

Orleans Primary School
Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 9th October 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 – Y-LC	Loretta Lau – LL
	Alex Axiom - AA	Rhian James - RHJ	
	Vacancy	Rebecca Johnson - RJ	
		Ally Salisbury - AS	
		Roy Vella – RV	

Apologies:

Alan Blackbeard, Ally Salisbury

Absent without apologies:

None

Also attended:

Rebecca Mole – Deputy Headteacher

Caroline Perry – Supply Clerk

1.	Apologies: Apologies for absence as shown above were accepted.	ACTIONS
2.	Declaration of Interests: None declared.	
3.	Election of Chair and Vice-Chair: Clare Taylor and Matthew Engelke were elected respectively.	
4.	<p>Membership and training:</p> <ul style="list-style-type: none"> ● Loretta Lau was welcomed as a new Staff Governor. It was noted that the deadline for Parent Governor elections is 14 October. It was also noted that a new Clerk to the Governing Body has been appointed and will start after half term. She is able to clerk committees. ● Since the new constitution last year, CT proposed reducing the number of Governors to 13 and co-opted Governors to 6, with an option to increase KS2 Governors to 2 in the future. All agreed. CT agreed to make the necessary changes to the constitution and advise Governor Support. ● Statements of interest were signed and will be filed in School. ● Y-LC volunteered as Green Committee Link Governor and agreed to liaise with Rebecca Johnson. JE suggested that the children be involved in writing the Recycling Policy. ● OPPTA link governor – It was noted that the new Parent Governor may be able to attend their meetings. ● Update on training – Rhian James had completed e-learning on 	<p>CT</p> <p>Y-LC</p>

	<p>the pupil premium and the new Ofsted framework (18/10/13). Governors were signposted to the LA website for training details.</p> <ul style="list-style-type: none"> • Note new constitutional regulations – these clarify the roles of the Governing Body and Headteacher on procedures and delegation. 	
5.	<p>Minutes of last meeting and matters arising: The minutes were agreed.</p> <p>Matters arising;</p> <ul style="list-style-type: none"> • It was noted that G&T data will be presented in the future showing progress in the area of G&T; • The Separated Parents Policy is being referred to the Personnel Committee; • The Critical Incident Policy had been referred to Finance & Premises and had been amended and approved; • End of year results are presented in the Head's report; • Governors discussed problems encountered with the use of Mathematics. It was suggested to gain feedback from a wider selection of parents about the programme. In the meantime, it was noted that Marie Hedges, the Maths Co-ordinator, will attend the next GB meeting when the issue can be discussed further. It was also noted that Mathematics has many popular features and is popular with pupils. Staff are also now using it to set specific homework tasks directed to individual children's levels. • The letter to parents re the building works had been sent; • Community Cohesion – Governors discussed the difficulties of setting up long term links with another school. However, significant work has been undertaken on other aspects of community cohesion, e.g. seniors tea party on 12 November. AA to meet twice with RM over the year to monitor progress. 	
6.	<p>Policies Governor Visit Policy for 2013/14 was agreed. There were no changes from last year as the visit structure was felt to work well.</p>	
7.	<p>Governor business planning for 2013/14</p> <ul style="list-style-type: none"> • Delegation Planner – This had been circulated previously and was agreed. This is consistent with the new regulations and links with the Terms of Reference. • Committee Terms of Reference CT agreed to amend these to reflect the new Clerk's ability to clerk committee as well as FGB meetings. It was noted that there is some overlap between committees on policies. Governors clarified that the Accessibility Plan should be reviewed by F&P; Food and Nutrition by Q&S. CT agreed to make the necessary changes. Terms of Reference approved with changes as noted above. • Monitoring and evaluation scheme including schedules of governors visits and co-ordinators' presentations It was noted that this schedule follows last year's model and sets out responsibilities of each committee for monitoring sections of the SDP and SEF and proposed governors' visits. CT – safeguarding; AB – health & safety and ICT; RHJ – behavior; RV: Governor for Numeracy; AS – SEN and equalities, Y-LC – Quality 	CT

	<p>of teaching; ME – Literacy; AA – Community Cohesion; MD – Science; new parent governor - PE. Monitoring and evaluation schedule agreed.</p>	
8.	<p>Reports from Committees Finance & Premises Minutes of the meeting on 3rd October 2013 had been circulated previously. MD highlighted a few points.</p> <ul style="list-style-type: none"> • Unfortunately no benefit from financial penalties following building works; costs absorbed by LA due to overspend. • Costs are being researched re anti-climb paint to deter intruders. • Costs are also being investigated for the area outside the nursery. Governors agreed that artificial grass was preferable to turf for this area. Details of costs, quality and life expectancy for ground coverings to be circulated to governors once obtained with recommendation for approval. • For the other external works, school is sourcing quotes from landscape architects. • The available spend for the area outside the Nursery, work behind the hall and the black dot area is £115K. • Governors agreed to buy a new energy efficient boiler following problems with the old one. A request will be made to the local authority capital strategy group to reimburse the cost of this. However, this meeting will not take place until November therefore governors agreed in principle to paying the full costs of a new boiler so that one can be purchased immediately. Quotes to be circulated to governors once obtained with a recommendation. • Governors discussed the back wall which had had a few bricked knocked out accidentally by one of the builders. This will be added to the snagging list. • MD reported that the budget is positive with a net revenue surplus of £10K. He noted a number of cost pressures as a result of the building work (e.g. caretaker overtime), some of which can hopefully be clawed back from the local authority. <p>Quality & Standards The Committee had met on 14th October so minutes had yet to be produced. ME gave a verbal report.</p> <ul style="list-style-type: none"> • Results from the summer term are now available. Governors requested that in future data for all year groups presented to full governors in the first meeting of the academic year. It was noted that KS2 data cannot yet be compared to last year's cohort although the School will be able to benchmark against similar schools. • Single Equalities Policy was discussed and some changes were proposed. • SRE Policy was discussed and some changes were proposed. There is some overlap with internet safety which is also taught throughout the school. • Implementation of SRE Policy discussed at length. Meetings will be held with parents in the summer term of year 4 or autumn term of year 5 to explain when and how SRE taught to allow time to address parental concerns. The School has carefully looked at all the materials available; the DfE DVD offers a good foundation. 	<p>CS</p> <p>CS</p> <p>CS</p> <p>CS</p> <p>JE</p> <p>JE</p>

9.	<p>Head's Report: The report had previously been circulated and JE highlighted a few items.</p> <ul style="list-style-type: none"> • There had been no racist incidents during the summer term. • There was one complaint from a parent with a child in Year2. As a result, the process of reviewing timescales for children with SEN was reviewed and will be a half-termly item on the agenda. Practice will continue to be tightened up and monitored. • Leavers and Arrivers – It was noted that a number of the children who left to go to private schools already had siblings at those schools. It was agreed to have an exit questionnaire for parents to assess the reasons why children leave and JE agreed to write this. • Governors discussed results from the summer term in detail. It was noted that these are either similar or above last year. • It was agreed that Science should be a focus at higher levels. Teachers have been working with a new marking scheme which will give more support to those teachers making assessments. This is an area for training and will give teachers greater confidence in assessment. However, JE assured Governors that assessments are robust. <p>Q: Governors asked why there was a difference in teacher confidence between 2012/13? A: This could be due to a different team. Some teachers also use APP; some use National Curriculum methods, etc. Teachers will continue to work as a team for a consolidated approach to assessment. RJohnson said MD will see this reflected in the January results.</p> <ul style="list-style-type: none"> • Reading is being targeted within classrooms. Maths is also an area where challenging more able pupils is part of the SDP. • In Year 2 all pupils made good or outstanding progress in Maths (based on sub levels of progress). • Governors discussed the gender gap – which is reflected nationally. Boys' Reading and Science are areas for focus. Boys' Writing is moving in the right direction and will continue to be a focus in the SDP. <p>Q: Governors asked what the School wants to achieve in writing – is no gender gap realistic? A: Teachers will continue to address the gender gap in writing and this will be reflected in targets in teacher appraisals. The School will continue to target boys and find ways to enthuse them. Achievable goals will be set and this area kept as a focus. Reading material, particularly non fiction, has improved and will help to engage boys particularly. It is right to continue to focus on writing.</p> <ul style="list-style-type: none"> • Narrowing the Gap was also discussed and JE outlined plans for applying the Pupil Premium. Members of the SLT are involved in looking at the best way of using the premium. • Results in Year 1 were good with high levels of attainment in comparison with 2011/12 with the vast majority of children making outstanding progress. • In the current Year 3, very challenging targets have been set. 	JE

	<p>Writing and Maths will be the focus, with the more able girls continuing to be challenged.</p> <p>Q: What was the reason for results being lower than expected in last year's Year 3?</p> <p>A: One child can make a difference. The sub levels of progress were all good or outstanding. Targets were aspirational but results could have been higher and areas for improvement identified.</p> <ul style="list-style-type: none"> • The light touch phonics test has been carried out and results have improved on last year and are higher than other similar local schools. • Governors discussed the Early Years Foundation Stage curriculum which was changed by the DfE at the start of 2012, hence there is no comparison with last year's results. It was noted that the School's data was very robust but other Boroughs may be less reliable. The local authority has issued a comment on the results, saying that the year should be seen as a pilot, data anomalies exist and it is impossible to complete any robust data analysis. The LA will therefore not be analyzing data in detail nor making any judgements based on summer 2013 outcomes. Governors therefore did not discuss the results in detail, but noted that the school felt its data was robust and identified areas where further work needed. • Attendance remains good at 95% and the School remains vigilant about addressing any attendance or lateness issues. 	
10	<p>SDP: This had been circulated previously and the Head discussed the main objectives and priorities. Governors approved the SDP which forms the basis for a three year rolling programme and is formulated on the outcomes of last year.</p>	
11	<p>Expansion Update: A report had been circulated previously. It was noted that the majority of work had been completed with a few snagging issues. Governors were reassured that all the climbing equipment was suitable, age appropriate and had been properly risk assessed and approved by the local authority Health and Safety Officer.</p>	
12	<p>Full time Reception places – Report on implementation: This report had been circulated previously and reflected positive feedback. One issue noted was making staggered entry smoother. This year entry was staggered over 3 days but broken by a weekend (Thursday, Friday and Monday). Changes to be considered for 2014. Overall though staff and parents seem positive about the change to full time from September and children seem happy and settled.</p>	
13	<p>LA information: It was noted that the Director's Report has been replaced by weekly eNews. CT agreed to check with Governor Support about RV being on the circulation list.</p>	CT
14	<p>AOB: Annual Report on Safeguarding had been previously circulated and was approved by governors. JE to forward to LA.</p>	JE

15	Date of next meeting: Wednesday 27 th November 2013 at 7.15pm	

There being no further business the meeting ended at **9.45 pm**

Signed by the Chair _____

Date _____

Summary of Actions

Item number	Action	Responsible person
4	Make necessary changes to constitution and advise Governor Support	CT
4	Liaise with Rebecca Johnson re Green Committee	Y-L C
7	Amend Terms of Reference with agreed changes	CT
8	Obtain quotes for: - Anti climb paint - New boiler for reception area - Artificial grass for nursery garden - Landscape architects	CS
8	Protruding bricks in back wall to be added to snagging list for contractors	JE
8	In future all governors to receive data for all year groups in Head's report presented at first meeting of the autumn term.	JE
9	Write exit questionnaire for parents	JE
13	Check that RV is on LBRuT circulation list	CT
14	Annual report on safeguarding to be forwarded to the LA	JE