

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

**Minutes of Full Governing Body meeting held on  
 Wednesday 20<sup>th</sup> May 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) - JE
	Alex Axiom - AA	Clare Taylor - CT	<b>Loretta Lau – LL</b>
	Rebecca Gibbs -RG	Yeing-Lang Chong – Y-LC	
	Sue Gil-Garcia - SGG	<b>Roy Vella – RV</b>	
		Reegan Prinsloo (RP)	
		-	

**Apologies:** Loretta Lau, Roy Vella  
**Absent without apologies:** None  
**Also attended:** Rebecca Mole – Deputy Headteacher,  
 Vicki Prince - Clerk

1.	<b>Apologies:</b> Apologies for absence had been received from Roy Vella and Loretta Lau. Clare Taylor (CT) had indicated that she might be late.	
2.	<b>Declaration of Interests:</b> There were none declared.	
3.	<b>Membership and Training</b> Due to personal and work commitments, Ally Salisbury has tendered her resignation. The Chair was currently in discussions with interested parties.	
4.	<p><b>Headteacher’s Report</b>                      The Headteacher, having circulated her report previously, the following areas were highlighted and discussed:</p> <ul style="list-style-type: none"> <li>• There was a challenging discussion regarding attainment data. See confidential minute for details.  <i>CT arrived at 7.26 pm. YLC arrived at 7.32 pm.</i></li> <li>• <b>Q&amp;A:</b> Noting the higher percentage of boys than girls in the school, Governors asked whether this had any impact in class and were informed that, because of the different way in which boys learn, there was sometimes increased incidence of low-level disruption in classes where there were large numbers of boys and the SLT were carefully monitoring certain year groups.</li> <li>• The school has been praised within the borough for its performance appraisal of Learning Support Assistants (LSAs).</li> <li>• <u>Curriculum:</u> Having reviewed the PSHE curriculum with the SLT, the Headteacher and RM were particularly pleased with it and were confident it was now robust enough. The Headteacher was also pleased with the way that SRE has been introduced and the way that the Year 5 teachers and HLTA have approached it. Appropriate language has been used and children have felt that they can ask questions without feeling embarrassed. E-Safety will be looked at as part of the computing curriculum.</li> <li>• <u>Attendance monitoring:</u> Unauthorised absence has reduced but, having</li> </ul>	Inform

	<p>monitored attendance for 2 consecutive days, lateness in KS2 has been identified as an issue. With a view to preparing children for secondary school, the Headteacher has written to Year 5 parents, explaining the importance of children being in their classrooms ready to learn by 8.55 am and that the parents of any child late on more than one occasion would be called in for meetings. The EWO now visits schools monthly to monitor lateness and identify any patterns for lateness or absence. Electronic registers have also made it easier to monitor lateness.</p> <p><b>Q&amp;A:</b> Governors suggested introducing a 10 minute difference in start time between Nursery and the main school to see if that would make a difference i.e. 8.50 am for main school, as opposed to 8.55. The Headteacher agreed to consider this.</p> <ul style="list-style-type: none"> <li>• <b>Staffing:</b> In a highly competitive environment, two Year 6 teachers have been appointed. The job share in one class was working very well and the new Admin. Assistant has fitted in very well.</li> <li>• <b>Safeguarding:</b> The Headteacher had circulated her annual written safeguarding report to Governors and highlighted the fact that it describes her vision for safeguarding and the need to be remain vigilant despite the low incidence of safeguarding referrals at the school. All staff know the protocol to follow and the staff and Governors who have undertaken Safeguarding training were detailed in her report.</li> </ul>	Support
5.	<p><b>Learning Ladders</b></p> <p>RM has already presented this to Quality &amp; Standards (Q&amp;S) committee, where it was discussed in some detail. She explained that part of the rationale behind removing Levels was that, with the more challenging new curriculum, the DfE had decided a new assessment system was needed. Tests will still be taken at the end of KS2 but results will be in terms of a scaled score rather than a Level.</p> <p><b>Q:</b> Will they still be publishing League Tables of schools?</p> <p><b>A:</b> We presume so but we are not sure. More detailed Performance descriptors as to the expected standards will be published by September.</p> <p>The school had looked at the assessment systems offered by 7 different companies and had selected Learning Ladders, which won the DfE's Assessment Innovation competition in May 2014. It is managed by teachers and was commended by judges as being 'clear, engaging and accessible for both children and parents'. RM circulated to Governors the booklets that each child would have throughout the school, starting from Year 1. The objectives are colour coded according to year group and, in the case of certain objectives, there would not be rungs for every year group e.g. Times Tables are not listed as a Year 6 objective because they are expected to have mastered them by then.</p> <p><b>Q:</b> Is it capped at Year 6 with respect to what they are expected to master? What happens if a child completes all the rungs?</p> <p><b>A:</b> We have got extra rungs but it is about encouraging lateral thinking and adding breadth and depth to develop the children's mastery (and knowledge) of the subject, rather than relentlessly moving children on to the next level. Each rung of the ladder needs to be assessed on three separate occasions before a child will be considered to have 'mastered' it and the child will be awarded more points for the third time of coming back to it. A child will need to have been awarded 100 points in a year to make expected progress.</p> <p><b>Q:</b> With respect to the percentage of children who will excel, where has that 5% figure come from?</p> <p><b>A:</b> From Government figures but also by looking at our own Gifted and Talented (G&amp;T) figures, which are approximately 5-10% of all children. Working Within would be the National Average but we are aiming to get all our children to Mastered by the end of the year.</p>	<p>Inform</p> <p>Challenge</p> <p>Inform</p>

	<p><b>Q:</b> What would be secondary-ready?  <b>A:</b> Working Within all the expected parameters by the end of Year 6.</p> <p>As it has to be manageable for teachers, parents will receive a Learning Ladders update six times a year. The system is currently being trialled in Years 3, 4 and 5 and what remained to be done is the ongoing CPD on quality assessment; moderation and working with local and national schools to ensure standardisation of assessment. The school will also be working on a report format. RM advised that there may be an initial apparent ‘dip’ in attainment as the system is embedded but the school has been careful over the last year to address any gaps in knowledge due to the change of curriculum</p> <p><b>Q:</b> Who evaluates where the children are now in relation to the new system?  <b>A:</b> We will have transition meetings. It will be more work in the beginning to populate the books but once it is bedded in, we believe it will improve the attainment and progress of pupils.</p> <p>Governors thanked RM for the presentation and expressed their approval of the system, which they viewed as very clear and well structured.</p>	<p>Inform</p> <p>Inform</p>
<p>6.</p>	<p><b>Minutes and Matters Arising</b>  The minutes were approved with one amendment.  <b>Action: Clerk to amend minutes for Chair’s signature.</b></p> <p>Item 6b, <u>Ensuring all staff are paid the London Living Wage (LLW)</u>: Since the Finance and Premises meeting at which this matter was also discussed, the Chair has received further advice from the Schools HR and the LA as follows: the school is prohibited from ‘topping up’ the salary of those people who it does not directly employ e.g. cleaners, catering staff or Fit for Sport. The other option to ensure contractors’ employees were paid the LLW would be to look again at the issue when the respective contracts come up for renewal. However, any increased payments to contractors would obviously impact on the money spent on Teaching and Learning.</p> <p><b>Q&amp;A:</b> Governors robustly challenged this line of reasoning. While agreeing that ‘topping up’ would not be right and recognising that budgets are getting tighter, it was felt that the decision could only be made when the full figures have been reviewed for all the companies concerned. There was some debate as to whether it was legitimate for contractors to argue that increasing the salary for the staff deployed to one school might cause problems with staff at other schools, who were paid at the standard rate. However, it was noted that with ISS and Fit for Sport, the contract was with the LA rather than the individual school so staff were moved freely between schools.</p>	<p>Clerk</p> <p>Challenge</p>
<p>7.</p>	<p><b>Budget 2015/16</b>  AA presented the Budget for 2015/16, which had been previously sent to Governors and was recommended by the Finance and Premises Committee for approval. She highlighted the pension increase for staff, which had impacted significantly on the budget and the increased year-end balance of 79K, which in turn increased the Carry Forward to 249K.</p> <p><b>Q:</b> Are we certain that the money has been allocated to the right areas?  <b>A:</b> Yes, the school needs the money for Years 2 and 3 but it may need to be re-allocated when we look at the budget in detail.  Governors <b>approved</b> the Budget and the Chair of Governors signed it.</p>	<p>Challenge</p>
<p>8. 8a</p>	<p><b>Committee Reports</b>  <u>Finance and Premises</u>  The minutes of the meeting had been previously circulated and some of the items</p>	

8b	<p>discussed have already been covered during this meeting i.e. LLW and Budget. AA highlighted the following:</p> <ul style="list-style-type: none"> <li>• Fit For Sport were running a half-term camp with a view to gauging interest in a summer camp. The income from rental would bring additional income to the school.</li> <li>• Parentmail has been cancelled and the School Business Manager was waiting to hear back from Legal with regard to the refund sought.</li> <li>• Price comparisons for gas and electricity had been looked at but it had been agreed that an additional column would be useful. However, Steve Llewelyn had pointed out that, as the current supplier was used by a lot of schools, there were likely to be economies of scale.</li> </ul> <p><u>Quality and Standards</u></p> <p>The minutes of the meeting had been previously circulated and many of the items discussed have been raised at this meeting. ME reported that Governors had raised several questions regarding Learning Ladders, SDP objectives and attainment data. They had received an update on the anomalous picture in Year 1 and what was being done to address this. RV has agreed to meet with the Mathematics Coordinator before the next Q&amp;S meeting regarding the gender gap inversion in Mathematics. Governors had also received an update on what the school was doing to improve results and nurture the staff in a particular class. The RE Policy had also been approved and signed.</p> <p><b>Q&amp;A:</b> Governors asked whether humanism was now part of the SACRE syllabus and were informed that it was.</p>	Inform
9. 9a	<p><b>Governor Visits</b></p> <p><u>Safeguarding Visit</u></p> <p>CT reported on her safeguarding visit. She had reviewed the ways in which the school was working to achieve successful outcomes for bullying and was taking more account of mobile phone usage by pupils. Audits had not been updated so the safeguarding audit was now being re-done with a more robust template, ensuring best practice is in place.</p>	
9b	<p><u>Community Cohesion</u></p> <p>AA reported back on her meeting with RM to look at community cohesion, equality and diversity. It had been a very positive visit.</p>	
10. 10a	<p><b>Any Other Business</b></p> <p>The Chair reported that she had been approached by the Chair of St Mary's with a view to exploring the possibility of collaboration between the two governing bodies. The Headteacher said she would welcome their Headteacher attending locality team meetings but would need to know more about the nature of the collaboration proposed. It was <b>agreed</b> that the Chair – and possibly the Headteacher, if available - would meet their CoG to discuss further.</p>	
10b	<p>Governors gave a vote of thanks to OPPTA for organising a very successful May Fair, which was agreed to have been one of the best so far.</p>	

The meeting ended at 9.10 pm.

Signature: \_\_\_\_\_

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