

**Orleans Primary School**

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on  
Wednesday 24<sup>th</sup> May 2017 at 7.15pm at the school****Constitution, Membership and Attendance –**

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Head teacher
Janie Stokes (JS)	Rebecca Gibbs -RG	Matthew Engelke (Chair)	Jane Evans (Head teacher)
	Caroline Green - CG	Alex Axiom - AA (Vice- Chair)	Ellie Goulbourne (EG)
		Yeing-Lang Chong – YLC	[Rebecca Mole – Deputy Head (Associate) ]
		<b>Reegan Prinsloo (RP)</b>	
		Alan Watkinson (AW)	
		Nora McGlone (NM)	
		<b>Michael McGrory (MMG)</b>	
		Mark McKiernan (MMK)	

**(Bold=absent)****Apologies:**

Mr M. McGrory, Ms R. Prinsloo

**Also attended:**Mrs V. Prince – Clerk, Mrs R. Mole (Deputy Head & Associate  
Member)

Item		Action
1.	<b>APOLOGIES</b> Apologies for absence were received and accepted from Mr M. McGrory (MMG) and Mrs R. Prinsloo (RP).	
2.	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest with respect to items on the agenda.	
3.	<b>CONSTITUTION, MEMBERSHIP AND TRAINING</b> This is Ms E. Goulbourne's last meeting as a Governor as she is leaving the school on Friday to take up a post as an HLTA at another school. She was thanked for her input during her time as Governor.  Mr M. McKiernan (MMK) was welcomed to his first FGB meeting as a Governor. Introductions were made and he spoke of his great interest in education, as an employee at the Department for Education, but it is his first time as a Governor. <i>Mrs R. Gibbs (RG) and Mrs Y-L Chong(YLC) joined the meeting at 7.20 and were introduced to Mr McKiernan.</i>  Both Mrs C. Green (CG) and MMK have attended Getting to Grips with Governance training but CG said she will re-book onto the Parent Governor training course next term.  Mrs J. Stokes has attended Safeguarding training, which was very useful.  Bespoke training for all Governors is taking place from 9 am – 1 pm on Tuesday 13 <sup>th</sup> June. JS, RG and AW tendered their apologies as they cannot attend and Mrs N. McGlone (NM)'s attendance would depend on whether or not she has had her baby by then.	

4.	<p><b>MINUTES AND MATTERS ARISING</b></p> <p>The minutes were <b>approved</b> with amendments to the Apologies section, where it was noted that it had been YLC who had sent her apologies not JS, who had been present at the meeting.</p> <p>Item 4, The February minutes had been amended and the Clerk has brought them for signing today. <b>Action complete</b></p> <p>Item 6b, The progress update on pupils receiving Third Space online Maths tuition has been deferred to the next Q&amp;S meeting. <b>Q&amp;S Summer 2 agenda</b></p>	
5. 5a	<p><b>HEADTEACHER'S REPORT</b></p> <p>The Headteacher's Report had been circulated beforehand and the Head highlighted the following:</p> <ul style="list-style-type: none"> <li>• Successes of some children in local and London competitions</li> <li>• The significantly increased number of sporting opportunities now available to children as evidenced by the letter sent out by the PE Coordinator to parents (which had been circulated to Governors with the agenda.) It was gratifying that this had been recognised in the more positive responses from parents in this year's parents' survey.</li> </ul> <p><b>Comment:</b> AW and the Chair commended the school on the huge step change that there has been in terms of sports provision and said the school is really pushing for the School Sports Mark. It was <b>agreed</b> that, when this has been achieved, it should be recognised in writing in a letter to the PE Coordinator, who has been doing an excellent job.</p> <p><b>Q&amp;A:</b> Governors asked for an update on the Sports Working Group and AW said it did run this year with 3 parents, who had been very supportive. Next year, however, it might be good to have a larger cross-section of parents involved. It was noted that it is very unusual for schools to have a Working Group like this involving parents and staff and the school was to be commended for this initiative. <li>• Safeguarding remains very strong and the ITAC (Internal Team Around the Child) meetings introduced this year were proving successful in helping staff gain a full picture of the relevant pupils and their needs.</li> <li>• The school has now been told that it will not be moderated by the LA for Year 6 Writing. This is thought to be because the School Improvement Partner has already looked in detail at Writing and teachers' judgements had been verified at an external moderation meeting attended by the school last week. In addition, the Head and English Lead have spent several weeks conducting an in-depth whole school review of Writing, which has involved triangulating the evidence from lesson observations, book and planning scrutinies and pupil voice, and results are being fed back to teachers. This exercise has shown where the school's strengths lie but also areas for development.</li> <li>• The SLT has spent a long time working with support staff this year, especially in terms of behaviour. Training has been put on for Lunchtime Supervisors to ensure they are clear on the behaviour policy and consistent about applying it. Feedback has been positive.</li> <li>• 23 different clubs ran in the Spring term, which was agreed to be a large number for the size of the school. The Head stressed that this was the maximum number the school could feasibly run in terms of space as there were no other spaces that clubs could run.</li> <p><b>Q&amp;A:</b> A Governor asked if the clubs were free to parents and the Head said that in the beginning they had been but this was no longer financially sustainable so a small charge was now being made. The one exception is the homework club, which is by invitation only and is paid for from the Disadvantaged Pupil budget.</p> </p>	<p>Support</p> <p>Inform Support</p> <p>Inform</p>

5b	<p><b>Q&amp;A:</b> Governors asked if any parents ran clubs and were informed that one father runs a rugby club.</p> <p><u>School Improvement Partner (SIP) Report</u> This had been circulated to Governors and the Chair highlighted to Governors that, although in the past the school has assessed itself as moving towards Beyond Outstanding, it was now judging itself as Good because of the much more rigorous standards being applied by Ofsted. The Head said that the SIP judges the school to be solidly Good with strong outstanding features but that she supports the school's self-assessment as Good. The Head stressed that, in her view, there was not the evidence to support a judgement as Outstanding because the SEN and Disadvantaged Pupils are not making quite the progress that they should.</p> <p><b>Comment:</b> MMK fed back from his training that Ofsted are currently focusing particularly on higher attainment Disadvantaged Pupils and this had led him to reflect on what the GB can do to be more effective. The Head said the all-Governor training on 13<sup>th</sup> June is intended to focus on this and it was noted that, in the last GB meeting, Governors had used the Skills Audit to reflect on what their individual strengths were and areas for development.</p> <p><b>Q&amp;A:</b> Governors asked about development of leadership skills across the school and the Head said that, although the SLT membership has been fixed for a long time, development opportunities are being offered to those teachers with leadership potential with a view to succession planning. She will be leading middle leadership training and subject leadership training is also being offered to all teachers as this is something that is not covered in sufficient depth during teachers' training courses. She has also signed the SLT up for training with John Yates training, which only costs £100 a session and will give them contextual knowledge as it will be attended by 20 different schools.</p> <p><b>Q&amp;A:</b> Governors asked when it was envisaged that an Ofsted inspection might happen and it was noted that, as an Outstanding school, the gap before another inspection should be 6 years but might take place earlier in view of the fact that the school has recently transitioned to all-through primary.</p>	<p>Inform</p> <p>Support</p> <p>Inform</p> <p>Inform</p>
5c	<p><u>Parent Survey Results</u> These had been circulated to Governors with the agenda and the Chair commended the school on what was a very positive set of results. These had already been reviewed by the Q&amp;S committee. The Head said that most of what had come out of it was really the result of communication issues and what the school is doing in the various areas should perhaps be more clearly flagged up in newsletters. However, one area that was raised and does need to be looked at is home learning. The school will therefore be conducting a follow-up survey with parents specifically on home learning.</p> <p><b>Q:</b> Will you look at what other schools do? <b>A:</b> Some other schools have got rid of it and only use home learning to focus on reading practice or learning times tables and instant recall facts.</p> <p><b>Q:</b> Will you be trying to drill down into whether the issues are with particular homework elements or particular groups? <b>A:</b> It is about whether it makes a difference to the child's progress and enhances their learning but it is important to get the balance right. We also have to take into account teachers' work-life balance. Governors commented that, although it is a good idea to do a follow-up survey, it would be difficult to evidence whether or not it impacts on children's progress and it would need to be qualitative feedback from parents e.g. do they think it does not contribute to progress and, if so, why?</p> <p><b>Comment:</b> Governors commented on the 23 parents who disagreed with the statement that 'taking children out of school in term-time can have a negative</p>	<p>Inform</p> <p>Inform</p> <p>Inform</p> <p>Comment</p>

	<p>impact on [their] child's learning' but it was noted that the question actually asked whether or not they were 'aware' of this.</p> <p><b>Comment:</b> It would be useful to cross-reference the answers with the demographics of the parents to establish whether any connection could be made between answers give and particular groups.</p> <p>NM highlighted the fact that a high percentage of parents said they would be happy to recommend the school to other parents, which would be considered a significant endorsement in corporate surveys.</p>	<p>Support</p> <p>Support</p>
6.	<b>FINANCE</b>	
6a	<p><u>Finance &amp; Premises Meeting:</u> The draft minutes had been circulated to Governors and Mrs A. Axiom (AA) highlighted the fact that Governors had welcomed the new School Business Manager (SBM), who has already put new systems in place and is creating a list of what maintenance contracts need updating. Although she is still doing her SBM Training and is receiving accountancy support, she is showing strong management skills. AA flagged up the need to appoint a new Health &amp; Safety Governor and it was <b>agreed</b> that the best fit might be to appoint Mr McGrory to this role and MMK to the Maths Link Governor role vacated by Mr R. Vella.</p>	
6b	<p><u>Budget 2017-18:</u> This had been circulated to Governors and AA highlighted the main changes since the draft budget approved by Governors last term. These mainly relate to staff changes, with NQTs replacing more experienced teachers leading to a reduction in expenditure on salaries, but reductions had also been made against grounds maintenance as quotes had come in at less than the amount previously budgeted. The budget was now looking to have a £17K surplus at year end but going into deficit in Years 2 and 3 by -£60K and -£156K respectively. Although this was an improved position, work clearly needs to be done to make further savings and increase income going forward.</p> <p><b>Q&amp;A:</b> Governors asked what the implications were for going that much into deficit in Year 2 and were informed that schools with a deficit budget would get support from the LA in terms of how they manage their finances but no further funding would be forthcoming. CG observed that it was hard to see where significant cuts could be made, given that the majority of the budget is spent on staffing and there is already no non-essential expenditure, although some efficiencies could be achieved through, for example, sharing CPD with other schools. It was noted that the school has virtually eliminated expenditure on supply teachers, through covering absences in-house.</p> <p>Governors <b>approved</b> the Budget 2017-18 and the Chair formally signed off this and the Surplus Balances Statement also recommended for approval by F&amp;P.</p>	<p>Challenge</p> <p>Support</p> <p>Approve</p>
6c	<p><u>Voluntary Giving Programme:</u> The Chair had shared with Governors a link to guidance as to how to set this up and this had been taken into consideration when drafting the discussion document also shared with Governors. Governors were being asked tonight to decide whether they agree in principle to looking further into setting this up, with a view to possibly launching in the Autumn. CG highlighted the fact that the school is already doing many of the things suggested as ways to raise money and that a Giving Programme is being used by some local schools. Steve Llewelyn (SL) has said that, in the schools he knows of where there is one, 80% of parents participate although Governors thought this might be optimistic. CG said that setting it up as a charity would enable the school to claim back Giftaid on top but this does place certain burdens on the GB in that it would have to appoint Trustees, register with the Charity Commission, get audited and submit annual returns. However, this could be done retrospectively once the scheme was up and running, as St</p>	

	<p>Mary's is doing. There might also be bank fees involved. All this would need to be carefully researched beforehand and it would have to be made clear to parents that this was purely voluntary and that there would be a clear wall between parents' contributions and the way it is spent to ensure that it is spent fairly and in the best interests of pupils' teaching and learning. CG clarified the distinction between what OPPTA money is used for (i.e. the extras) and what this would be used for (i.e. teaching and learning, which would normally be funded through main school funding.) Although the scheme would be supported by the school and by OPPTA, the burden for setting it up and running it would fall on the GB. CG said that it should not come as a surprise to parents, who are all fully aware of the funding challenges and OPPTA has mentioned to parents that this was under consideration.</p> <p><b>Q&amp;A:</b> Governors said it should be a very good, clear letter that is carefully worded so as not to alienate anybody. RG offered to help with the wording.</p> <p><b>Comment:</b> Another Governor expressed reservations, saying that this felt like a significant step and that Governors should ensure that the letter to parents clearly identifies what other steps the school is taking to increase efficiencies and make savings.</p> <p><b>Q:</b> Are the other schools who do it charities?</p> <p><b>A:</b> Tiffin Girls and the Vineyard are. St Mary's is currently applying to become one.</p> <p><b>Q&amp;A:</b> One Governor said there had been an article in the Guardian advocating that schools should lobby the government to increase funding rather than introducing giving schemes, which will only camouflage the problem. However, the Head said that she has a strong sense that this will never improve and stressed the tightness of budgets, stating that the ICT budget is just £10K for the year yet one interactive board costs £2.5K. The school has several that need replacing but is trying to keep the existing whiteboards going for as long as possible. Staff are very aware of the need to find the cheapest possible options for resources and, from a Head's perspective, she is aware how debilitating this can be to staff morale and how destructive the threat of redundancies would be to team spirit. RG endorsed this, saying that she might have agreed with the article in the past but that now she feels the situation can only get worse not better. NM said that children only get one shot at their primary education and it is vital to ensure there is sufficient funding for teaching and learning.</p> <p>The Chair thanked Governors for their contributions and said the points raised about ethics and communications are all valid and there are lots of questions still to ask. He has written to the Chair of Governors at the Vineyard to ask for their experience of their Giving Scheme and awaits the response. Governors <b>agreed</b> that they were all in favour of taking this forward, subject to more detail being provided.</p>	<p>Support</p> <p>Challenge</p> <p>Inform</p> <p>Challenge</p> <p>Support</p> <p>Support</p> <p>Approve</p>
<p>7. 7a</p> <p>7b</p>	<p><b>COMMITTEE REPORTS</b></p> <p><u>Finance and Premises:</u> This had been reported under Item 6a above.</p> <p><u>Quality and Standards:</u> The minutes had been circulated and the Chair said that the main discussion had concerned the SIP Report discussed under Item 5b above and the issues it raised.</p>	
<p>8.</p>	<p><b>GOVERNOR VISITS</b></p> <p>The following Governor Visit Reports had been circulated:</p> <ul style="list-style-type: none"> <li>• <u>SATS Visit Report:</u> NM had visited four mornings during SATS week</li> </ul>	

	<p>and she reiterated that she had been particularly impressed by the children's calm before and during the tests and had clearly been well-prepared. RM said staff had really appreciated having her there.</p> <ul style="list-style-type: none"> <li>• <b>Science Visit Report:</b> CG had written a full report and outlined her main findings: that Science should be included in the SDP as a separate subject because it supports Greater Depth Writing, is being set against targets and in view of a recent communication from the LA that it should be moderated internally and externally. She also questioned what the school would gain from going for the Gold Science Mark. The Head said that, for the Silver Science Mark, staff had benefited from CPD, the opportunities to look at science teaching in other schools and vice versa, which is a good way of developing subject knowledge, and had had access to the Science Lead for Richmond and Kingston boroughs. <p><i>CG left the meeting at 9 pm</i></p> <ul style="list-style-type: none"> <li>• <b>Behaviour:</b> AA had also done a bullying visit, for which she has written a report and sent to the Head for clearance. She fed back verbally to Governors on the bullying visit, saying she was satisfied that all staff members were aware of the Anti-Bullying Policy but had been surprised to hear that there had been no cases of bullying and wondered whether this was normal. The Head said she would talk to the locality team to get comparative data. AA asked whether it might be the case that the bar is set too high for behaviour to be classified as bullying but the Head said that the SLT had looked very carefully at the definition of bullying and that there had not even been any allegations of bullying.</li> </ul> <p><b>Comment:</b> JS noted that in the Parents' Survey, a high percentage of parents had agreed or strongly agreed that bullying was well dealt with and RG said that, if the policy is sufficiently robust, behaviour will have been dealt with before it develops into bullying.</p> <p><b>Comment:</b> RM noted that pupils have recently chosen (by <math>\frac{2}{3}</math> to <math>\frac{1}{3}</math>) to go back to the old anti-bullying statement 'Tell Somebody ...', which takes the responsibility off the child in sorting it out.</p> <p>JS fed back verbally on the <u>Transition Visit</u> she had undertaken, where she had sat in on a meeting between RM, the Year 6 teachers and the Head of Year 7 from Orleans Park. She had been impressed by the level of detail with which individual children were discussed in terms of the whole child, rather than just attainment and around ways that their skills could be utilised/celebrated with a view to easing their transition to secondary school. They had also discussed ways to reduce slippage of standards over the summer holidays, which included setting a text they can work on over the summer and sticking a copy of their best piece of writing from Year 6 at the front of their English book to remind them how well they can write, which she thought was an excellent idea. Noting that children would be getting 20 minutes' homework a night in each subject, she had wondered whether consideration should be given to Year 6 homework to ease that transition and RM confirmed that this has happened already.</p> <p>The Chair was pleased to note how many Governors had visited the school this term and written detailed reports. The Head endorsed this, saying that staff really value Governors' visits.</p> </li></ul>	<p>Support</p> <p>Challenge</p> <p>Challenge</p> <p>Support</p> <p>Challenge</p> <p>Support</p> <p>Support</p> <p>Challenge</p>
9.	<p><b>ANY OTHER BUSINESS</b></p> <p>The Chair highlighted the End of Year Reception for Teachers on 14<sup>th</sup> July 2017 (venue to be confirmed), which he hoped as many Governors as possible will attend.</p>	

10.	<p><b>GOVERNOR SELF EVALUATION</b></p> <p>Governors <b>agreed</b> that they had achieved the following in the meeting:</p> <ul style="list-style-type: none"> <li>• Agreed the budget 2017-18</li> <li>• Discussed strategies to ensure the future sustainability of the school's budget and agreed to look into a Giving Programme</li> <li>• All Governors had contributed to and engaged in the discussions at this evening, which was very positive.</li> </ul>	
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The meeting ended at 9.20 pm.

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

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

**Agenda Items Arising:**

Item	Action	By Whom	When
4	Report back on progress of children receiving Third Space online Maths tuition	Q&S	Summer 2