

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 22nd March 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)]
		Reegan Prinsloo (RP)	
		Alan Watkinson (AW)	
		Nora McGlone (NM)	
		-	
		-	

(Bold=absent)**Apologies:**

Yeing-Lang Chong

Also attended:Vicki Prince – Clerk, Rebecca Mole (Deputy Head & Associate
Member)

Item		Action
1.	APOLOGIES Apologies for absence were received and accepted from Yeing-Lang Chong (YLC).	
2.	DECLARATIONS OF INTEREST There were no declarations of interest with respect to items on the agenda.	
3.	CONSTITUTION AND MEMBERSHIP The Chair advised Governors that Roy Vella and Rhian James have stepped down as Co-opted Governors. Governors thanked them for all their input over the years and the Chair will write a letter of thanks to them and to Sue Gil-Garcia, who had stepped down as Parent Governor in January. This left 2 Co-opted Governor vacancies and Alex Axiom (AA) had placed an ad on the St Margaret's website, which had yielded two excellent candidates both of whom have met with the Chair and AA. The Chair outlined their respective backgrounds and skills. Mark McKiernan works for the Department for Education and has skills and experience that would make him ideal for the vacancy on Quality and Standards while Mike McGrory has an accountancy background, works for a blue-chip accountancy firm and has a lot of experience in procurement. The Chair therefore proposed appointing him as Co-opted Governor to sit on the Finance and Premises Committee. Governors agreed that both men would bring a lot to the Governing Body and agreed to appoint them, pending favourable references, as Co-opted Governors with effect from today's date. The Clerk would ensure that they apply for DBS checks within the next 21 days. With these appointments, there are no vacancies on the Governing Body.	

4.	<p>MINUTES The minutes were approved with 2 amendments to pages 3 and 4. Action: Clerk to make changes for signature next term.</p>	Clerk
5.	<p>MATTERS ARISING Item 6, Following a conversation with the LA, the Chair advised Governors that all maintained schools in the area would have to agree to change their admissions arrangements in order for staff members' children to be added to the list of priority groups and at those Voluntary Aided schools who have done it (e.g. St Stephens), they are low priority list so the chance of a staff member getting their child into the school are still very low. Governors agreed therefore that, although they would support it in principle, it was not practicable to include staff members' children in the priority groups for Admissions. Action complete Item 6, RM had checked responses to the pupil survey and confirmed that the positive figure was the larger number and the smaller was the negative. Action complete Item 11, Caroline Green (CG) has completed the skills audit. Action complete Item 12, A letter is going out next week to invite parents of SEN children to a meeting. Action complete. Item 11, Rhian James (RhJ) did not do her Health & Safety Visit.</p>	
6. 6a	<p>HEADTEACHER'S REPORT The Head explained about the <u>30 hours free Nursery Place</u> provision and outlined the eligibility criteria for parents. She has met with Achieving for Children (AfC) and the 3 options available to the school include a) continuing to provide only the 15 hours free Nursery places, b) provide 30 hours on site or c) have a partnership with another Nursery. She advised that the second option was not possible as the school does not have the space on site or the staffing levels needed for supervising the lunch of 15 additional pupils at the 1:4 adult/pupil ratio required for young children. However, it was likely that there would be high demand for the 30 hour provision in the local area because AfC estimates there to be high levels of eligible families in Richmond because it is an area with stable employment. The school has therefore looked at partnership delivery whereby the school would continue with its existing provision but link with another local nursery that meets Ofsted requirements for the other 15 hours. The school is meeting with Mandarin Montessori based in Marble Hill Park to explore this further. Q: Was there some concern about the movement of children between sites? A: We have to meet with them, check they meet Ofsted criteria and would then work out the practicalities of managing it. As they will have more key staff, we would propose they take responsibility for picking up the children. Q: What if that nursery isn't suitable? A: It's not statutory that we offer the 30 hours so it's just to help out parents. We would contact other local nurseries. The extra funding won't be available until June at earliest so we have got time and the places for our nursery are not given out until May. Q&A: Governors asked what the risks were of partnering with another organisation and the Head explained that the school would just be signposting parents to that nursery. Parents would still have to visit the nursery to assess its suitability so the school would have no liability.</p>	<p>Inform</p> <p>Inform</p> <p>Accountability</p>
6b	<p><u>Virtual Learning Package:</u> Rebecca Mole (RM) explained to Governors about Third Space, the virtual learning provider who the school is using to</p>	

	<p>deliver one-to-one hour long online Maths tuition with overseas tutors to 10 Years 6s every Friday afternoon over 14 weeks. 6 were Disadvantaged pupils and 4 have SEN. If one of the children was sick, they could either access it at home or the place could be offered to another pupil for that session. RM confirmed that the school did check to ensure the tutors were being paid appropriately. The sessions are being used as a reinforcement of what pupils are doing in class and the tutors are fully apprised of what level the child is currently working at. RM said she is seeing the benefits of this programme with the pupils in her intervention group. The atmosphere during these sessions is very purposeful and focused and children come to the sessions willingly. After SATS the Year 5 pupils will take those places. At the end of the year the SLT will review the results and look at different ways of continuing to offering this provision next year, perhaps as a paid-for facility by parents, because – at £2.5K for the whole group - it was not sustainable to continue to fund it, although at £17.85 per child per session, it was reasonable for one-to-one tuition.</p> <p>Q&A: Governors said that Disadvantaged Pupils would be unable to pay for it privately and RM said that, in that instance, the school could look at grants.</p> <p>Q: How will this affect the strategy to move towards a Maths Mastery approach?</p> <p>A: It should support it because they are getting additional practice at what we have taught them. We can channel it at right level for children.</p> <p>Q&A: When asked, RM confirmed that the progress of this set of pupils as a result of this intervention could be clearly tracked. The online teacher gives feedback and marks on effort and attainment. The school can also give input, highlighting any area a child has had difficulty with in class.</p> <p>Action: <i>RM to report back on progress of this group to Q&S as to whether it could be evidenced that it makes a difference.</i></p>	<p>Challenge</p> <p>Challenge</p> <p>Challenge</p> <p>RM</p>
7. 7a	<p>COMMITTEE REPORTS</p> <p>Quality and Standards: The committee minutes had been circulated and the Chair explained that the meeting had merged with the SIP visit so some areas covered at the previous meeting were discussed to enable the SIP to see how Governors challenge data. He highlighted the discussion by Governors of Maths Mastery and the proposal by the Maths Coordinator to buy in the services of a specialist company that would provide all the materials, planning and CPD for the teachers, which would help with the capacity issue. It was noted that it uses a 'bottom-up' approach, starting in Reception and Year 1 and feeds up through the school as those cohorts progress. The Chair has asked the Maths Coordinator to provide a bit more material on this and to visit some schools that already use it. Regan Prinsloo (RP) said that it has been around since at least 2012 and that she had used it in her previous school. She highly recommended it as being very thorough and helped teachers to gain a clear understanding of the programme, while providing all the necessary resources and comprehensive CPD. She added that the school has been using Maths Mastery in KS1 for the last year and a half but it was not yet properly embedded because of the changes to the curriculum so the programme offered by this company would be a massive help. The Head added that, when weighed against the costs of hiring a trainer for a morning on an INSET day, it provided good value for money. RP confirmed that it would not work as a 'drip-fed' approach and has to start at the beginning of a child's school career but, while the programme is feeding through to the rest of the school, the Maths Coordinator has applied to be part of the Maths Hub because that could provide the other year groups with some training and planning aspects of</p>	<p>Accountability</p>

7b	<p>teaching Maths.</p> <p>It was noted that OPPTA have allocated £4K towards Maths Mastery for this year, with a view to looking at it again next year.</p> <p><u>PC&C:</u> The minutes had been circulated and AA advised that the committee had discussed the two sections of the SEF relevant to PC&C and had agreed that they were very thorough but wondered if there was anything missing. They had also discussed Headteacher targets, agreed the Clerk's job description and agreed the Radicalisation & Extremism, Harrassment & Discrimination and Nursery Admissions Policies.</p> <p>The Head flagged up Creative Arts Week, which Governors were welcome to attend and asked whether some Governors can sit in on the SATS to ensure that staff are not cheating. GB Summer 2 Agenda Item – to minute that this happened.</p>	
7c	<p><u>Finance and Premises:</u> The minutes of this were not yet completed but AA explained that the committee had reviewed and approved the budget and SFVS. (See Item 8 below). They had also looked at expenditure on supporting curriculum services and asked about whether we need them. Talked through all expenditure items and whether could reduce them, talked about PPG funding, SEN funding and agreed budget.</p>	
8. 8a	<p>FINANCE <u>Budget 2017/18</u></p> <p>AA explained that the school will end the financial year just in budget, with a carry-over of £135K to next year. The school will be funded next year based on 418 pupils at £53 less per pupil. Taking into account the new apprenticeship levy and the reimbursement of SEN funding, the three year budget plan now shows the school going into deficit on Year 2, which is a worse financial position than forecast last year because of the less favourable National Funding Formula.</p> <p>Q&A: Noting that this was the first time the school was facing the prospect of a deficit budget, Governors asked what the consequences would be and were informed that the LA would start monitoring the school very closely to help the school balance the budget by reviewing SLAs, caretaker overtime, value for money etc. RM and the Head had already scrutinised Disadvantaged Pupil Fund expenditure and rigorously pared it down until the budget balanced.</p> <p>Q&A: Governors observed that, looking at the budget, there were no obvious ways to save the amount of money that would be needed to balance the budget without impacting on provision. The Head said that the next step would be to look at the staff structure and at redundancies. Governors said they need to proactively look at ways to increase income before cuts were made that would impact on provision. The Head concurred but said the school has to bear in mind the impact on neighbours of any new initiatives to raise money via lettings, car parking etc. Governors discussed various options for fundraising, including seeking sponsorship from companies, but noting the need to be careful about the ethics of any company the school engages with and their reasons for investing in a school. Another option includes marketing staff INSET days to share the costs. The Head highlighted too that, the above discussion notwithstanding, the school was in a better financial position than a lot of local schools but she will be stressing to staff the need to stick to the amounts budgeted for. Governors approved the budget, noting the need to explore other fundraising options.</p>	<p>Accountability</p> <p>Support</p> <p>Support</p> <p>Approve</p>

8b	<p>SFVS: Governors approved the SFVS, which had been reviewed by F&P and circulated to all Governors.</p> <p>Q&A: Looking at Question 21, Governors asked what measures were in place to guard against fraud and theft and the Head explained about the procedures in place for the procurement card and for cheque signatories. Governors suggested that a condensed version of these procedures be included in the SFVS.</p>	<p>Approve</p> <p>Accountability</p>
9.	<p>SAFEGUARDING</p> <p>Governors were advised of two major things that have happened since the last meeting:</p> <ul style="list-style-type: none"> • All the personnel files have been audited by the Head's PA to ensure they are fully compliant. Risk assessments have been done and references followed up with respect to any missing information from historical files. It will be part of the new School Business Manager's induction to ensure she is clear what needs to be in those files so that they can be compliant on an ongoing basis. • The Chair had attended an LA monitoring visit of vulnerable children to look at the needs of pupils in the school and discuss whether the school felt they were being supported by AfC, Children's Services, Social Services etc. The school had identified the main difficulties as being when dealing with services in another borough. The Chair said it had been heartening to see the support that the LA offer and good to see how well the Head, RM and the SENCO know their pupils and how to support them. 	<p>Support</p>
10.	<p>DISADVANTAGED PUPILS UPDATE</p> <p>The Head and RM had attended training and highlighted to Governors the new terms 'Disadvantaged Pupils' (rather than Pupil Premium) and 'Diminishing the Difference' rather than 'Narrowing the Gap'. RM had met with RG to look at the data and Disadvantaged Pupils are making very good progress although a focus area is progress in reading. As some of these pupils may not be getting opportunities to read at home, they are now getting more opportunities to do so at school. Also in one of the year groups Disadvantaged Pupils are not making as much progress in Maths so the Maths Coordinator is looking into this.</p>	
11.	<p>SPORTS PREMIUM</p> <p>The Head commended the PE Coordinator on the excellent job she is doing in developing PE in the school and will be meeting with her next week to discuss how the Sports Premium will be spent next year. Alan Watkinson (AW) advised that the DFE has promised to confirm in April the amount for next year and how it will be calculated. Early indications are that it will be increased.</p>	
12.	<p>POLICIES</p> <p>Governors ratified the Supporting Children with Medical Conditions Policy which had been approved by the PC&C Committee in the Autumn term. RG reported that one particular family have been expressing great appreciation by the amount of support the school have offered them and their child.</p>	<p>Approve</p> <p>Support</p>
13.	<p>GOVERNORS' SELF EVALUATION</p> <p>RG and AA had recently attended training in 'How to Challenge Effectively' and highly recommended the training to other Governors. It had been</p>	

	<p>suggested at this training that Ofsted will be looking at how Governors have added value. Ahead of tonight's meeting, RG and AA had sent out an email to Governors asking Governors to reflect on what they do well and what they feel they need to do to improve their skills and add greater value to the Governing Body. RG shared with Governors her personal goal for improving her skills as a Governor on the Quality & Standards committee and as SEN Governor. She then invited other Governors and staff to share with the GB their personal goals. After everyone at the table had shared their goals and next steps, RG thanked them and added that is important also to remember the things you do well and to be confident about bringing those skills to the table.</p>	
14.	<p>GOVERNOR VISITS CG is doing a Science Visit next week. RV's amended Equality and Maths Visit Reports had been circulated. The Chair's Literacy Visit Report had been circulated and he highlighted the key aspect of the visit had been to review with the Literacy Coordinator what was being done with Writing and Disadvantaged Pupils to diminish the difference and raise attainment in writing. It was noted that Regan Prinsloo will take over as Literacy Coordinator while Becky Bennett is on maternity leave. (JS met with the Chair after the meeting to clarify requirements for conducting a Transition Visit.) AA did a visit on Behaviour and is currently writing the report for circulation ahead of the next meeting.</p>	
15.	<p>GOVERNOR TRAINING CG is booked onto an induction course for New Governors next term and also a course in 'Getting it Right as a Parent Governor.'</p> <p>Governors discussed organising all-FGB training on readiness for an Ofsted inspection. The Head proposed using Michele Robbins, a very experienced training provider, who could either give a standard presentation about Ofsted readiness for £600 or a bespoke session for £700, in which she would go through minutes, the monitoring schedule etc and suggest how to improve them. Governors agreed the bespoke session would be more beneficial.</p>	
15.	<p>LA INFO Governors approved the Term dates for 2018/19.</p>	Approve
16.	<p>DATE OF NEXT MEETING The next meeting will take place at 7.15 pm on Wednesday 24th May.</p>	

The meeting ended at 9.20 pm

Signature: _____

Date: _____

See next page for tables of Actions and Agenda Items Arising

Actions Arising:

Item	Action	By Whom	By When
4.	Amend February minutes Action complete 31/3/17	Clerk	ASAP

Agenda Items Arising:

Item	Action	By Whom	When
6b	Report back on progress of children receiving Third Space online Maths tuition	Q&S	Summer 1
7	Confirm and minute that Governors attended SATS week	FGB	Summer 1