

**Orleans Primary School**

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on  
Wednesday 5<sup>th</sup> February 2014 at 7.15pm at the school**

**Constitution, Membership and Attendance – (Bold=absent)**

<b>LA – 1</b>	<b>PARENTS - 4</b>	<b>CO-OPTED – 7</b>	<b>STAFF – 1 + Headteacher</b>
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:**

None

**Absent without apologies:**

None

**Also attended:**

Rebecca Mole – Deputy Headteacher

Caroline Perry – Supply Clerk

1.	<b>Apologies:</b> There were no apologies.	<b>ACTIONS</b>
2.	<b>Declaration of Interests:</b> None declared.	
3.	<p><b>Co-ordinator presentation: Rebecca Johnson (Science)</b></p> <p>RJ reminded Governors that Science is an SDP target. She noted that at the end of KS1 results were down from 37-22%. The School is addressing this in order to raise levels. RJ had met with MD after school to explain the dip in results. MD noted that results were down in 2012. There were a number of possible reasons for this:</p> <ul style="list-style-type: none"> <li>• A moderation issue (difficult to check retrospectively);</li> <li>• A teaching issue (potentially a lack of confidence in staff);</li> <li>• The particular cohort (results were generally down).</li> </ul> <p>Potential teaching issues will be addressed. By Year 3 the gap should have closed. It was noted that the year group has split with some children going to St Stephen's so staff will liaise with St Stephen's in July to see where the lower performers are.</p> <p>If the gap closes, this will reveal whether the cause was teaching or moderation.</p> <p><b>Q:</b> Governors asked if the construction works had had an effect.</p> <p><b>A:</b> This was felt unlikely as the project had been managed to ensure as little disruption as possible.</p> <p><b>Q:</b> How much science training do primary teachers have?</p> <p><b>A:</b> This can be limited at PGCE level but the School will put in a bid to Education Richmond for science training. This could be offered to other schools to share the cost.</p>	

	<p>Next steps: To continue to monitor in Years 2 and 3 and revert to Governors. Current achievements were listed, detailing various practical, hands-on and enquiry-based learning. Moderations will take place throughout the year with staff all leveling to ensure working as a team and also external leveling with Queen's Primary School. The School is applying for a Science Mark.</p> <p><b>Q:</b> How much has the curriculum changed in Science? <b>A:</b> A few topics have moved around but overall the curriculum is similar and planning is also similar to last year. Governors regretted the reduction in basic Physics; more Biology has replaced this. In summary, RJ anticipated results to be back up to 35-40% at the end of the year. The School is approaching other outstanding schools to ensure best practice in introducing the new Science curriculum. <b>Q:</b> Governors asked where attention needs to be focused. <b>A:</b> Focus will be on all areas where they may be issues. <b>Q:</b> Governors asked about girls' performance – and emphasizing the role of women scientists. <b>A:</b> At KS2, the emphasis is on equality between men and women – both in Science and throughout the curriculum. Science Week in the summer will feature mums who are scientists coming in to school.</p>	
4.	<p><b>Membership and training:</b> It was noted that outstanding Register of Interest Forms will be distributed as necessary. RG had attended useful training in the use of Pupil Premium and PE sports funding. RHJ had attended a "Taking the Chair" course and an evening on the new funding arrangements.</p>	<b>Clerk</b>
5.	<p><b>Minutes of last meeting and matters arising:</b> The minutes were agreed as amended. RM had drafted a letter to parents re funding. This includes adopted children and children of parents in the Forces. The trend is to move away from the term "FSM" to "Pupil Premium" and moving children's learning forward. Crona is following up about the higher gate. CCTV is also going to be installed, and we are waiting a response from the Metropolitan Police ICT replacement – this item to be covered under F&amp;P minutes below. Builders' rubbish – a skip is being ordered during half term. Governors discussed the level of detail in minutes, particularly around sensitive issues. As a result, Governors were encouraged to be vigilant in scrutinizing draft minutes. It was noted the approved minutes should not be changed.</p>	
6.	<p><b>Committee Reports</b> <u>Quality and Standards</u> Minutes of the meeting on 27<sup>th</sup> January 2014 had been circulated previously. The Committee had discussed results, in which the School scored higher than the national average but slightly lower than the local average. This is why the School compares itself against other outstanding schools in order to strive for excellence. It was noted that the RAISEonline gives the national picture although the Data Dashboard compares with similar schools. Results are only available at certain points of the year. The Head assured Governors that the School wants to ensure every child makes the best progress possible and looks</p>	



	<p>Playground budget is £80K, excluding any OPPTA contribution.</p> <p>ICT has a rolling programme of renewal/update costs – and this will be discussed again at the next F&amp;P meeting. The LA is providing advice on procurement.</p> <p><b>Q:</b> Have we investigated cutting costs by enquiring about old laptops from parents, etc.?</p> <p><b>A:</b> Crona is looking into this and a notice will be put in the newsletter. Obviously this would have implications for eSafety, etc.</p> <p>The Committee also looked at financial benchmarking. No concerns were identified.</p> <p>Policies were approved as stated.</p> <p>Governors discussed the significant changes in SEN funding, moving from ring-fenced money to bidding for provision for individual children. Parents and professionals would regularly meet together to decide packages. The idea is for a more holistic approach. The School has to provide the first £6K for every child with a statement but on top of that need to fund any additional costs to provide what is considered appropriate support. This process will involve multi professionals. It was noted that some parents have agreed to trial this system. Statements will be phased out over 3 years. There is a meeting with the Authority in March to provide further information. RM is also going on training regarding the new arrangements. Fiona Whiteside is also doing an SEN qualification and Crona has started provision mapping in readiness for the changes.</p> <p>It was agreed to continue discussions on SEN provision at the next GB meeting. Fiona Whiteside is also doing the summer co-ordinator presentation and will cover this as part of her presentation.</p> <p>It was noted that review of the Recycling Policy will be deferred pending the inclusion of parent voice (<b>Summer 1 F&amp;P meeting Agenda Item</b>). Y-LC should also be consulted as Eco Governor.</p> <p><b>Q:</b> What is a Governor competency matrix?</p> <p><b>A:</b> Governors' skills and background qualify them to ask questions on Finance.</p> <p>Governors discussed monitoring the Fit For Sport provision. The School continues to do drop-ins and are encouraging them to increase their marketing. Numbers are low at the moment.</p> <p><b>Q:</b> Who audits the School's accounts?</p> <p><b>A:</b> This is sometimes done by an outside agency but is ultimately controlled by the local authority.</p> <p>This ensures compliancy with policies, etc. and identifies any items to be addressed.</p>	<p><b>MD/ Clerk</b></p> <p><b>MD/ Clerk</b></p> <p><b>Clerk</b></p>
7.	<p><b>Headteacher's Report</b></p> <p>It was noted that any vacancies on roll are quickly filled by the borough. In Year 1, numbers are split 29/31 due to special circumstances in which an extra child was taken. There is currently one appeal for a Year 1 place.</p> <p><b>Q:</b> Is there an even gender split?</p>	

	<p><b>A:</b> This varies by cohort. It was noted that more girls have gone to St Stephen's. Some classes differ in terms of gender or SEN.</p> <p><b>Q:</b> What is the policy on mixing?</p> <p><b>A:</b> Classes will be mixed at the end of Year 2. Throughout the day there is a lot of movement of classes anyway and plenty of opportunity to mix across the years including student mentoring which builds confidence. JE is looking at Headteacher's Award for Years 5/6 and those who attain this could earn school tours, etc.</p> <p>There are currently no looked after children.</p> <p>It was noted that there had been one racist incident, which had already been reported to the LA. The school is continuing to work with a consultant to ensure there are robust systems in place to tackle all forms of prejudice. RM is attending further training in this area.</p> <p>Leavers and Joiners were discussed. There were no contentious issues.</p> <p>Predicted targets were discussed. RAISEonline data had been previously circulated. Children's progress continues to be tracked to ensure best progress.</p> <p>There have been no exclusions.</p> <p>Monitoring of SDP – actions and outcomes were listed.</p> <p>Attendance is at 96%. There are some ongoing issues with holidays during term time. A system of traffic light attendance letters is in place. The School has worked hard to improve attendance and there has been a significant improvement over the last 3 years.</p> <p>Maths formed the focus of a recent INSET day, looking at Maths strategies and visual representations to support teaching of this. Caroline Clissold, a consultant from the National Centre for Excellence in the Teaching of Maths, is skilling staff.</p> <p>The School hosted a successful tea party for seniors in which the choir sang.</p> <p>The School has achieved a Gold Arts Mark (where only a Bronze has been awarded previously).</p> <p>Leadership and Management – CPD details were noted. Ofsted had applauded the School's record of continuing professional development opportunities for staff.</p> <p>Staffing – several changes were noted.</p> <p>School clubs – these were listed and include a mixture of in-house and those managed by external providers.</p> <p>Children's surveys: The transition and behaviour surveys had produced generally positive results.</p> <p><b>Q:</b> Who qualifies as a senior?</p> <p><b>A:</b> Links with local communities are developed ie homes, St Stephen's Church seniors group, rather than, say, grandparents – all building up links with the local community.</p>	
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	<p><b>Q:</b> Is it worth flagging up that predictions for Year 2 are higher than last year?</p> <p><b>A:</b> There is a pupil progress meeting planned for Year 2. Children are planning extra support where necessary to ensure progress.</p>	
8.	<p><b>Playground update</b></p> <p>Notes of the meeting on 3<sup>rd</sup> February 2014 had been circulated previously. Pupil Voice had been considered.</p> <p>Staff were not keen to extend the trim trail because of busy pick up times.</p> <p>Free play zones – it was agreed to leave these flexible for children. Staff keen for circles not be filled in</p> <p>It was noted that markings can be added at the last minute. A clock face was a possibility on the lower playground.</p> <p>It was agreed not to allow for a static outdoor classroom as the weather is unreliable.</p> <p>It was agreed to have an outdoor area with tunnels, eco area, etc.</p> <p>A wooden walkway, water feature and weather station are other ideas.</p> <p>It was agreed to have two climbing frames only; a third can always be added at a later date. The upper playground can be used for free play – and possibly a chess / board games area.</p> <p>SLT felt they wanted to site the climbing wall against the main hall where the art wall is presently.</p> <p>It was noted that the area behind the Year 6 block and small hall should be for Year 6s as recommended by the SLT.</p> <p>A couple of extra first aid boxes will be necessary and Stef is sourcing these.</p> <p>The gates to the KS2 equipment will be moved or the gates could be pinned back.</p> <p>RM requested that some extra benches be added for children.</p> <p>All the above proposals were agreed. CT agreed to take the proposed plans back to the architects and revert with a masterplan. A consultative process will follow to see what is affordable and the contract will then start the tender process.</p>	CT
9.	<p><b>Policies</b></p> <p>The Governors Allowances Policy was agreed. Incurred babysitting costs can be included.</p>	
10.	<p><b>Named Governor Visit</b></p> <p>AS had visited and met the SEN Co-ordinator.</p>	

11.	<b>LA info mailing</b> The Clerk had previously specified the new procedures for booking places on LA CPD training courses.	
12.	<b>AOB</b> RHJ reminded Governors of confidentiality. Governors' views were not personally attributed in minutes. RHJ is organizing <i>Critical Friend</i> training for Governors. A choice of proposed dates to follow.	

There being no further business the meeting ended at **10.15pm**

Signed by the Chair: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Actions Arising:**

<b>Item number</b>	<b>Action</b>	<b>Responsible person</b>
4	Distribute outstanding Register of Interests forms	Clerk
6	Discuss parent/teacher consultations with staff	Head
6	Emphasise to parents short notice for Ofsted	Chair
6	Milk allowance on next F&P agenda and ICT programme	MD/Clerk
6	SEN provision on next GB agenda	Clerk
8	Return to architects with proposed playground plans	CT