working at a Level 1 or 2 and 51.5% were working at a Level 2. There was a gender gap, with girls achieving better at every level although there was more parity within the boys and girls working at a Level 2. The aim was to embed the language across the school and ensure that all pupils have achieved at least the Bronze Lingua Badge Award by the time they leave Orleans.</p> <p>Q: What is being done to narrow the gender gap? A: The gender gap was less last year. We will look at including more activities that boys enjoy more and I will meet with all their French teachers to discuss ideas. Q: How much French do they do a week? A: They do it once a week for 20 minutes in Year 2 working up to 45 – 60 minutes</p>	

	<p>by Year 6.</p> <p>Q: Would you say that the children enjoy the lessons?</p> <p>A: Yes and they see it as a benefit because many of them go to France on holiday. In addition, French is the language they learn in Year 7 at Orleans Park – where many of the children go on to – so it ensures continuity.</p> <p><i>Mr Callan was thanked and left the meeting at 7.30 pm.</i></p>	
4.	<p>Minutes of the last Meeting and Matters Arising</p> <p>The minutes of the last meeting were agreed to be a true copy and signed as such.</p> <p>All actions arising had been completed with the exception of Item 6a ('Find the gender gap at other local outstanding schools'.)</p>	
5.	<p>Membership and Training</p> <p><u>Training:</u> AA and RG reported that they had done the training in Data Analysis, which had been too broad to be helpful. AA has done the training in Safeguarding, which she did recommend. SGG confirmed that she had undertaken the Introductory Course for New Governors in October.</p> <p><i>YLC arrived at 7.45 pm</i></p> <p><u>Membership:</u> With the arrival of YLC the meeting was declared quorate. Governors were notified that Rebecca Johnson had stepped down for personal reasons. Reegan Prinsloo (RP) was nominated and unanimously appointed as the staff Co-opted Governor in her place. She was welcomed on board.</p> <p>The Chair advised Governors that both she and the Headteacher had interviewed two candidates for the LA Governor vacancy. They had decided against inviting the candidates to present themselves to the Governing Body and instead summarised for Governors the key attributes, background, skills and experience of both candidates. [See Confidential Minute for details]. Governors agreed to accept the recommendation of the Chair and Headteacher. Since both candidates seemed equally well suited in different ways, they discussed offering the unsuccessful candidate the position of Associate Member but decided against it on the basis that Mark Dickinson was already an Associate Member awaiting a vacancy on the Governing Body on his return.</p>	
6.	<p>Special Educational Needs (SEN) Update</p> <p>RM circulated the SEN Update (see Appendix 1), highlighting certain key points including the fact that Fiona Whiteside (KS2 SENCO) now worked 3 days a week and had collaborated with RM on rewriting the SEND Policy and new SEND Information Report in line with the new SEN Code of Practice, both of which were approved by the Quality and Standards Committee in November. They were working closely with outside agencies to ensure that children get the support that is stipulated within their statement and the school was currently funding the extra hours needed by certain pupils, while seeking to get those extra hours allocated via the statement. The Local Authority (LA) is continuing to develop the Educational Health Care Plan (EHCP) which is replacing the Statement of SEN and those children in Years 1 and 5 (i.e. approaching the end of a Key Stage) will be the first to have their Statements changed to EHCPs.</p> <p>Q&A: Asked how the support had been from the LA, RM replied that it had been patchy as there were currently a lot of inexperienced staff members who do not yet have the knowledge to answer questions immediately and are often difficult to reach. She explained that good case workers have been recruited to schools as SENCOs and it is hard for the LA to recruit experienced staff members to replace them. This has been exacerbated by the speed with which the changes have been introduced.</p> <p>Q: Is the process taking longer?</p>	

	<p>A: No, the deadlines are the same but the service is too stretched to be able to process EHCPs quickly enough to ensure children get the therapy they need.</p> <p>Q: If a child has a Statement already, does it still have to go to panel to pass the EHCP?</p> <p>A: Yes, because it is a completely different document with a more holistic approach.</p> <p>Q: Is there a time frame in which all Statements have to be converted to EHCPs?</p> <p>A: Yes, the LA is looking to get everybody changed over in 2 years, starting with Years 1 and 5.</p> <p>RM was thanked for her report.</p>	
7.	<p>Committee Reports</p> <p>The Committee minutes had been previously circulated and Chairs were asked to highlight key points:</p> <p><u>Finance & Premises:</u></p> <ul style="list-style-type: none"> • There had been a discussion about the new keypad entry system after a parent had raised concerns about it from a safeguarding perspective. Governors had concluded that there was no danger to pupils. This had led to a discussion about keeping the outside gate open during after-school clubs. The Headteacher confirmed that all clubs have been written to and parents informed of procedures. Governors suggested that she also put a note in the newsletter asking parents to make sure that anybody else who regularly collects their children also be made aware of procedures. • RV had raised a concern about the ease of entry for would-be intruders via the place where the wall was damaged adjoining Napoleon Road. F&P had reviewed costings of the various options and had agreed to install a camera, as suggested by SGG. • There had been complaints from the neighbours about the burglar alarm constantly going off in the night. F&P had discussed this and the issue has now been resolved using a combination of measures. • The budget had been reviewed and the school was overall in budget on both expenditure and income. It was noted that a large proportion of the playground project was being funded from Capital Funding, as intended. • Committee had reviewed the benchmarking figures and were satisfied that Best Value was being achieved. <p>Q: With regard to Pupil Premium, were any new pupils identified and have we got the figures for how many parents had responded to the form?</p> <p>A: One new pupil was identified and the School Business Manager (SBM) has those figures.</p> <p>Q: Just to clarify, with the discussion of SLAs, is it the opinion of the committee to pay the London Living Wage?</p> <p>A: Yes, and it is also the school's view. We want to make sure we are paying it.</p> <p>Q&A: Governors asked whether there had been a breakdown yet for Fit for Sport and were advised that the Headteacher had asked SBM to do that.</p> <p><u>Quality and Standards</u></p> <p>The Committee had reviewed a number of policies in detail. It was noted that the Single Equalities Policy had not yet been sent to PC&C Committee for input.</p> <p>Action: <i>Single Equalities Policy to be sent to PC&C for input.</i></p> <p><u>Personnel, Children and Community</u></p> <p>Chair advised that the PC&C committee had reviewed the Self Evaluation (SEF), had discussed next year's Year 6 trip and the possibility of more formalised feedback on the Year 5 one. There had also been a discussion of teachers' pay: with the change in policy, it was necessary to thoroughly review who had hit their</p>	

	<p>targets. Governors were advised that all teachers had hit their targets.</p> <p>Q: But can you explain why, with regards to teachers' targets, it says 92% hit their targets?</p> <p>A: Where a particular teacher did not hit his/her target, there were exceptional extenuating circumstances that could not have been foreseen at the time of setting the targets. The Headteacher had been well aware of those circumstances before the appraisal because all children were tracked carefully.</p>	
8.	<p>Feedback on Junior Leadership Team (JLT)'s Ideas for Playground</p> <p>The JLT had been asked to come up with ideas for the playground between Years 4 and 5 and behind Year 6. The Headteacher reported that they had really risen to the challenge, doing an excellent job in conducting a survey amongst other pupils on the top 10 items they would like to see in the playground. As the outcome of this survey, they had presented the Headteacher with the pupils' top five: an outdoor library, a natural area with bird feeders, benches with pillowed cushions, table football and a climbing frame. With regard to the latter, they would like to see some photographs of possible climbing frames that they could canvas other pupils with. In addition to these ideas, SGG suggested a climbing wall.</p> <p>Action: Headteacher to look at Stanley School's climbing wall.</p>	Head
9.	<p>Governors' Visit</p> <p>Chair had done a visit to see how the recently approved Behaviour Policy was being applied and had circulated her report to Governors beforehand (See Appendix 2). A written record is being kept in all classrooms of all incidents from level 1 upwards. All of these books are then scrutinized every week by the same TA to review any patterns occurring. It is much more rigorous and was designed to be more appropriate for older children. The Headteacher confirmed that it had been trialled before being rolled out across the school and great efforts had been made to ensure parity across the school rather than being subject to the individual judgements of individual staff members. So far, the response has been positive amongst both pupils and staff: children think it is fair because they can see that adults are dealing with things in the same way and TAs feel empowered because there are clear, blanket rules for dealing with issues. Parents have been informed.</p> <p>Q: During the trial period did you ever have to implement the most serious level of misdemeanor?</p> <p>A: No, but we do not tend have serious misbehavior at the school. Children are very clear about what level a behavior warrants.</p>	
10.	<p>Any Other Business</p> <p>The Chair drew Governors' attention to the Ofsted Awareness Checklist for Governors, which had featured in the ENews from the LA. She wanted everybody to complete one prior to the next GB meeting.</p> <p>Action: Clerk/Chair to send Checklist to all Governors.</p> <p>GB Agenda Item</p> <p><u>School Website Audit:</u> Headteacher and RM confirmed that the website has been audited to ensure all the statutory information was on it and that this will need to be signed off by a committee.</p> <p>Action: Chair to decide which committee should ratify this and put it on the agenda.</p>	

The meeting ended at 8.45 pm

Signature: _____

Date: _____

Item No.	Actions Arising	Responsible person
2	Ensure remaining Declaration of Interest forms are completed	Clerk
7	Send Single Equalities Policy to PC&C Committee for comments	Headteacher
8	Look at Stanley Road School's climbing wall	Headteacher
10	<ul style="list-style-type: none"> • Send Ofsted Awareness Checklist to Governors • School Website Audit – committee to review and ratify (Chair to decide which one) 	Clerk/Chair Chair

Agenda Items Arising:

Item No.	Agenda Item	By Whom	When
10	Ofsted Awareness Checklist	FGB	GB Spring 1