

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 4th February 2015 at 7.15pm at the school**

Constitution, Membership and Attendance – (Bold=absent)

LA – 1	PARENTS - 4	CO-OPTED – 7	STAFF – 1 + Headteacher
Janie Emmerson (JE)	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 (RP)	

Apologies:

Ally Salisbury

Absent without apologies:

None

Also attended:

Rebecca Mole – Deputy Headteacher,
Rebecca Boyce (Literacy Co-ordinator for Item 3)
Vicki Prince - Clerk

[illegible]

	<p>meeting as LA Governor and Governors introduced themselves.</p> <p>The following Governors had attended training since the last meeting:</p> <ul style="list-style-type: none"> • Leading in Partnership – Headteacher and Chair (December 2014) • Governor Visits – YLC (January 2015) • School Financial Management – Chair, AA, SGG and Clerk (January 2015) • Online SFVS Training (Chair) <p>The following Governors were booked to attend courses:</p> <ul style="list-style-type: none"> • How to Challenge Effectively – YLC (February 2015) • Getting to Grips with Governance – JE (February 2015) 	
5.	<p>Minutes of the Last Meeting and Matters Arising</p> <p>The minutes of the last meeting were agreed to be a true copy with one amendment under Item 7 as follows: 'It was noted that a large proportion of the playground project was being funded from Capital Funding, as intended.'</p> <p>Clerk to amend the minutes and send to Chair for signature.</p> <p><i>AA arrived at 7.35 pm</i></p> <p>With reference to Item 10, the Chair clarified that it was simply a tool for the GB to assess what its skills were and was not for external submission.</p>	Clerk
6.	<p>Headteacher's Report</p> <p>The Headteacher's Report having been circulated to Governors previously, the Headteacher highlighted the following:</p> <ul style="list-style-type: none"> • As there are 7 unplaced children in the Richmond area and no available places, all local Headteachers will be meeting – as part of the Fair Access Protocol - to agree which schools will accept one or more additional children into their schools. Thus Governors were to be aware that Reception will be over its upper limit of 30. As children have a right to an education, schools will not be permitted to turn away children on the basis that they are over-subscribed. • All the expected outcomes for children in Summer 2015 were listed but the school was in the process of compiling the Spring data and Quality and Standards (Q&S) Committee will be updated accordingly. <p>Q&S Agenda Item</p> <ul style="list-style-type: none"> • It was noted that the assessment system will be changing at the end of the year from Levels to Learning Ladders. (Q&S had been updated.) • Attendance for the Autumn Term was 96%, which is on target. <p>Q: As Headteacher, what can you do as opposed to what the LA does? A: I used to be able to authorise 10 days absence but now I do not authorise any. The schools records the attendance data and the Education Welfare Officer (EWO) looks at it every 2 weeks, especially those whose attendance is 75% or below. She is very good at identifying patterns and ways in which the family can be supported. There is not a problem with persistent absenteeism at the school but there is a slight issue with holidays being taken during term time. It is not the Richmond LA's policy to fine parents but the EWO sends a letter, in which she states that parents can be prosecuted and this generally proves very effective. • With respect to staffing, a job share has now been appointed for a staff member returning from maternity leave and this is working very well. • The report listed the extra-curricular clubs offered by the school. The Governors commended the school for the number and diversity of clubs offered for children. </p>	

	<p>Q: Is anything going to replace the Science Club?</p> <p>A: Yes, we are looking to appoint something of the high standard that we expect.</p> <ul style="list-style-type: none"> It was noted that, since Richmond Children's Services merged with Kingston's, School Improvement Partners (SIPs) now look at different areas of the School Evaluation Form (SEF) to assess whether schools meet the Ofsted standards of Good or Outstanding. Mike Slaughter, Richmond LA Principal Inspector of Schools, who has been the school's SIP for some time, recently judged the school to be Outstanding in all categories, based on the evidence he scrutinised with the school. <p>Q&A: Governors observed that he had not judged the school in terms of the way it promoted British values, which would have been useful, given the new importance being attached to this. It was agreed to push him on this. It was further agreed that, in view of the length of time the school has had the same SIP, it might be beneficial to have a change of SIP, who might bring a different/additional perspective.</p>	Challenge
7. 7a	<p>Committee Reports</p> <p>Finance & Premises (F&P)</p> <p>The F&P Committee minutes having previously been circulated, AA (as F&P Chair) highlighted the following issues, which had been discussed:</p> <ul style="list-style-type: none"> With regard to the safety risk, identified by RV, presented by the damaged wall between Years 4 and 5, it had been agreed that the most cost-effective solution would be to install a fixed camera to link with the CCTV as raising the height of the wall would have been substantially more expensive. A quote had been received for £1.5K and 2 more were needed before proceeding. Neighbours would also have to be notified. There was a healthy in-year budget, with a positive variance of £95K. There was an over-spend on the playground but that would be offset by Capital Funding. A good income was being received from lettings and other outstanding income was expected. (The committee had also discussed introducing more stringent deadlines for payment for trips and clubs.) <p>Q&A: Governors asked whether the water leak had been resolved and were advised that, although there had been no formal resolution, Thames Water was no longer pressing for money. However, Governors requested further clarification as to the current situation.</p> <p>Action: Chair to ask Crona Spicer (CS) for current position with regard to Thames Water's bills.</p> <ul style="list-style-type: none"> The SFVS had been amended and a mini-internal audit scheduled for May. F&P may look at other uniform suppliers when Stevensons' contract expires in July, with a view to possibly appointing more than one in line with DfE Guidelines. CS and the Caretaker have talked to Claire Briggs, who has noted all the issues with the boiler and other outstanding snagging issues from the building work and will investigate. It was noted that the Nursery was still taking too long to reach the correct temperature. <p>Q: Is there an ongoing issue from changing the boilers?</p> <p>A (from Headteacher): That is what she will investigate, including whether the fault lies with the contractors or the heating designer.</p> <p>Q: Did we establish whether we still have multiple suppliers and made sure that we are getting the best rates?</p> <p>A (from AA): We did discuss it and CS was satisfied best value was being achieved.</p>	<p>Info</p> <p>Challenge</p> <p>Chair</p> <p>Info</p> <p>Support</p>

	<p>Action: Chair to ask CS for details of the suppliers and circulate.</p> <p>Q&A: Governors expressed concerns that, although the school paid the cleaning company the London Living Wage, they had not confirmed that this was passed on to the cleaners.</p> <p>Action: Chair to ask CS to press cleaning company for details.</p>	<p>Chair</p> <p>Challenge</p> <p>Chair</p>
7b	<p><u>Quality and Standards (Q&S):</u></p> <p>The Q&S Minutes having been circulated previously, ME (Q&S Chair) advised that the main item discussed was the Gender Gap, following a separate meeting ME had had with the Headteacher to discuss questions and strategies. The Committee had asked to see results broken down by gender and compared to other local schools and this data did prove helpful as it revealed a significant anomaly i.e. that girls at Orleans perform much better in Mathematics than the boys, which is the reverse of what happens at other schools. Governors therefore asked for more analysis of why this might be the case and whether there is an issue to address. RV (as Mathematics Governor) was tasked with investigating.</p> <p>Action: RV to investigate Gender Gap between boys and girls in Mathematics</p> <p>Q: Are the boys doing less well than elsewhere?</p> <p>A(from ME): At the higher levels, yes.</p> <p>Q: Is the ratio of boys to girls similar to other schools?</p> <p>A (from ME): No, there are actually more boys than girls at the school, so it matters even more.</p> <p>He notified Governors that other items discussed included the British Values Policy (which highlights where in the curriculum British Values are addressed) and the Parent Survey. ME has volunteered to work with the Headteacher next year on compiling a different sort of survey, possibly online e.g. through Survey Monkey.</p>	<p>RV</p> <p>Challenge</p>
8.	<p>SFVS</p> <p>This was circulated in hard copy and Governors were notified that the deadline for this is 31st March 2015. It was agreed that Chair would email to all Governors for comments and approval and that it would only be placed on the next agenda if there was a specific need to do so.</p> <p>Action: Chair to email SFVS 2015 to Governors.</p>	<p>Chair</p>
9.	<p>Parent Survey</p> <p>The results of the Parent Survey were tabled and Governors discussed them, noting that 142 responses was very good, given that these forms had been completed per family rather than per child. They estimated that just over half the families at the school were represented by these responses. However, Governors agreed that it would be useful to allow the parents the option of responding per cohort as parents may have different experiences of the school with different children/year groups. Action: Headteacher and ME to look at ways of ensuring this flexibility exists when compiling next year's survey.</p> <p>Governors noted that the percentage of parents pleased with extra-curricular activities has increased to 84% and were told that there had been particularly positive responses from Nursery parents. However, the relatively low ratio of parents satisfied with the level of Home Learning (85%) and the number of written comments relating to this had identified this as an area in need of development.</p> <p>Q&A: Governors opined, however, that the variety of opinions within this - i.e. between those who thought there was too much or too little home learning – demonstrated the subjectivity of parents' views. They suggested that it might be more profitable to assess the differences between year groups and whether there</p>	<p>Head/ME</p> <p>Challenge</p>

	<p>was a pattern - another reason for having parents respond by year group. The extent to which children were doing the homework themselves would be an additional factor to consider. They stressed the importance of getting this right for KS2, in particular.</p> <p>The Headteacher confirmed that the Senior Leadership Team (SLT) are discussing alternative ways of setting homework, while ensuring it fitted in with marking time. The SLT believed strongly, however, in the importance of parents supporting children in their home-learning to ensure each child makes outstanding progress as there was not sufficient time in the school day.</p> <p>Governors advised the following:</p> <ul style="list-style-type: none"> • Emphasise to parents the importance of homework in ensuring each child achieves outstanding progress. • Clearly explain why homework was being given and the consequences of not doing it. • Give guidelines on the amount of time to spend on each piece of work. • Change the wording of home learning instructions to make it clear <i>to the child</i> of what the school's expectations were and what needs to be done (and why) <p>Q: Is there ever an element of parents not wanting to provide that support? A: No, our parents are usually very supportive. What is important, though, is to teach the child organisational skills so that they can learn to prioritise.</p> <p>Governors remarked that the middle column, entitled 'Neither Agree nor Disagree', probably meant that parents had insufficient information to form a view so there may be a need to communicate more clearly to parents on some of these points. To help address this, Governors suggested putting a Table of Contents either at the top of the newsletter or in the accompanying email so that parents can immediately see what is covered and where.</p> <p>On the whole, though, Governors were pleased by the generally positive responses to the survey and requested LL to pass on to other staff that there had a large number of written comments identifying individual members of staff as being a positive influence on their child.</p>	<p>Support</p> <p>Info</p>
10.	<p>Policies</p> <p>The Governors' Allowance Policy, having previously been circulated was approved and signed.</p>	
11. 11a	<p>Governor Visit Reports</p> <p><u>Safeguarding Visit:</u> CT, as Safeguarding Governor, reported on her visit conducted on 12th January. The report had been previously circulated. She had looked at outstanding actions from her last visit, most of which were ongoing and reviewed the Ofsted Inspecting Safeguarding guidelines, With respect to the measures for preventing radicalism, it had been agreed that there was a need to seek further clarity from Achieving For Children (AFC) on what was expected from schools and also to seek clarification from AFC on the school's responsibility and expected practice with regard to the new Disqualification by Association rules. The Headteacher confirmed to Governors that all staff have signed forms, stating that 'to the best of [their] knowledge, the person [he/she] was living with has no criminal convictions' but she was looking into how often the school was required to check this. RP opined that the form had been very well-worded. CT stated that she had also reviewed the way in which the Anti-Bullying Policy was operating in practice and had concluded that the Policy was being effectively</p>	

11b	monitored through a detailed process. Mathematics and Computing Visit: RV reported back on a visit conducted in December, when he had met with RP (Computing Co-ordinator) and Marie Hedges (Mathematics Co-ordinator) to review and monitor the Mathematics and Computing Curriculum changes. He had attended a well-received Mathematics workshop, while on the Computing side a particular issue that had arisen was that of software versus hardware. RV stressed the importance of investing in appropriate learning platforms so that children learned more about the hardware side of computing to better prepare them for the future e.g. circuitry, electrical engineering, robotics etc.	
11c	Science Visit: SGG had met with Rebecca Johnson, Science Co-ordinator, who has been in post for 5 years and so is knowledgeable about the Science curriculum. It had been agreed that RJ should update the folder with the information missing from it e.g. Science Policy. <i>RM left at 9.10 pm.</i> She had discussed with RJ the SDP objectives and had looked at the activities relating to delivering the revised curriculum and the difficulties involved in evaluating and moderating until the new assessment standards are introduced. They had also discussed the way in which the Science curriculum is being delivered across other subject areas e.g. Literacy and RJ is gathering evidence of how this is happening for SGG to view on her next visit. They had also talked about the differentiated curriculum for specific groups of children. Overall, SGG had concluded that excellent progress was being made towards the SDP objective for Science.	
12.	LA Info Governors confirmed that they were all receiving the information emails from AFC.	
13.	Any Other Business Governors requested that, in future, all meeting documents be put in one PDF file in the order that they appear on the Agenda. Governors also wished to discuss the way in which documents are organised on the website.	
14.	Date of Next Meetings PC&C Meeting 9.15 a.m., Monday 9 th March 2015 F&P Meeting 9.00 a.m., Friday 13 th March 2015 Q&S Meeting 9.15 a.m. Monday 16 th March 2015 FGB Meeting 7.15 p.m., Wednesday 25 th March 2015	

The meeting ended at 9.20 pm

Signature: _____

Date: _____

Actions Arising

Item No.	Actions Arising	Responsible person
2	Send Register of Interest Forms to outstanding Governors	Clerk
5	Amend December minutes and send to Chair for signature	Clerk
7a	Ask Crona Spicer for following: <ul style="list-style-type: none"> • Current position on Thames Water bills • Details of energy suppliers • Press cleaning company for details of how much pay cleaners. 	Chair
7b	Investigate Gender Gap between boys and girls in Maths	Roy Vella
8	Email SFVS 2015 to Governors for comments and approval	Chair
9	Look at ways of compiling next year's Parent Survey to indicate which year group relates to.	Headteacher/ Matthew Engelke

Agenda Items Arising:

Item No.	Agenda Item	By Whom	When
6	Spring Targets	Q&S	Spring 2
8	SFVS	FGB (if necessary)	Spring 2