

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

**Minutes of Full Governing Body meeting held on
Wednesday 30th June 2015 at 7.15pm at the school**

Constitution, Membership and Attendance – (Bold=absent)

LA – 1	PARENTS - 4	CO-OPTED – 6	STAFF – 1 + Headteacher
Janie Emmerson (JE)	Matthew Engelke (Vice-Chair) - ME	Rhian James (Chair)	Jane Evans (Headteacher)
	Alex Axiom - AA	Clare Taylor - CT	Loretta Lau – LL
	Rebecca Gibbs -RG	Yeing-Lang Chong – Y-LC	
	Sue Gil-Garcia - SGG	Roy Vella – RV	
		Reegan Prinsloo (RP)	
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Apologies: Janie Emmerson
Absent without apologies: None
Also attended: Rebecca Mole – Deputy Headteacher,
Vicki Prince - Clerk

1.	Apologies: Apologies for absence had been received from Janie Emmerson.	
2.	Declaration of Interests: There were none declared. The Clerk had circulated new Declaration of Interest forms for completion by Governors in order that the Register of Interests can be published on the school website from September.	
3.	<p>Membership Due to personal and work commitments, Mrs C. Taylor (CT) has decided to stand down as from 31/08/2015. She was thanked for her hard work and commitment over the last eight years and for her work in steering the school through an expansion programme. The Chair will look to fill the ensuing vacancy.</p> <p>Mr A. Watkinson (AW) was welcomed to the meeting as a candidate for the existing Co-opted Governor post following Ms A. Salisbury's resignation. He introduced himself, outlining his long background in PE and education and explaining that he would love to use that experience to support the school as a Governor.</p> <p><i>Mrs A. Axiom and Mr R. Vella arrived at 7.23 pm.</i></p> <p>Mr Watkinson withdrew from the room while Governors voted unanimously to appoint him to the post of Co-opted Governor as from today's date.</p> <p>The Clerk advised that the terms of office for Ms. Y-L Chong (YLC), Mrs R. James (Chair) and Mr R. Vella (RV) would be coming to an end prior to the next Governing Body (GB) meeting and that all three have indicated their willingness to stand again. Governors voted unanimously to re-appoint YLC, the Chair and RV for a further 3 year term.</p>	
4.	<p>Training</p> <p>Mrs S. Gil-Garcia had undertaken SEND training and the Clerk had undertaken training in clerking Exclusions Panels and attended the termly Clerks' Briefing.</p>	
5.	<p>Curriculum Presentation: Religious Education</p> <p>Mrs R. Mole (RM) circulated an overview of the Religious Education curriculum,</p>	

	<p>which was broadly Christian but included other major faiths. It was based on the SACRE syllabus and has two strands: learning <i>about</i> religion and learning <i>through</i> religion. A unit on Humanism has been included for the first time.</p> <p>Q&A: Governors asked questions around where Humanism was included in the curriculum and were told that, after much reflection on where it would fit best, it has been included as part of the Year 6 syllabus.</p> <p>Q&A: With respect to the teaching of the Creation in Year 6, Governors asked whether Creationism was taught. They were informed that the focus was on exploring the subject of Humanism and posing the question 'Did God create the universe?' It was agreed that this was appropriate, given that it was part of the Religious Education – rather than the Science - curriculum.</p> <p>Q&A: Governors asked for clarification as to what was meant by the Golden Rule and challenged the reason for including such a foundational principle in the Year 5 syllabus as opposed to earlier. The Headteacher replied that it requires a certain maturity to better engage with the idea.</p> <p>Q: Is this subject where philosophy is covered?</p> <p>A: Yes, in part. But philosophy is also included in PSHE.</p> <p>Governors were invited to submit any further questions to the RE Coordinator via the Headteacher.</p>	<p>Inform</p> <p>Challenge</p> <p>Challenge</p> <p>Inform</p>
6.	<p>Minutes of the Last Meeting and Matters Arising</p> <p>The minutes of the last meeting were discussed in detail and certain changes to the wording agreed.</p> <p>Action: Clerk to amend as stipulated for signature by the Chair.</p> <p><i>YLC arrived at 7.50 pm.</i></p> <p>Item 4, The Headteacher advised Governors that, following a suggestion at the previous meeting that school opening times be changed, she has taken the decision to leave the opening times the same, except for the Nursery.</p>	Clerk
7.	<p>School Development Plan (SDP) 2015-16</p> <p>The SDP Review, the latest draft of which had only been finalised that day, was circulated to Governors and the rationale behind SDP foci explained.</p> <p><u>To continue to develop the revised curriculum:</u> Although all teachers were confident that training has equipped them with the skills needed to move teaching and learning forward and subject leaders have developed stronger and more in-depth knowledge, this will remain a priority area because of the new Year 6 and because some Newly Qualified Teachers (NQTs) will be joining the staff in September and will therefore require time to learn and embed the Orleans ethos and processes.</p> <p>Q: How do we compare with other schools in terms of staff turnover?</p> <p>A: We have relatively low turnover. Teachers tend only to leave if they are buying a property and have to leave the area to buy something they can afford. The Chair confirmed that in all staff exit interviews, relocation had been the reason cited.</p> <p>Q: Is their tenure low, high or average?</p> <p>A: Teachers tend not to stay as long as they used to. This may be because of Performance Related Pay and the desire to move on in order to move up the pay ladder. However, there are teachers at Orleans who have been here several years.</p> <p><u>To move the school towards 'Beyond Outstanding':</u> The Headteacher advised that this has been graded 'amber' because of the introduction from September of a new more rigorous Ofsted framework. She stressed to Governors – as she has to staff – that, despite having been rated Outstanding in January 2014, Orleans is a transitioning school and therefore is not exempt from inspection under Section 5 as stated in the latest guidance. The Ofsted evaluation timetable will therefore be</p>	<p>Inform</p> <p>Inform</p>

<p>reviewed with staff at a staff meeting in September. The Headteacher has identified priority areas to address under the new guidance: to ensure SMSC is fully embedded and developed throughout the school and to develop policies with regard to combating radicalism and promoting British values through the curriculum.</p> <p>Q: What do you mean by marketing outstanding practice to other schools?</p> <p>A: As a school, we are good at developing ourselves and at supporting other schools in the locality. Assessment and management of staffing will be big focus areas for us next year in our locality team.</p>	Inform
<p><u>To raise standards of Maths and Science for specific groups of children and to continue to raise standards of Writing:</u> It was noted that the Headteacher was still in the process of analysing data, which she will email to Mr M. Engelke (ME), as Chair of Quality Standards committee, when she is certain it is robust. A detailed breakdown of next steps could not therefore yet be identified. However, the School Improvement Partner had identified Science teaching at the school as being outstanding and the school has been successful in achieving the Silver award Quality Mark for Science.</p> <p>Q&A: Governors asked whether this would be the right place to highlight the inverted Maths gender gap they had previously identified and were informed that next actions will depend on the outcome of this year's data but it would form part of the SDP. Governors agreed that, even if it proves not to be a continuing trend, it should be highlighted and monitored.</p> <p><u>To continue to improve the quality of teaching:</u> This would remain a priority area because of the new Ofsted framework and the new system of assessment being introduced and embedded.</p>	Challenge
<p><u>Equality and Diversity Agenda:</u> It was noted that the school has had some notable achievements in this area e.g. the Be the Best You Can Be project where a Paralympian's talk to children about his journey had been a powerful and inspirational message to children about developing resilience. Teachers were constantly being challenged in understanding equality and diversity and ensuring that all children and staff feel valued.</p> <p>Q: Can you tell us more about the restructuring of Gifted and Talented (G&T) development?</p> <p>A: In light of the changes to the way work is assessed, we want to make sure that children are being challenged in the way that they need to be in school and that we highlight out of school opportunities to parents.</p> <p>Q: Are you aware of the Maths and Science events available through other schools for G&T?</p> <p>A: We have done some. [It was suggested that parents might be asked to accompany children to these events if there was a logistical challenge with providing enough staff.]</p> <p>Action: CT to send Headteacher link outlining all available activities.</p> <p>Q&A: Noting that all but two of the class names next year are white male artists, Governors suggested considering a theme the following year which would allow for more diversity as there had been this year.</p>	<p>Inform</p> <p>Support</p> <p>CT Challenge</p>
<p><u>To ensure consistent and robust behaviour management:</u> The Senior Leadership Team (SLT) was very pleased with behaviour at the school and the way in which the new Behaviour policy had been introduced and implemented. The sudden introduction of universal Free School Meals (FSMs) for Infants had been challenging in terms of managing entry to and behaviour within the lunch hall. However, the school will be introducing staggered lunchtimes and appointing additional lunchtime staff to combat this.</p> <p>Q: What have been the issues within the dining hall?</p>	Inform

	<p>A: It is the speed with which children go down the corridor when little ones are coming out. In addition to staggered lunchtimes, we will be introducing a new system where children enter from different doors and, to reduce conflict over seating arrangements, they will have less freedom as to where they can sit. It was noted that, as some Year 6 pupils will be walking to school alone, yellow slips will be issued to any latecomers amongst Year 6 pupils to encourage punctuality.</p> <p>PE: There had been some positive innovations within PE - e.g. a 'Sports Week' and a KS2 Sports Day at St Mary's – and the PE leader has worked hard to make sure these happened. However, as a transitioning school, it was acknowledged to be an area for development and Mr Watkinson (AW) had helped the Headteacher identify an inspirational coach who was experienced in supporting teachers to be better at teaching PE. She will be team-teaching with and upskilling existing staff and will also be working with specific groups of children.</p> <p>Q: What sort of children – children who aren't skilled or children who are?</p> <p>A: Both. We know we need to make every effort to ensure children are sufficiently trained ahead of participation in competitive sporting events but we also want to build the love of sport in children who are less keen.</p> <p>Q&A: Governors acknowledged that PE teaching should balance the competitive element with giving children opportunities to try sports they might not otherwise try. Celebrating the attempt versus celebrating success is crucial. In terms of extra-curricular they asked the Headteacher what sports would be offered and she explained that the new PE Coordinator from September was very experienced in leading PE at his previous school and had been able to give a clear overview of how he had led school teams to success during his tenure but also how he had ensured skills were given to children who do not otherwise have extracurricular opportunities.</p> <p>Q: When you are upskilling lunchtime staff, are they trained to intervene if boys are being unkind to each other during football games?</p> <p>A: Yes, but it does need to be repeated periodically. To reduce conflict, we pay three Fit For Sport (FFS) staff to run tournaments for children and the LSAs have introduced Craze of the Week, which has included activities like French Skipping and paper aeroplanes.</p> <p>Q&A: While acknowledging that these were positive moves, Governors pressed for further details on how the school was reinforcing the 'celebrate the attempt' message in the playground. It was noted that Sports Premium funding should not just be about sport but also about developing the whole person.</p> <p>Q: Does the school have any activities planned to link with the Rugby World Cup?</p> <p>A: Each class has been assigned a country that is taking part in the World Cup and will do sculpture, poetry etc. from that country.</p>	<p>Inform</p> <p>Support & Inform</p> <p>Inform</p> <p>Challenge</p> <p>Inform</p>
8. 8a	<p>Committee Reports</p> <p>Finance and Premises: The minutes having been circulated with the agenda, Mrs A. Axiom (AA) highlighted the following:</p> <ul style="list-style-type: none"> • They had asked for a more detailed spreadsheet to enable them to benchmark gas and electricity usage. • They had looked at options for a more cost-effective, simpler order system. • They had reviewed the budget and, in view of shrinking budgets for the foreseeable future, Mr S. Llewelyn had highlighted the need to adhere closely to the budget. There had been a couple of overspent areas, which were largely accounted for by money not yet received (from OPPTA and for school meals respectively.) • Feedback from the FFS half-term camp had been positive so FFS will be holding summer camps at Orleans. 	

8b	<p>Q&A: Governors asked whether the committee had discussed the Sports Premium but were informed that this will be discussed once the new PE Coordinator is in place. It was noted that the Sports Premium was not to be spent on resources but on sustainable initiatives and developing the school's capacity for delivering PE.</p> <p>Q&A: Governors asked for an update on the situation with regard to the water leak and AA confirmed that she will follow this up with the new School Business Manager. She further confirmed that the leak had been fixed and that there was no damage done to the school's foundations as a result of the leak. Mindful of the possibility of this matter lingering on as a potential future liability, Governors stated that it would be advisable to write a letter to Thames Water explicitly asking to have this struck off the bill because the school considered the issue to be resolved.</p> <p>Action: Head to talk to School Business Manager about either writing to Thames Water as advised or seeking advice from the LA Legal Department.</p> <p>Q&A: Governors asked for clarification as to what the SPARKS package was and were informed that, since Achieving for Children had devolved from LA control, schools now buy into their services. Staff therefore need to be aware that any advice or services sought will cost the school credits to be subtracted from the school's annual allowance so they should plan carefully.</p> <p>Q&A: Governors posed searching questions around the £15K deficit against the school meals budget line, asking how much of it was historic, how the register was taken at lunchtime, what measures have been put in place to incentivise parents to pay promptly, whether the cashflow was causing a serious issue and what alternative systems might be put in place. They were advised that this deficit mainly resulted from a discrepancy between the financial accounts, which work on a year-end basis, and parents' tendency to work on a term-end basis. In the past, school meal payments had not been robustly followed up and there was therefore a historical problem which would work its way through the system. However, the School Business Manager has introduced more robust systems, which has greatly improved the situation and she was confident the outstanding money will come in.</p> <p>Quality and Standards: The minutes having been circulated previously, ME highlighted the fact that, as a result of a discussion on PE provision, it had been agreed to discuss this further at a separate dedicated meeting, which is taking place on 16th July. RV had met with the Maths Coordinator and had established that there appeared to be no obvious explanation for the inverted gender gap in Maths, all hypotheses posited having been disproved. RV will be providing a written report of this meeting.</p> <p>Action: RV to write report of meeting on inverted gender gap in Maths.</p> <p>Q: Looking at the statement under Item 5b that Pupil Premium children tend to slip back over the summer holidays, are there other less labour-intensive initiatives than the proposed summer school that Heathfield found to be helpful with that particular group of children?</p> <p>A: The summer school did not just stop slippage – the children actually made progress. We did look at mentoring to give them positive role models but David Colenso (Pupil Premium Representative for AfC and Deputy Headteacher of Heathfield) said the summer school was the best value for money and by far the most successful.</p> <p>Q&A: Governors expressed concern that attendance levels might be low but were assured that, in fact, all children approached have already signed up for the summer school. Parents have been very committed to it and teachers have been engaged to deliver it. A couple of non-Pupil Premium children, who we have identified as likely to benefit, have also been included.</p> <p>Q: How many children are doing it?</p> <p>A: About 20. It is big enough to feel like a proper class but small enough to allow for small groups.</p>	<p>Challenge</p> <p>Support & Inform</p> <p>Head/ SBM Inform</p> <p>Challenge</p> <p>RV Challenge</p> <p>Challenge</p> <p>Inform</p>
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8c	<p><u>Personnel, Children and Community</u>: The minutes having already been circulated, the Chair highlighted the following:</p> <ul style="list-style-type: none"> • A number of policies had been reviewed and Pay Policy, in particular, had been scrutinised to ensure it was compliant with recent changes. • Staff work-life balance had been discussed and it was recognised that staff go above and beyond the call of duty. • Parent and staff exit interviews had been discussed. In all cases but one the reason for leaving had been relocation. No pattern had been thrown up which indicated any issues to be addressed and staff had all mentioned the supportive atmosphere in which they worked. 	
9.	<p>Any Other Business Governors' drinks with staff will be taking place in the school playground on Friday 3rd July after school and Governors were asked to let the Chair know if they could attend.</p>	
10.	<p>Date of Next Meeting Meeting dates for next year were currently being cross-referenced with other key dates and will be emailed to Governors before the end of term.</p>	

The school were congratulated on another excellent year. The meeting ended at 9.20 pm.

Signature: _____

Date: _____

Actions Arising:

Item	Action	By Whom	By When
6	Amend May GB minutes for signature by Chair	Clerk	ASAP
7	Send Head link for G&T activities at secondary schools in borough	Clare Taylor	ASAP
8a	Head to discuss with Crona Spicer either writing to Thames Water to bring the matter of the water leak to a conclusion or to consult Legal for their advice.	Head	ASAP
8b	Write report on meeting with Maths Coordinator re inverted gender gap	Roy Vella	ASAP