

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

**Minutes of Full Governing Body meeting held on  
 Wednesday 12<sup>th</sup> October 2016 at 7.15pm at the school**

**Constitution, Membership and Attendance –**

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Headteacher
<b>Janie Stokes (JS)</b>	Rebecca Gibbs -RG	Rhian James (RJ)	Jane Evans (Headteacher)
	Sue Gil-Garcia - SGG	Matthew Engelke (Chair)	Ellie Goulborn (EG)
		<b>Roy Vella – RV</b>	[Rebecca Mole – Deputy Head (Associate) ]
		Reegan Prinsloo (RP)	
		Alan Watkinson (AW)	
		Nora McGlone (NM)	
		Yeing-Lang Chong – Y-LC	
		Alex Axiom (Vice-Chair) AA	

(**Bold=absent**)

**Apologies:**

Janie Stokes, Roy Vella

**Also attended:**

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

1.	<b>APOLOGIES FOR ABSENCE</b> Apologies had been received from Roy Vella and Janie Stokes.	
2	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest with respect to items on the agenda. Governors completed the Register of Interest forms for 2016-17.	
3.	<b>MEMBERSHIP AND CONSTITUTION</b>	
3a	Nominations had been received for Matthew Engelke (ME) as Chair and Alex Axiom (AA) as Vice Chair. There being no further nominations, Governors unanimously voted in favour of appointing ME and AA as Chair and Vice Chair respectively for a term of office of one year.  Rhian James was thanked for all she had done in her role as Chair.	
3b	Ellie Goulborn was welcomed to her first meeting as Staff Governor and Governors introduced themselves.	
3c	Rebecca Gibb (RG)'s term of office was ending the following day and is standing again in the ongoing Parent Governor election, the results of which will be known on 21 <sup>st</sup> October. Governors thanked RG for all her input during her term of office and <b>agreed</b> to appoint her as Associate Member pending the election results.	
3d	Governors <b>agreed</b> to appoint Rebecca Mole (RM) and Anita Clements, School Business Manager as Associate Members to the Quality & Standards and Finance & Premises committees respectively. After discussion, Governors <b>agreed</b> to accord voting rights to RM at Quality & Standards but not to AC on F&P because her role as School Business Manager could represent a conflict of interest.	

3e	Governors checked their contact details. <b>Action: Clerk to send out Governor contact sheet with just email addresses and phone numbers.</b>	Clerk
3f	Governors provided the remaining information for uploading onto Edubase. It was noted that only Governors' names and terms of office are in the public domain.	
4.	<b>PROCEDURAL MATTERS</b>	
4a	<u>Governing Body Monitoring and Evaluation Schedule</u> had been circulated and was <b>approved</b> .	Approve
4b	Governors <b>approved</b> the <u>Code of Conduct</u> , which had been circulated previously, and signed to confirm their commitment to adhere to its principles.	Approve
4c	After a robust discussion on the merits of holding open or closed meetings, it was <b>agreed</b> that meetings would be closed.	
4d	Although <u>virtual attendance</u> at meetings was not something they would encourage, Governors <b>agreed</b> in principle to allow virtual attendance of meetings in exceptional circumstances when a particular Governor's presence is materially relevant or vital.	Approve
4e	The <u>Governors' Visiting Policy</u> had been circulated and was <b>approved</b> . In response to a question, ME confirmed that <i>ad hoc</i> Governor visits by prior arrangement are encouraged as long as they are cleared by the Head first.	Approve
5.	<b>COMMITTEES AND PANELS</b>	
5a	Governors formally <b>approved</b> the Committee membership as previously circulated. (See Appendix 1).	Approve
5b	Committee Terms of Reference and been circulated and were approved, with one amendment: the removal of Appendix 2 as no longer necessary. ME signed the Terms of Reference for filing at school.	Approve
5c	Proposed nominated Governor appointments had been circulated beforehand and, after discussion, they were approved with the following changes: <ul style="list-style-type: none"> <li>As the transition process was agreed to be robust, transition would be a standing item at every GB meeting but there was no longer a need for a Transition Governor</li> <li>In line with Ofsted's focus on British values within the school curriculum, it was <b>agreed</b> to appoint Janie Stokes (JS) as nominated Governor with the responsibility to monitor British Values.</li> </ul> See Appendix 2.	
5d	Pay and Headteacher's Appraisal Panels would comprise PC&C Committee.	
6.	<b>MINUTES AND MATTERS ARISING</b> Governors <b>approved</b> the minutes of the meeting held on 6 <sup>th</sup> July 2016 as a true record. All actions had been completed.	Approve

7.	<p><b>HEADTEACHER'S REPORT</b> This had been circulated beforehand and the Head highlighted the following:</p> <ul style="list-style-type: none"> <li>• EYFS results were up on the previous year's in most areas and the school had been commended by the LA.</li> <li>• SATS results had been good, exceeding NA and Richmond averages in most areas. She had been particularly pleased with the resilience of the KS2 pupils as the first pupils in the school to take Year 6 SATS.</li> <li>• KS2 Writing at Greater Depth was the only area where the school had been below the Richmond average. (It was noted that the national figures were not yet known.) However, the Head was confident of the robustness of the school's judgements, which had been externally moderated whereas a lot of schools within Richmond will not have been.</li> <li>• Writing and Mathematics will therefore remain a focus this year. <b>Q:</b> Can you explain for Governors the difference between the percentages and the average scaled scores? <b>A:</b> The percentages represent the number of children above expected levels. For scaled scores, pupils achieving between 100-120 were judged to be achieving at expected levels and those achieving below 100 were judged to be below. The average scaled score represents an average of all the scaled score ratings. We are looking to improve those ratings next year, particularly in Reading, SPAG and Mathematics, where pupils scored slightly lower than the Richmond average.</li> <li>• A <u>whole school review</u> was conducted on 12<sup>th</sup> July by a team of School Improvement and Teaching &amp; Learning advisors. This had been a thorough and rigorous process in which evidence was gathered through lesson observations, discussions with a Governor, senior and middle leaders; listening to pupils read and discussions with pupils; book scrutinies, data analysis; playtime observation and a discussion of (historic and current) outcomes and PPG provision. There had been much to celebrate but certain areas for improvement had been suggested, which included: <ul style="list-style-type: none"> <li>- flexible starting points in lessons to cater for different abilities and this will be the subject of an INSET day</li> <li>- Presentation in books (and during a book-scrutiny that day with the English leader, presentation was already much improved.)</li> <li>- Review ICT provision to share the good practice already in place in one year group.</li> <li>- Governors should attend a course in preparing for Ofsted.</li> </ul> <p><b>Action: Head to ask the School Improvement Partner whether she would be willing to deliver this as all-Governor training</b></p> </li> <li>• As a result of their recommendations, PPG provision will be a big focus this year and an audit of PPG will be conducted throughout the year. <b>Q:</b> Developing the challenge for the more able has come up before as an area for development – what is being done to improve this? <b>A:</b> Inspectors' observations may not have been entirely representative of the provision for the more able within the school. It is not that there is no challenge for the more able but that we need to ensure parity of provision across the school. <b>Q:</b> Do you have the resources you need to do all this? <b>A:</b> Budgets are tight and we have to cut back but the School Business Manager is doing a very good job with that. <b>Q:</b> How much did the whole school review cost? <b>A:</b> It didn't cost us anything – it came out of SPARK credits. I felt it was important to have it done because there are a lot of new staff who have never undergone an Ofsted inspection so it is useful for them to have that</li> </ul>	<p>Inform</p> <p>Head</p> <p>Challenge</p> <p>Support</p> <p>Inform</p>
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	<p>experience.</p> <ul style="list-style-type: none"> <li>• Uptake of Free School Meals is 97% in KS1 but drops to 60% in Year 3 and, by Year 6, it's 30%. This is a common trend in schools.</li> <li>• <b>Q&amp;A:</b> Governors asked whether the one fixed term exclusion this term was likely to be an isolated incident but the Headteacher said it was too early to say. She confirmed that it was the first one in her headship but it was partly a function of having older children at the school. This is why the behavior policy is being reviewed to ensure it is appropriate and effective for older children.</li> </ul> <p>The Headteacher was thanked for her report.</p>	Inform
8.	<p><b>COMMITTEE REPORTS</b></p> <p><u>Quality &amp; Standards:</u> The minutes of the meeting had been circulated previously. ME highlighted the committee's discussion of data, in particular the few areas where there were discrepancies. Governors had also reviewed PPG expenditure and discussed how practicable it was to establish outcomes from individual interventions e.g. Home Learning Club, which was one of the lowest costs but 100% buy-in from pupils suggests that it is having an impact.</p> <p><u>Finance &amp; Premises:</u> The minutes had been circulated beforehand and AA highlighted the fact that, six months into the financial year, the school was in budget. Governors had discussed reasons why certain budget lines were either over- or under-spent and had noted that there had been a considerable reduction in the money owed through Parentpay, although the significant amount owed by just 5 parents has now been referred to Legal. Governors had been satisfied that AC had taken all reasonable steps to regain this money. Governors had also discussed lettings and reviewed the Global Risk Assessment (previously Safer People, Safer Premises audit.)</p>	
9.	<p><b>SCHOOL DEVELOPMENT PLAN (SDP)</b></p> <p>The SDP Summary was tabled and the Headteacher highlighted the overall success criteria and objectives. RM reported back on the targets for different classes, explaining that they varied according to pupils' starting points, with Year 6 targets - although seeming high considering the starting points of the current cohort – in line with the outcomes of the previous year's cohort. There are very good staff in place in that year group and they are working hard to support those children to hit those targets.</p> <p><b>Q&amp;A:</b> Governors asked about the significant variation in targets between year groups and were informed that it depended on the cohort.</p> <p><b>Q&amp;A:</b> Looking at Priority 2 (To develop whole school assessment procedures), Governors asked Staff Governors for their perspective on the new assessment system and Reagan Prinsloo (RP) replied that the DFE had produced information in a very piecemeal fashion the previous year, which had made it difficult for teachers. However, this year teachers are clear about expectations from the start. Having to record measurements in two different places (online and in paper logs) is very labour-intensive, particularly last year when staff had had to fill in the logs for previous years, but they recognized that this was crucial to proving progress. The Head explained that the paper logs were there for children to refer to in lessons.</p> <p>The Head highlighted that the focus on continuing to improve the quality of teaching from good to outstanding has been retained because of the number of new teachers and also because Ofsted keeps narrowing the framework for what constitutes outstanding teaching. There is a focus on improving the quality of marking and Rebecca Gibb (RG) directed Governors to the Marking Policy, which</p>	Inform  Support And Inform

	<p>Q&amp;S has just approved and constitutes a clear and instructive manual of how teachers should mark.</p> <p><b>Q&amp;A:</b> Referring to Priority 4 ('To ensure the Behaviour Policy and its management systems are consistently followed throughout the school'), Governors asked why this was one of the top 5 priorities when behaviour generally good within the school. The Headteacher replied that, although behaviour for learning is good, situations that arise during playtime are not always dealt with effectively by the lunchtime staff and this has a knock-on effect on afternoon lessons. She explained that some staff who were here when Orleans was an Infants school are having to deal with different behaviours now that pupils are older, which require different behaviour management strategies. There are also increasing instances of challenging behaviour in the lower school for which specific behaviour plans are needed.</p> <p><b>Q:</b> Is there external support available?</p> <p><b>A:</b> Yes, we have lots of outside agencies involved: CAMHS, the LA Behaviour Support team and one pupil is attending nurture provision at another school, which is having a very positive impact on that child's ability to cope in school.</p> <p><b>Q&amp;A:</b> Governors asked why PE was no longer a specific focus area when there was still the need to embed the improvement in the teaching of PE. The Head replied that it was still a focus but was now incorporated within Priority Area 3 ('To continue to improve the quality of teaching from Good to Outstanding') because such good progress had been made last year.</p>	<p>Challenge</p> <p>Support</p> <p>Challenge</p>
10.	<p><b>SAFEGUARDING</b></p> <p>The Head highlighted the new version of Keeping Children Safe in Education, effective from 1<sup>st</sup> September 2016, of which all Governors should read Part 1. In line with this guidance, all staff have been booked to do Level 1 FGM training and the Safer Recruitment Policy has been revised to ensure it is rigorously in line with the guidance and will be reviewed by the Personnel, Children and Community (PC&amp;C) Committee in November.</p> <p><b>Action: Clerk to circulate Part 1 of the guidelines for Governors to read. Governors to sign at next FGB to confirm they have read. FGB Autumn 2</b></p> <p>AA was noted to have done a whole day Safer Recruitment Course and ME is booked to attend Safeguarding Training on 10<sup>th</sup> November.</p>	Clerk
11.	<p><b>OPPTA LINK GOVERNOR REPORT</b></p> <p>RG reported that she had attended the last meeting, at which new officers were elected, fundraising ideas were discussed and funding requests from the school were approved, which included a new PA system and refurbishment of the Reception Garden. She reported that, as a committee they are very organised and have many innovative ideas, which include the launch of a new OPPTA app and the ramping up of the Facebook site as a notice board for OPPTA activities.</p>	
12.	<p><b>GOVERNORS TO CONSIDER...</b></p> <p>Governors agreed that at this meeting they had achieved the following:</p> <ul style="list-style-type: none"> <li>• Agreed processes for the year and approved a monitoring cycle to ensure rigorous monitoring takes place</li> <li>• Appointed a British Values Governor to rigorously monitor how British Values are incorporated into the curriculum and ethos of school.</li> <li>• Reviewed the SDP and robustly questioned the Headteacher about rationale for priority areas.</li> <li>• Emphasised the importance of safeguarding</li> <li>• Learned about the results of the whole school review.</li> </ul>	

13.	<b>DATE OF NEXT MEETING</b> The next meeting will take place at 7.15 pm on Wednesday 7 <sup>th</sup> December 2016.	
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The meeting ended at 9.30 pm.

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

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

**Actions Arising:**

Item	Action	By Whom	By When
3e	Send out contact sheet to all Governors with just email addresses and phone numbers <b>(Action complete 17/10/2016)</b>	Clerk	ASAP
7	Approach SIP about delivering all-Governor training in readiness for Ofsted	Head	ASAP
10	Circulate Part 1 of the guidelines for Governors to read <b>(Action complete 17/10/16)</b>	Clerk	ASAP

**Agenda Items Arising:**

Item	Action	By Whom	By When
10	Safeguarding – Governors to sign to confirm have read KSIE Part One	FGB	Autumn 2

**APPENDIX ONE**FINANCE AND PREMISES

Alex Axiom (Chair)  
 Nora McGone (Vice Chair)  
 Sue Gil-Garcia  
 Rhian James  
 Jane Evans  
 Anita Clements (Associate with no voting rights)  
 Steve Llewelyn (by invitation)

PERSONNEL, CHILDREN AND COMMUNITY:

Alex Axiom (Chair)  
 Yeing-Lang Chong (Vice Chair)  
 Matthew Engelke  
 Janie Stokes

QUALITY AND STANDARDS

Matthew Engelke (Chair),  
 Rebecca Gibbs  
 Roy Vella  
 Alan Watkinson

N.B. It was agreed to await the outcome of the Parent Governor election before electing a Vice Chair to Q&S

**APPENDIX TWO**NOMINATED GOVERNOR RESPONSIBILITIES

Alex Axiom	Behaviour and Safeguarding
Nora McGlone	Audit
Janie Stokes	British Values
Rhian James	H&S
Yeing-Lang Chong	Quality of Teaching
Roy Vella	ICT and Maths
Matthew Engelke	Safeguarding and Literacy
Alan Watkinson	PE
Sue Gil-Garcia	Science
Rebecca Gibbs	Inclusion/SEN
Rebecca Gibbs	OPPTA Link