

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

**Minutes of Full Governing Body meeting held on
Wednesday 21st October 2020 at 6.30 pm via Google Meet platform**

Constitution, Membership and Attendance –

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Head teacher
Tony Bendelow	Caroline Green – CG (Vice Chair)	Alex Axiom – AA (Chair)	Jane Evans (Head teacher)
	-	Yeing-Lang Chong (YLC)	Naomi Owen (NO)
		Levent Gurdenli (LG)	[Becky Bennett – Deputy Head (Associate)]
		Mark McKiernan (MMK)	
		Reegan Prinsloo (RP)	
		Michael Safo (MS)	
		Yervand Sarkisyan (YS)	
		Alan Watkinson (AW)	

(Bold=absent)

Also attended: Mrs V. Prince – Clerk

All Governors were present via Google Meet in line with amended Alternative Participation Protocol

Item		Action
1.	WELCOME Mr Y. Sarkisyan (YS) was welcomed to the meeting and introductions took place. YS explained his background and reasons for wishing to become a Governor and his particular strengths were noted to be finance and new technologies.	
2.	APOLOGIES (<i>statutory</i>) Apologies had been received and accepted from Mr A. Watkinson (AW). Mr T. Bendelow (TB) was having difficulties joining the meeting so joined the meeting late.	
3. 3a	DECLARATIONS OF INTEREST There were no declarations of interest with respect to items on the agenda. Governors confirmed that they were all in a secure environment that protects confidentiality.	
3b	Governors have been sent Declaration of Interest forms to complete and return to the Clerk. Those who had not yet done so were reminded to complete and return to the Clerk.	
4. 4a	MEMBERSHIP AND CONSTITUTION <u>Election of Officers</u> The Clerk reported that she had received nominations to reappoint Mrs A. Axiom (AA) as Chair and Mrs C. Green (CG) as Vice Chair. Governors had been asked to vote in advance of the meeting and the Clerk confirmed that the majority of Governors had responded and voted in favour of reappointing AA as Chair and CG as Vice Chair.	

4b	<p><u>Appointment of new Governor</u> Mr Y. Sarkisyan (YS)'s CV had been circulated to Governors ahead of the meeting and the Clerk confirmed that the majority of Governors had voted to appoint him as Co-opted Governor to the Co-opted vacancy with effect from today's date and that he was to be appointed to the Finance & Premises committee. Governors present ratified this decision.</p>	
4c	<p><u>Current Vacancies/Expirations this academic year</u> The Clerk reported that there is currently one Parent Governor vacancy and she has liaised with the Headteacher's PA about advertising the vacancy to parents immediately after half-term with a view to having a new Parent Governor in place by the next GB meeting.</p> <p>However, it was noted that CG's term of office as Parent Governor expires on 5th February 2020. Governors discussed and the Chair and Headteacher expressed a preference for holding one election this term and another at the start of next term. Action: Clerk to liaise with Headteacher and Chair after the meeting about the Parent Governor election</p> <p>The Clerk reported that Mr M. McKiernan's term of office as Co-opted Governor expires on 21st March 2021 but he could be reappointed at the Spring 1 FGB meeting.</p>	Clerk
4d	<p><u>Associate Members</u> Governors agreed to appoint Mrs R. Bennett (Deputy Headteacher) and Mrs L. Drake (School Business Manager) as Associate Members to the Quality & Standards and Finance & Premises committees respectively.</p>	
4e	<p><u>Constitution</u> Governors reviewed the existing constitution and confirmed that it continued to meet the school's needs, noting that Governors have been rotated to different committees to build the breadth of experience across all areas of the Governing Board and new Chairs have been appointed for two of the committees with a view to succession-planning.</p>	
5. 5a	<p>PROCEDURAL MATTERS <u>Monitoring Schedule and Delegation Planner</u> This had been circulated. Link Governors were appointed to monitor SDP areas as follows:</p> <ul style="list-style-type: none"> • Maths Mastery – Mr Y. Sarkisyan • Reading and Writing – Mr A. Watkinson • Inclusion/Diminishing the Difference: Mr M. McKiernan • Sport – Mr A. Watkinson • Recovery Curriculum: New Parent Governor <p>Governors were appointed to monitor the following SEF areas:</p> <ul style="list-style-type: none"> • Behaviour and Attitudes – Mr M. Safo • Personal Development (inc. RSE): Mrs A. Axiom • Effectiveness of Early Years: Mr A. Bendelow • Leadership and Management – Mrs C. Green • Quality of Education: Mrs Y-L Chong <p>Governors approved the Monitoring Schedule and Delegation Planner for the year with those names added. Action: Chair to circulate amended Monitoring Schedule</p>	Approve Chair

<p>5b</p> <p>5c</p> <p>5d</p> <p>5e</p>	<p>The Chair reiterated that Governors are welcome to conduct visits as long as they are pre-agreed, socially distanced and preferably use masks. However, one-on-one meetings can be held virtually.</p> <p><u>Standing Orders</u> Governors agreed to adopt the Standing Orders subject to the committee membership being added to the document.</p> <p><u>Code of Conduct</u> Governors approved the GB Code of Conduct subject to amending the final sentence under Item 6 to reflect that only 'approved Board minutes will be made available to any interested party.' Governors confirmed they were willing to abide by the terms of the Code of Conduct.</p> <p><u>Open or Closed Meetings</u> Governors agreed to open meetings at the discretion of the Board. Action: Clerk to check GB meetings are scheduled on school calendar</p> <p><u>Alternative arrangements</u> Governors confirmed the alternative arrangements for meeting attendance in line with the Virtual Meeting Protocol approved last term. Action: Chair to amend the protocol to reflect that the school is now open</p>	<p>Approve</p> <p>Approve Consent</p> <p>Consent Clerk</p> <p>Consent Chair</p>
<p>6.</p> <p>6a</p> <p>6b</p>	<p>COMMITTEES AND PANELS</p> <p>Committee Membership Governors ratified the membership of committees agreed by email as follows:</p> <p><u>Finance and Premises</u> Mr L. Gurdenli (Chair) Mr M. McKiernan Mr Y. Sarkisyan Mr A. Watkinson (Vice Chair, subject to his confirmation) Mrs J. Evans (Headteacher) Mrs L. Drake (School Business Manager) Mr S. Llewelyn (Exeled)</p> <p><u>Quality & Standards</u> Mr M. McKiernan (Chair) Mrs A. Axiom Mr T. Bendelow Parent Governor Mrs J. Evans (Headteacher) Mrs R. Bennett (Deputy Headteacher)</p> <p><u>Personnel, Children and Community</u> Mrs A. Axiom (Chair) Mrs Y-L Chong (Vice Chair) Mrs C. Green Mr M. Safo Mrs J. Evans (Headteacher)</p> <p>Terms of Reference</p>	<p>Approve</p>

	<p>Governors approved the Terms of Reference as circulated with one amendment to add a paragraph about equality and diversity to each. Terms of Reference and to the Pay Appeal Panel Terms of Reference to say that the outcome will be reported to the Headteacher (rather than the Chair).</p> <p>Action: Chair to amend committee ToRs and Pay Appeals ToRs and recirculate</p>	<p>Approve</p> <p>Chair</p>
6c	<p>Appointment to Panels</p> <p>Governors confirmed the appointment by email of Mr L. Gurdenli, Mr M. Safo and Mr M. McKiernan to the Pay Panel.</p>	<p>Consent</p>
	<p>Governors confirmed the appointment by email of Mrs A. Axiom, Mrs C. Green and Ms Y-L Chong to the Pay Appeals Panel and to the Headteacher's Performance Review Panel.</p>	<p>Consent</p>
6d	<p>Named Governors were appointed as follows:</p> <ul style="list-style-type: none"> • Child Protection/Safeguarding – Mrs A. Axiom/Mrs C. Green • Health and Safety – Mr L. Gurdenli • GDPR – Mrs Y. Lang Chong • OPPTA Link – Mrs C. Green 	
6e	<p>Committee Reports</p> <p>It was noted that it is good practice to take the minutes as read (if minutes had been circulated 7 days ahead of the meeting with the other meeting documents) and for Committee Chairs just to take questions. However, it was noted that, because of when performance data is available, Quality & Standards meetings often take place 3 days before the GB meeting so the minutes would not be ready in time.</p> <p>Action: Headteacher/Deputy Head and Clerk to liaise about Q&S and FGB Autumn 2 dates in light of when data will be available.</p> <p><u>Finance & Premises</u></p> <p>Questions were asked as follows:</p> <p>Q&A: Governors asked if there had been any further update on Energykidz since the meeting and the Head confirmed that the SBM had met with the area manager to express concerns about the replacement of a good team with a temporary team and a recurring issue with the team leader. However, since then the quality of the team has improved. The SBM is monitoring closely.</p> <p>Q: Why is our lettings income at 50%?</p> <p>A: The main reason is that some clubs are not able or willing to run within the various constraints and those that are running have been offered discount because they are not running at full capacity.</p> <p>Q: But why are the providers not putting up prices?</p> <p>A (from Head): Some schools are not running clubs at all but we wanted to be able to offer that service to parents. However, running them within the current constraints and safety measures, means that clubs are having to run with significantly fewer participants. We wanted to maintain contact with those good quality clubs for the long term and we feel it is better to have less money coming in than none at all. LG stressed that there is a balance to be struck and overall the budget – despite the decreased lettings income, is showing an increased positive variance.</p> <p>MS confirmed that he has since sent the report of the mini-audit he conducted to the Clerk and LG. CG confirmed that she will circulate a report of her last Health & Safety visit in time for the next F&P meeting.</p>	<p>Head/ DHT/ Clerk</p> <p>Inform</p> <p>Account- ability</p> <p>Challenge</p>

	<p>Q&A: Governors asked for clarification as to the discussion around policies in the meeting and LG replied that YS had asked how, given the large number of policies, Governors ensure they are monitored in terms of compliance and had asked if there was merit in having a 3-page summary of a 20-page policy? However, it was explained that each policy does have an owner who is responsible for ensuring that relevant people are familiar with the contents and that, where appropriate, staff are trained in the application of the policies.</p> <p>LG highlighted key issues discussed in the meeting and reiterated the improved financial position.</p> <p><u>Quality & Standards</u> MMK gave a brief summary of points discussed in the meeting. BB confirmed that, since the meeting, she has further simplified the Targets table and will recirculate to MMK and the Clerk to share with the committee.</p> <p>Q&A: Governors asked how the school is planning to use the Catch-up funding for year groups who were not in school during lockdown and MMK confirmed that it is at the school's discretion to target this funding wherever the need is. The Headteacher had included a draft plan for the use of this money in her Headteacher's report, which includes pre-teaching interventions and Third Space remote tuition. BB reported that she is planning to apply for the element of the National tutoring programme going live in November which relates to approved tutors. Third Space is on the list of approved tutors so she hopes to obtain an increased discount. The school would not be eligible for the second part of this programme that relates to Disadvantaged Pupils (DPs) because the school does not have a large enough group of DPs.</p> <p>Governors commended the school on the work they have clearly done in identifying all the gaps.</p> <p><u>PC&C:</u> The Chair highlighted the discussion that had taken place during the meeting around staff work-life balance and the Headteacher reported that the SLT had today discussed the concerning outcome of a survey conducted with teachers where they had been asked how they were feeling on a scale of 1 to 10. Teachers had given themselves very low scores and Ms R. Prinsloo (RP) elaborated, explaining all the reasons why teachers are feeling pressurised, noting that they particularly miss the social interaction of the staff room and the ability to de-stress over lunch with colleagues. The SLT will unpick this further and consider what can be done to relieve the situation, help staff to find the team spirit and rebuild their enthusiasm for the profession.</p> <p>Q: Would more visits from Governors help? A (from RP): As a sounding board - reaching out to teachers, yes. But if it is a fact-finding mission it would just add to the burden. Everything involves more complication. For example, the logistics of pre-teaching or volunteers hearing reading or key words – every intervention or initiative has to be risk assessed. A (from Head): We have a very strong collegiate spirit at Orleans so other schools would probably be in a worse position. What staff are finding particularly difficult is the inability to interact with each other but there isn't a solution to it because it is the state of the nation. The SLT will review.</p> <p>Q: Are there some extra resources to put towards this? A (from JE): I am looking at that with Lauren. We would not be able to fund a TA 5 mornings this week but we can look at buying in some more hours to support teachers. I would really like to see some more tangible support and advice from AfC for Headteachers during the Covid-19 period.</p>	<p>Account-ability</p> <p>Account-ability</p> <p>Support</p> <p>Support</p> <p>Support</p>
--	---	--

	<p>Governors discussed what they could do to help or support staff and it was agreed to continue to bring cakes or tokens of appreciation on a Friday.</p> <p><u>Pay Panel</u> LG reported that the Pay Panel met and approved recommendations for pay awards for all staff who are eligible. This was done on the basis that teachers should not be penalised for being unable to fully meet all of their objectives because of Covid.</p>	
7.	<p>MINUTES AND MATTERS ARISING</p> <p>Governors approved the minutes held on 15th July All actions were complete except for signing the minutes. The Headteacher expressed a preference for all minutes to be signed after each meeting and Governors discussed how best to action this, given that all meetings are currently virtual. It was agreed to leave the minutes on Reception for the Chair of Governors and Committee Chairs to sign or, where that is not possible, to send the minutes to them for signature. Action: Chair of Governors and Committee Chairs to sign hard copies of minutes left on Reception.</p>	<p>Approve</p> <p>AA/LG/ MMK</p>
8.	<p>HEADTEACHER'S REPORT</p> <p>The Headteacher's Report had been in the meeting file 7 days before the meeting and had contained briefings on early outbreak measures, recovery curriculum, response to local lockdown measures, Free School Meals and catch-up funding. The Headteacher highlighted that she was particularly pleased with the level of attendance, which was above 95% in every class. There are no families who are refusing to send children in. Any absence is due to genuine sickness.</p> <p>Q: Is all staff training virtual? A: Yes. I did the safeguarding Level 3 training virtually but they insist on being able to see you so they know you are participating. We do have training within staff meetings in school. One of our teachers is leading the virtual networks for AfC for History.</p> <p>Q: Can Governors attend those virtually if they are appropriate? A: The Equalities training on the INSET day will be done in the hall where we can socially distance but Governors can join virtually if they wish. Governors should speak to Becky Bennett if they wish to attend.</p> <p>YLC said that the School Business Manager had said she would arrange a date to invite new Governors to GDPR training as part of their induction. Governors were informed that Equality training is from 10 to 12 and GDPR from 8.30 to 9.30 on the INSET day. Action: Governors to advise the Headteacher or BB if they wish to attend GDPR training.</p> <p>Q: With early outbreak management, if a child is taken into isolation room and is suspected of Covid. Is the sibling also taken out of class? A: Yes, and the parents are requested to pick them up.</p> <p>Q: Are you actually asking to see the negative test result before they return? A: Yes, we have been asking but there is no legal requirement for them to do so. Some schools have chosen not to but we would prefer to see it to satisfy ourselves.</p> <p>Q: On parental engagement section, are any of the things listed happening virtually</p>	<p>Inform</p> <p>Account-ability</p> <p>Account-ability</p> <p>Govs</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p>

	<p>A: Yes, we have had the Parent Rep meeting virtually. Socially distanced nursery visits took place. IEP meetings are taking place virtually. We had Nursery and Reception curriculum evenings which were really attended and had good feedback. The adopted parents meeting is taking place after half term. The on-line safety Workshop for KS2 parents will be happening virtually and we are hoping that take-up will be improved. We are thinking about whether we need to do one or two virtual curriculum meetings in Spring e.g. Phonics especially for EAL parents and Maths Mastery for newer parents.</p> <p>Governors noted the remit of Ofsted interim visits and the Headteacher reported that a couple of schools have had them and reported that there are two inspectors, one asking questions and the other typing up the answers. It was noted that teaching unions are insisting that legally these visits should be classed as inspections.</p> <p>Governors noted the School Improvement Partner (SIP) Report, which had been circulated.</p>	
9. 9a	<p>STRATEGY <u>School Development Plan (SDP) 2020-21</u> The Headteacher explained the rationale for each of the objectives on the SDP: <i>LG left meeting at 8.30 pm</i> Governors approved the SDP and the progress against each objective will be scrutinised throughout the year by the relevant committees.</p>	Approve
9b	<p><u>SEF</u> An updated version of the SEF, including changes made as a result of Covid, had been shared with Governors. There are still a couple more changes to be made. Governors commended her on a very complete document. The Headteacher confirmed that she will write a summary for uploading to the school website. <i>LG rejoined the meeting at 8.33 pm</i></p>	
9c	<p><u>Disadvantaged Pupil (DP) Funding Strategy 2020-21</u> Governors approved the plan for use of the DP funding for 2020-21.</p>	Approve
9d	<p><u>Sports Premium Strategy 2020/21</u> Governors approved the plan for use of the Sports Premium. <i>NO left the meeting at 8.34</i></p> <p>Q&A: Governors asked whether the restrictions are impacting on the Sports Premium strategy and the Headteacher confirmed that there are a number of activities that cannot take place at the moment from a Risk Assessment point of view e.g. going to Marble Hill for sports. This may be reviewed in the Spring, depending on the guidance at the time. Q&A: Governors asked and the Headteacher confirmed that unspent money can be carried over.</p>	Account-ability Inform
10. 10a	<p>STRATEGY AND SELF-EVALUATION <u>Annual Self-Evaluation including Chair's 360 Evaluation</u></p> <p>Governors had returned their self-evaluations and the Chair had shared collated responses, which were generally very positive. The key improvement areas identified in Summer 2020 are:</p>	

10b	<ul style="list-style-type: none"> - Improve the induction process for new governors - Increase focus on SDP and other school strategic priorities in meetings and governor visits - Improve the effectiveness of governor input in key documents and policies - The chair could increase support for governors <p><u>Strategic objectives 2020-21</u> Governors agreed to retain the five-year strategic objectives but discussed how most effectively to put these into practice. It was agreed that the relevant strategic priorities should be kept in mind during committee meeting and used to inform/guide discussions with a focused review of at least once a year. Action: Clerk to add to relevant committee agendas</p>	Clerk
10c	<p><u>Voluntary Funding Update</u> CG reported that there is £9K in the account to transfer to the school and the Fund is now an official charity. She now has access to more information e.g. how many people are regular monthly givers and how many are one-off donations and the next step is to decide what to do with that information. She is in the process of setting up a date to meet with Voluntary Fund officers to look at publicising and getting the message out to parents that, if they are able, this should be something they support as part of their obligation to the school.</p>	
11.11a	<p>SAFEGUARDING Governors confirmed they have read Parts One and Two of the September 2020 update of Keeping Children Safe in Education.</p> <p>Governors confirmed they are willing to abide by the Acceptable Usage Policy</p> <p><u>Annual Safeguarding Report:</u> The Headteacher reported the following:</p> <ul style="list-style-type: none"> • Safeguarding continues to be embedded in the school practice • She is still the Designated Safeguarding Lead (DSL) and the deputies are BB, Ms L. Ho (SENCO) and Ms S. Connolly. They work as a team to make referrals to SPA, which ensures that all decisions made with regard to children’s safety are rational. • 5 referrals were made to SPA for 6 pupils last year but none have been made since the start of this term. • Richmond are due an inspection from Social Care and they will be contacting schools as part of that. She confirmed that the school is fully ready for any such request and all the school’s files are up-to-date. • All safeguarding training is up to date for staff and it will be delivered for any new staff. • All the school’s policies relating to safeguarding, that are due for renewal, are either in the process of being reviewed or have been reviewed. • There are no children currently on a Child Protection Plan. The three children who had been on a CP Plan have been moved to Child in Need. • There have been no referrals to the LADO and no allegations against staff in relation to safeguarding. • A safeguarding action plan was developed at the start of year, with pupil wellbeing very much a focus. Children seem very settled but teachers are aware that things may come up and are prepared for that. 	Consent
11b		Consent
11c		

	<p>Q&A: Governors asked if they could undertake their annual safeguarding training virtually and the Head said she would set it up.</p> <p>Action: The Headteacher to set up virtual safeguarding training for Governors.</p>	<p>Account-ability</p> <p>Head</p>
12.	<p>POLICIES Governors approved the following policies:</p> <ul style="list-style-type: none"> • Safeguarding • SEND • Disclosure and Debaring • Governor Visits • Induction (subject to replacing Rebecca Mole's name with BB's) <p>Governors ratified the following policies, which had been reviewed and agreed by committees:</p> <ul style="list-style-type: none"> • Accessibility Plan • Data Protection • Teacher's Pay • Staff Code of Conduct <p>Governors noted the Policy Review Schedule for the year and had a discussion about the policy schedule for the year and whose responsibility it is to update it at the beginning of the academic year. It was noted that the Clerk has been maintaining a list that she inherited from a previous Chair of Governors but Cathy Brook, the Headteacher's PA maintains the definitive policy schedule and she will share with the Clerk, who can then circulate to Chair of Governors and committee Chairs.</p>	<p>Approve</p> <p>Ratify</p>
13. 13a	<p>TERMLY INFORMATION Governors noted the summary of the termly Clerks' Briefing, which had been circulated. The Clerk will be attending a further briefing in the second half of term.</p>	
13b	<p>Governors noted the changes to the Governors' Handbook, which had been circulated.</p>	
14.	<p>LINK GOVERNOR REPORT YLC reported that she had undertaken a GDPR visit and will write a report. Generally the school is pleased with the DPO, who is providing a lot of support when necessary. Any recommendations highlighted by the DPO's visit have always been actioned so she is satisfied the school is compliant. She recommended that new Governors attend GDPR training on 2nd November so they are apprised of the statutory obligations and rules.</p> <p>Action: YLC to write GDPR Visit report Action: YS to attend GDPR training on 2nd November 2020</p>	<p>YLC YS</p>
15.	<p>GOVERNOR TRAINING CG reported that she had undertaken training in Headteacher's Performance Management and in the Complaints Procedure. She was pleased to report that some of the recommendations made at the latter training are already practised by this school e.g. in general, the school is effective at ensuring lines of communication are open to head off any potential problems. Pre-Covid, the Headteacher was always in the playground before and after school so parents</p>	

	could tell her their concerns. The Headteacher confirmed that, although she could not fully replicate that under the current restrictions, she will be on the gate more next half-term. Governors, who are also parents, commented that parents do miss that contact with teachers and with each other and a lot more discussion is now taking place on the parents' WhatsApp group instead.	
16.	ANY OTHER BUSINESS AA proposes that, instead of Governor of the Month, Governors take turns each week to drop in a cake or treats for the staff as a small token of appreciation.	
17.	GOVERNORS TO CONSIDER ... Governors agreed that they had achieved the following at this meeting: <ul style="list-style-type: none"> • Agreed the overarching strategic focus to drive the school forward • Talked about teacher's work-life balance and agreed to keep this under consideration • Appointed a new Governor to fill a skills gap on the Governing Body • Agreed delegated responsibilities for the committees • Conducted a self-evaluation and agreed next steps for improving. Governors commended the staff for all their hard work in trying circumstances..	
18	DATE OF NEXT MEETING: It was agreed to rearrange this to a later date as the Q&S meeting will have to be delayed to enable staff to collate and analyse data. (<i>Post meeting note: this meeting was rearranged to Thursday 10th December 2020</i>).	

The meeting finished at 9.05 pm.

Signature: _____

Date: _____

Actions Arising:

Item	Action	By Whom	By When	When complete
4c	Liaise with Cathy Brook and Jane Evans about parent governor election	Chair	2/11/2020	Complete
5a	Circulate amended Monitoring Schedule	Alex Axiom	2/11/2020	Complete
6e	Liaise about rearranging Q&S and FGB Autumn 2 dates	Clerk/Jane Evans/Becky Bennett	6/11/2020	Complete
7	Sign hard copies of FGB and committee minutes left at Reception	A Axiom/ M McKiernan/ Lev Gurdenli	6/11/2020	18/12/2020
8	Let Becky Bennett know if they want to attend GDPR training	All Governors	2/11/2020	
10b	Add GB Strategic Objectives to relevant committee agendas	Clerk	Ongoing	Complete
11c	Set up virtual safeguarding training for Governors	Jane Evans	6/11/2020	
14	<ul style="list-style-type: none"> • Write GDPR Visit Report • Attend GDPR Training on 2nd November, if possible 	Y-L Chong Yervand Sarkisyan	2/12/2020 2/11/2020	Complete

