

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 27th November 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	Matthew Engelke (Vice-Chair) - ME	Clare Taylor (Chair) - CT	Jane Evans (Headteacher) - JE
	Mark Dickinson - MD	Yeing-Lang Chong – YLC	Loretta Lau – LL
	Alex Axiom - AA	Rhian James - RHJ	
	Rebecca Gibbs	Rebecca Johnson - RJ	
		Ally Salisbury - AS	
		Roy Vella – RV	

Apologies:

Alex Axiom, Ally Salisbury

Absent without apologies:

None

Also attended:

Rebecca Mole – Deputy Headteacher

Vicki Prince – Clerk

Marie Hedges (for Item 2)

		Action
1.	Apologies: Apologies for absence as shown above were accepted.	
2.	<p>Coordinator Presentation: CT welcomed Marie Hedges, Numeracy Coordinator who reported that Maths was currently a focus of the school. Peer observation - informal observation by peers whereby best practice can be shared - was being undertaken in triads; planning and marking monitoring has taken place and feedback been given. To give parents a more in-depth understanding of teaching methods, a curriculum evening was held in October and a small group of targeted children have had one-to-one sessions while their parents had interactive group sessions on supporting their child's home learning. As this had made a visible difference, the intention was to expand this to other parents.</p> <p>Q: How often will you need to repeat this?</p> <p>A: On an annual basis but, to be really effective, the groups need to be small because it's important they be interactive. Strategies will have to change as the children move through KS2.</p> <p>Streaming has been introduced for KS2 to push higher ability children while allowing others to move at the right pace for them.</p> <p>Q&A: When asked, MH confirmed they would put in booster classes.</p> <p><i>RV arrived at 7.25 pm</i></p> <p>A challenge facing all schools is the move to a new curriculum from September 2014. A high calibre Maths consultant working for NCTM is</p>	

	<p>being used to train teachers and prepare them for the new curriculum.</p> <p>Q&A: Asked for further details of the new curriculum, MH explained that objectives would be moved back a year group to bring children on faster with the ultimate aim of raising standards.</p> <p>Q: Will there be a corresponding change in the levels i.e. will 4b be the equivalent of a 5c under the old system?</p> <p>A: Levels are going altogether but as yet there is no alternative system by which to measure children.</p> <p>Q: But there will still be standardised tests at the end so the goalposts are still there. How will progress be tracked?</p> <p>A: A group from Richmond and Kingston boroughs are working on a borough-wide assessment system but it is still uncertain what progress markers will look like.</p> <p>Q: Who will the working group consist of?</p> <p>A: Teachers, Head Teachers and subject specialists.</p> <p>Q: Has the school got a transition plan in place?</p> <p>A: Unlike most other schools, we have started the new curriculum from Year 3 and, as it's an interim year, we can spend two weeks on what would normally be covered in one. We also use 5-10 minutes while lining up for quick-fire questions to improve mental maths. The transition will be challenging but, because we have started early, we are in a better position than other schools.</p> <p>MH reported that the school was well-equipped with visual resources, which children would be encouraged to use for as long they needed them. Numicon continued to be a success and was improving progress for all. An audit of staff skills and knowledge has taken place and teachers and TAs have received Maths training.</p> <p>MH has met with JE and RV separately to discuss next steps. Future initiatives planned include Maths and Science week in April, further refinements of the use of Mathletics and the development of a whole school approach to celebrating success in Maths. There were also plans to film children working on particular aspects of maths and put these short videos on the website. A parent who has done filming for Teacher TV has offered to do this. The school is looking for a possible partner school to put in a bid to Education Richmond by 6th January for funding for Maths projects to train parents in the vocabulary and methodology currently used to teach Maths. RV applauded this initiative as being relevant to even those parents with Maths expertise who might confuse their children by using other methods. There followed a discussion of the relative merits of different Maths Apps. CT thanked MH <i>who left the meeting at 7.50 pm.</i> <i>YLC arrived at 7.54 pm.</i></p>	
3. 3a 3b 3c 3d	<p>Membership</p> <p>CT welcomed RG to her first GB meeting as Parent Governor and VP as new Clerk.</p> <p>There were no Declarations of Interest.</p> <p>Training Update: YLC has undertaken a whole-day session in RAISE Online - Action: JE invited YLC to make an appointment to look at school data.</p> <p>CT attended Chair's Briefing on 14 October.</p> <p>CT, who is stepping down, proposed RHJ as new Chair from 1 January 2014. This motion was passed unanimously.</p>	YLC

4.	<p>Minutes of the last meeting and Matters Arising</p> <p>The minutes of the last meeting were signed as a true copy.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> • Item 4, CT confirmed that she has informed GB Support of the new constitution and that the updated version has been signed by the LA and circulated to all governors • Item 4, YLC, in her capacity as Green Committee Link Governor, has liaised with RJ and a further meeting is planned • Item 8, Quotes have been obtained for anti-climb paint and a new boiler and the latter has now been installed. Artificial grass has been put down in Nursery playground and CS and CT are meeting on Friday with the landscape architect who had provided the best quote to draw up plans to further develop the playground. • Item 8, Contractors have remedied the protruding bricks. • Item 8, Inclusion of data for each year group in HT's Report to be actioned from Autumn 2014 • Item 9, an exit questionnaire is being developed which, in time, can also be circulated to parents of Year 6 and other leavers. • Item 14, Annual Report has been sent 	
5.	<p>Reports from Committees</p> <p><u>Quality and Standards</u></p> <p>Minutes of the meeting held on 25th November had previously been circulated. ME highlighted the following:</p> <ul style="list-style-type: none"> • ME and JE have gone over RAISE Online data in detail. The most noteworthy point is that it confirmed that the school has a good sense of where it stands: as the school already scrutinises all its data, there were no surprises. Q&S committee reviewed the summary sheet for the school website, which outlines where the school stands in relation to other schools nationally on a range of areas and will be a useful document for parents, particularly those choosing schools. • The Pupil Premium, which is a government initiative to provide funding for children from disadvantaged backgrounds, is a key area for OFSTED, who will examine how the money was used for specific children, how they had been targeted, their progress tracked and the impact it had had. Q&S Committee asked RM to add more detail to give them a better sense of its effectiveness over time and asked for regular updates on activities costing 10%+ of the disbursement so that impact can be tracked. RV noted possibility that some of the projects the money is spent on could be used again so may have proportionately bigger impact. However, it was noted that other variables may make it difficult to absolutely measure impact. <p>Q&A: Governors raised the issue of how funding will be allocated when all Infant children take FSMs and asked what methods are used to make initial contact with eligible parents. RM replied that it was put in the newsletter periodically but, on governors' suggestion, it was agreed to put out a letter highlighting the availability of this funding. Following CT's observation that Richmond Borough has very low take-up of FSMs, there was lengthy discussion as to possible tactful phrasing that avoids stigmatising while drawing attention to the £900 it was worth per eligible child. In response to</p>	RM

	<p>Q&A: In response to a query, it was clarified that F&P were responsible for ensuring timely receipt of Pupil Premium funds but it had been decided that Q&S would monitor its use and impact. Challenged as to whether the school had a Risk Register, JE replied that risk assessments were undertaken prior to trips and playground risk assessment took place termly while site security was scrutinised from H & S perspective and cross referenced with LA requirements.</p>	
7.	<p>Personnel, Children and Community The minutes having previously been circulated, RHJ reported that a number of policies had been reviewed and agreed, including Professional Development, Physical Intervention, Exclusions and Attendance Targets. The Pay Policy was in the process of being finalised and JE reported that SLT would be starting work on Behaviour Policy imminently. There was also an aim to progress the Parent Engagement Audit.</p>	
8.	<p>Expansion Governors having all previously received a written update, JE advised them that snagging was still underway at weekends as the scaffolding to erect the glass canopies would have represented an H&S risk during play times. Q&A: Asked whether the builders had yet moved their rubbish, she replied that it had been moved from the Year 5 classroom and the bottom playground but it was still on school property. Upon stressing their concern as to H&S implications, governors were assured that SBM is actively following up as to when it will be removed completely.</p>	SBM
9.	<p>SEN Update RM had circulated a written update, which she now elucidated, highlighting the fact that there were several extra TAs due to a relatively high proportion of statemented children (27 in total). Fiona Whiteside (FW), who has a qualification in working with dyslexic children, has started work in KS2 as the SENCo. Q: Are teachers trained in identifying learning difficulties? A: Not during PGCE but FW has led an INSET on the needs of Dyslexic pupils and how to support them. Dyslexia is not usually diagnosed until a child is 7 or 8 but there are early markers e.g. an inability to use Phonics. RM and FW have updated the children's IEPs to be more child-friendly so as to give the child an engagement with their own learning as is recommended in the Code of Practice for SEN due to become law in 2014. Other initiatives included training 8 members of staff in Makaton to facilitate communication with children with limited speech. This prompted Q&A on what Makaton was and whether it remained rudimentary or could become more complex. It was explained that you spoke as you signed and, as the children got older, more was put into the sentence. RM and FW have also worked closely with outside agencies with relevant expertise - e.g. Occupational (OTs) and Speech and Language Therapists (SLTs) - to coordinate the provisions outlined in statements and referring children when necessary. In addition to the funded supported hours for statemented children, additional hours have been provided and funded by the school for other children who need that support. All the above interventions are being rigorously monitored for impact.</p>	

10.	OPPTA The OPPTA had had a successful Quiz Night and the Christmas Fair is on 6 th December.	
11.	Any Other Business It was noted that a new free school may be opening in East Twickenham in September 2015 which governors agreed should be seen as a positive step as there has been a huge increase in children in the area in the last few years. CT thanked everybody for their support over the last 4 years which had been eventful, with the school going from taking in bulge classes to converting to full Primary School status. JE and ME thanked CT for all her help, support and hard work during her time as Chair.	
12.	Next Meeting The date of the next meeting is Wednesday 5 th February 2014 at 7.15 pm.	

There being no further business, the meeting ended at 9.25 p.m.

Signed: _____

Date: _____

Actions Arising

Item 3	If desired, YLC to make an appointment to look through full RAISE Online data.	YLC
Item 5	RM to draft tactful letter to parents highlighting extra funding available and hence importance to their child of notifying school if eligible for FSMs or a member of other eligible categories	RM
Item 5	CT to check with LA as to likely percentage of eligible children	CT
Item 6	SBM to continue to follow up with LA re higher gate	Crona
Item 6	SBM to provide more detail on IT to F&P	Crona
Item 8	SBM following up regarding builders' rubbish	Crona