

LONDON BOROUGH OF RICHMOND UPON THAMES
Orleans Primary School
 Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
 Wednesday 21st May 2014 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 - CT	Jane Evans (Headteacher) - JE
	Mark Dickinson - MD	Yeing-Lang Chong – Y-LC	Loretta Lau – LL
	Alex Axiom - AA	Rhian James – RHJ (Chair)	
	Rebecca Gibbs – RG	Rebecca Johnson - RJ	
		Ally Salisbury - AS	
		Roy Vella – RV	

Apologies: Matthew Engelke, Mark Dickinson, Ally Salisbury,
 Roy Vella

Absent without apologies: None

Also attended: Rebecca Mole (RM) – Deputy Headteacher/SENCO
 Vicki Prince – Clerk

1.	Apologies: There were no apologies.	
2.	Declaration of Interests: None declared.	
3.	<p>Minutes of the last meeting and Matters Arising The minutes of the last meeting were passed with several amendments.</p> <p>Item 3, RM will bring the final details of the SEN changes to the first F&P meeting of the Autumn term. F&P Autumn 1 Agenda</p> <p>Item 6, CS has been asked to look at kilowatt usage but Headteacher did not know the outcome.</p> <p>Item 8, Chair had done a bulletin for the newsletter and it was agreed that she would do bulletins once termly, this term's one to coincide with school reports.</p> <p>Action: Chair to do termly bulletin for newsletter.</p> <p>All other actions arising had been completed.</p>	Chair
4.	<p>Committee Reports <u>Quality and Standards:</u> The minutes of the meeting having been circulated, RG highlighted that the committee had looked at Progress data to Spring 2014 and had again expressed concern that level descriptors for measuring progress were being abolished in September.</p> <p>Q&A: Asked whether there was any reason why levels could not be kept if schools were free to choose, the Headteacher explained that they would not match the New Curriculum. However, it has now been decided to keep the grade descriptors initially, until a new system had been agreed. In connection with this, it was noted that - in an</p>	

	<p>effort to raise aspiration – the percentage of children expected to achieve the equivalent of a level 4b in Year 6 will rise to 85%. It would obviously take schools some years to get to that point.</p> <p>The committee had also looked at Attendance figures which had, for the first time, been broken down into groups by gender, year group, EAL, FSMs and SEN. The attendance of FSM pupils had been identified as a particular area to address as their attendance was below expectation when compared with the rest of the groups.</p> <p><u>Finance and Premises:</u> The minutes of the meeting had previously been circulated and CT highlighted the following:</p> <ul style="list-style-type: none"> • The water leak had now been located and fixed. Discussions were ongoing regarding the extra cost and Crona Spicer (CS) is pursuing this with Thames Water and the Local Authority (LA). • A comprehensive Health & Safety inspection had been done and had raised no major issues. • The Charging Policy had been scrutinised, in particular the costs of residential trips. • Discussions had taken place about how or if a voluntary fund could be introduced. CS will research options and structures for further careful consideration by the committee. Action: Upon a Governor's suggestion, it was agreed to tactfully gauge parents' reactions beforehand. 	
5.	<p>Budget 2014-15</p> <p>The full Budget document having been circulated to Governors previously, CT drew Governors' attention to the sheet Steve Llewelyn had helpfully produced, which outlined the differences between the draft budget – examined by the F&P Committee in detail in March - and the final version. In total there was an additional income of £35,475.72 going into next year, resulting in an additional revenue carry-over of £19,469.72. As mentioned by MD at the previous meeting, the total revenue carry-over assumed no percentage rise for teachers which, CT stressed, was different to the incremental rise teachers will get. Should there be a 1% percentage rise, this would risk £19K but would still result in a positive balance.</p> <p>The F&P Committee had agreed to continue buying into the SPARK training because of its high quality and the importance of maintaining continuous professional development. However, at £8K, it represents a sizeable chunk of the budget, with £2.5K of this representing the cost of Governor training. CT stressed therefore the importance of Governors using the training as it was only good value if it was used.</p> <p>Q&A: Governors asked for clarification of the Legal SLA, specifically whether they could be asked for litigation support regardless of the outcome of the tribunal. The Headteacher confirmed that they could, explaining that HR would be used up to the point that litigation would be needed.</p> <p>The Governors approved the final budget and it was signed by the Chair.</p> <p><u>Surplus Balances Return:</u> This document also required approval, identifying as it does the funds committed to certain projects which brought the uncommitted surplus balance to £73,839.56. Being just 4% of the budget, this fell well within the permitted limit of 8% of budget for uncommitted funds.</p> <p>Governors approved this carry-over and the Return was signed by the Chair.</p>	

6.	<p>Headteacher's Report</p> <p>The Headteacher highlighted certain aspects of her Report, which had been circulated previously:</p> <ul style="list-style-type: none"> • There had been one complaint related to bullying, which had been investigated and successfully dealt with in line with the Behaviour Policy. • 8 children had left, all of whom had moved away from the area. It was noted that children did not tend to leave Orleans to go to other local schools. • 9 children had joined and had all settled in well. • With regards to <u>Pupil Progress</u>, the Headteacher was very pleased with the way teachers were removing the barriers to learning and RJ confirmed that pupil progress meetings for setting and reviewing individual targets were working well. To help children progress in reading, the Headteacher had written to parents about ways in which they could support their children at home in reading and the reading advice on the school website was currently being reviewed. A phonics meeting had been held for EAL parents which had been well attended and received. In the classroom, the focus was on Quality First teaching as this is what makes the biggest difference to children's learning. As a result, all the data suggests the children are progressing well. <p>Q: Are there any areas you could improve? A: The changes to the Early Years Curriculum and assessment have meant a lot for staff to embed over the last year and, after discussion as a Senior Leadership Team, a moderator from the Local Authority to make sure that our children's achievements are in line with the rest of the borough.</p> <p>Q: If children are already making good progress, do you push them to Outstanding? A: We look at individually set targets and we do not set a ceiling on them. If a child had already achieved their targets, we would move their targets. We expect at least good progress from every child.</p> <ul style="list-style-type: none"> • <u>Attendance:</u> It was noted that attendance was lower in January and February. There was a brief discussion as to ways to tackle this, with the Headteacher opining that letters from the Education Welfare Officer (EWO) have proved to be very effective. The EWO always looked at anyone whose attendance was 95% or below. • <u>Modern Foreign Languages (MFL):</u> Q&A: Asked whether the school was moving to one MFL, the Headteacher confirmed that it was moving to French (although there would be a Spanish club after school) and that the MFL Coordinator was finalising the list of resources he needs for the new MFL curriculum. He was also ensuring the Years 5 and 6 curriculum linked with the Orleans Park Year 7 one. <p>The Headteacher was thanked for her comprehensive report.</p>	
7.	<p>LA Mailing</p> <p>Governors confirmed to the Chair that they were all receiving and reading their LA mailing.</p>	
8. 8a	<p>Governor Visits</p> <p><u>PE Visit:</u> RG reported back on the focus visit she had carried out, in which she had met with the PE Coordinator and observed a Reception and a Year 4 PE lesson. She had noted good encouragement of a positive attitude towards sport and a lot of crossing of the curriculum. Both year groups were observed to problem solve, work collaboratively and, from watching Year 4, the progression of the development of these skills was clear. She had noted that the PE coordinator was clearly a committed and effective leader, engaged in pushing PE forward and keen to stress</p>	

	<p>inclusiveness. With an inter-school competition element being introduced from next year, participation in tournaments was already being planned but there were also activities and resources geared specifically towards SEN pupils and the less able. In addition to buying in external sports providers, the skills of in-house staff were being well utilised where appropriate. RG was thanked for her report.</p>	
8b	<p><u>Quality of Teaching:</u> YLC had undertaken a focus visit in March to look at the quality of teaching and learning, especially planning, assessment, marking and book scrutiny. She reported that she had done a Science Walk with Mike Slaughter (Richmond Principal Inspector of Schools) led by RJ (Science Subject Leader). They had looked at the science displays for each year group and how they developed. They had also talked about the strategies planned for building teachers' confidence in delivering science and raising teacher standards further. There was to be an INSET day on Science and Mathematics in September and RJ was in the process of planning a Saturday workshop on Science. It was clear that Science was a key focus of the school going forward. She had also met with Marie Hedges (Mathematics Subject Leader) and had talked to different children across Key Stages 1 and 2, asking them what they liked about Mathematics, what they thought they could do better and had been impressed by their positivity and enthusiasm. At the time, the new Mathematics curriculum for next year was still uncertain but the Headteacher confirmed that it was now complete.</p>	
8c	<p><u>Safeguarding:</u> CT reported that she had looked at the central record to ensure DBS details were up to date and streamlined onto one big spreadsheet. This would be a big job in relation to parent helpers, the bulk of which would be done at the beginning of the academic year.</p>	
9.	<p>Any Other Business There was no other business.</p>	
10.	<p>Date of Next Meeting The date of the next meeting is 7.15 p.m. on 9th July 2014.</p>	

There being no further business, the meeting ended at 8.40 p.m.

Signature: _____

Date: _____

Actions Arising:

Item number	Action	Responsible person
3	Termly bulletin for school newsletter	Chair
4	Gauge parents' reactions to possible Unofficial Fund	Parent Governors?

Agenda Items Arising:

Item No.	Action	By Whom	When
3	Update governors on final changes to SEN	R. Mole	F&P Autumn 1