

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

**Minutes of Full Governing Body meeting held on  
Thursday 10<sup>th</sup> December 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)
	Heather Lewis (HL)	Yeing-Lang Chong (YLC)	Naomi Owen (NO)
		<b>Levent Gurdenli (LG)</b>	[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.	<b>APOLOGIES</b> <i>(statutory)</i> Apologies had been received and were accepted from Mr L. Gurdenli, who was unwell. Mrs C. Green (CG), Mr M. McKiernan and Mrs Y-L Chong have all advised that they would be joining late.	
2.	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest with respect to items on the agenda.	
3. 3a	<b>MEMBERSHIP</b> Dr H. Lewis (HL) was welcomed to the meeting as the newly elected Parent Governor. The Chair had shared with the Governors the personal statement she had submitted as part of her application. All present introduced themselves. It was noted that there had been a good uptake from parents with over 200 parents voting.	
3b	It was noted that Mrs C. Green’s term of office as Parent Governor ends on 5 <sup>th</sup> February 2021 so, as agreed at the previous meeting, there will be another Parent Governor election in January. Mr M. McKiernan’s term of office as Co-opted Governor will end on 21 <sup>st</sup> March 2021 but he can be reappointed at the next FGB meeting. <b>FGB Spring 1 Agenda</b> <i>CG joined the meeting</i>	
4.	<b>MINUTES AND MATTERS ARISING</b> Governors <b>approved</b> the minutes as a true record, subject to correction of one typo, which the Clerk confirmed she had already picked up and amended.  Item 7, Action: Clerk to send approved minutes to the Headteacher’s PA so she can leave on Reception for the Chair to sign.	Approve

	<p>The Headteacher confirmed that all policies have been signed by the Chair of Governors and the respective committee Chairs.</p> <p>Item 11c, Mrs R. Bennett (BB) confirmed that she is in the process of finalising the recording of the virtual Safeguarding training and will send to Governors.</p> <p><b>Q&amp;A:</b> Governors asked for the purposes of BB's wellbeing whether this was just being done for Governors and BB confirmed that it will also be used for the induction of new members of staff.</p> <p><b>Action ongoing: – BB to circulate Safeguarding training when complete.</b></p>	<p>Account-ability</p> <p>BB</p>
5.	<p><b>HEADTEACHER'S VERBAL UPDATE</b></p> <p>The Headteacher delivered a verbal update as follows:</p>	
5a	<p><u>Covid 19:</u> Since the start of the Autumn term, there have been 5 confirmed cases of Covid-19: 1 pupil., 2 staff and 2 parents. The early outbreak procedure is still in place and working effectively. She explained the rigorous system in place when a child presents with Covid symptoms, noting that staff are careful to reassure children and make them feel safe. Parents have been generally cooperative. There is a live tracking document in place for children who should not be in school. The isolation room is being moved to the library, which is not currently in use, and the sensory room reinstated from January, now that a way for it to be Covid-safe has been established.</p> <p>She confirmed that this is a very Covid-safe school with sanitising stations throughout the school at staff request and the Risk Assessment is regularly reviewed in line with any new national or local guidance.</p> <p>The school continues to teach the recovery curriculum, where any topics not taught face to face by a teacher during the Summer term have been inserted into the curriculum this term. She is confident that the school is delivering a broad and balanced curriculum.</p> <p>The plan for spending the catch-up funding is in place and has just been amended by the Headteacher and BB to add another Early Years intervention.</p> <p><b>Action: Headteacher to circulate amended catch-up funding plan and ensure it is uploaded to the school website.</b></p> <p>Each child in receipt of Free School Meals (FSMs) will be receiving £15 per week for the Christmas holidays. The school has applied for the vouchers.</p> <p><b>Q:</b> What is the school's involvement in that?  <b>A:</b> It has been late coming from AfC. We tried one voucher system unsuccessfully and have now successfully signed up to another. We are just seeking clarification as to whether they will come to school or be sent direct to parents.</p>	<p>Head</p> <p>Inform</p>
5b	<p><u>Staff Wellbeing:</u> Great care has been taken to monitor the wellbeing of all staff, who have been asked to assess on a scale of 1 to 10 where they are in terms of morale and mood. There was a big dip before half term when teachers and TAs were rating their mood in the 3s and 4s but in the most recent survey this has risen to mainly 9s and 10s.</p> <p><b>Q:</b> What has the change been? Why is morale higher?  <b>A:</b> Some of it is because we are getting to the end of this difficult term and they can see the light at the end of the tunnel. There was a big change when the Government finally agreed that people can see family over Christmas. An initiative suggested by one teacher of a Staff Shout Out Board, where staff can</p>	<p>Account-ability</p>

	<p>put a note to say thank you to another colleague, has made a big difference to all staff. Becky and I have worked hard to find out what is bothering them and, as part of that, have provided release time to alleviate some of those pressures for teachers and subject leaders. We have also taken note of teachers' concerns about start and finish times which has fed into our plans for the Spring terms.</p> <p><b>Q&amp;A:</b> When asked for clarification, the Headteacher explained that drop off is now so smooth that they have moved the gap between drop-offs from 10 minutes to 5 minutes, which will give teachers more time to consult with support staff and deliver pre-teaching. It was noted that Governors' cakes on a Friday do make a big difference to staff – it draws staff up to the staff room and creates a good atmosphere on a Friday</p>	
5c	<p><u>Contextual Data</u></p> <p>There are 470 children on roll, with more boys than girls (at 241 to 229). There are 8 adopted children, 33 on the SEN register and 11 with EHCP plans. The school is full in every year group with the exception of one space in Reception class and another in the afternoon Nursery. Year 5 is temporarily one over the PAN to accommodate twins, who have joined the school but another Year 5 child will be leaving in January. There were 16 joiners between September and December throughout the school and 6 leavers. It was noted that children who join have either relocated from abroad or other local schools while leavers have moved out of the area altogether so it is not that children have left to go to other local schools. The Headteacher reported that she has received an unprecedentedly large number of requests for references for private schools this year (37) but the vast majority of Year 6 pupils are applying to Orleans Park as well. She has written to Nursery parents to remind them about applying for places in Reception next year.</p>	
5d	<p><u>Attendance</u> overall is 96/97% across the school, which is higher than many boroughs in London, and is monitored rigorously, including by the different ethnicity groups.</p>	
5e	<p><u>Parental engagement</u></p> <p>The Headteacher outlined the different initiatives to ensure continuity of engagement with parents, which include two virtual meetings with Parent Reps, a virtual information evening, an online safety webinar for parents, a virtual open morning for parents and a welcome film for prospective parents, which includes a virtual tour and interviews with Year 6 pupils. The Designated LAC teacher has met virtually with adoptive parents.</p>	
5f	<p><u>Engagement with Pupils</u></p> <p>The Headteacher outlined the different Pupil Voice initiatives, which included Disadvantaged Pupil Voice interviews, elections for the Junior Leadership Team (JLT) and school council elections. At the same time as the US elections, in the same way that US poll observers watch absentee votes being counted, the JLT monitored the Behaviour and Safety Survey to make sure it was done fairly.</p>	
5g	<p><i>MMK joined at 7.05 pm</i></p> <p><u>Staffing</u></p> <p>The school is currently fully staffed although they are advertising for six months' maternity leave cover for Nursery. NQTs are working well and being supported by their mentors. The new member recruited for the school office is proving to be a strong addition to the team.</p>	

5h	<p><u>Pupil Progress</u> The Headteacher reported that all children were assessed in September using the NFER assessment tests to set the baseline and pupils were again assessed at the end of November.</p> <ul style="list-style-type: none"> <li>• The majority made progress in Reading – of the 2.8% who have not made progress, half are SEN and support is in place for them. Teachers are reporting that the fluency and accuracy of reading is high but comprehension skills have suffered and that is in line with the national picture.</li> <li>• The majority have made progress in writing. Of the 4.6% who have not, 50% have SEN and staff are working on strategies with those pupils. It is primarily the stamina for long writing and fine motor skills that have slipped.</li> <li>• The majority have made progress in Maths - of the 2.6% who have not, 3 are SEN and teachers are looking at the right strategies for those.</li> </ul>	
5i	<p><u>Health &amp; Safety:</u> Areas in school requiring remedial work include:</p> <ul style="list-style-type: none"> <li>• Fake grass on raised area</li> <li>• Surface of Reception garden, where water ponds, creating slip risks. This will hopefully be replaced by the LA in the Easter holidays via a capital bid</li> <li>• Flooring in Year 6 classroom – a capital bid is being put in for that to be replaced in Summer holidays 2021</li> </ul>	
5j	<p><u>Extracurricular activities</u> The total of 27 clubs are running each week, which was noted to be more than other local schools. From 11<sup>th</sup> January, the school will be able to run almost the entire range of clubs. The only two that are not resuming are Disco Divas and the Cricket Club but the former will be replaced with another dance club. Mr A. Watkinson (AW) offered to help source a replacement for Cricket Club. <b>Action: AW to liaise with Head or BB about replacement for Cricket Club</b></p>	AW
5k	<p><u>GDPR</u> There has been one data breach where a document was sent to the Finance and Premises committee, with one child's name unredacted. This was reported.</p>	
5l	<p><u>Behaviour</u> is good, especially considering the limited outside space. There has been one internal exclusion for a morning and one incident of homophobic behaviour which has been dealt with.</p>	
5m	<p>Website is compliant and all statutory documents are on website and this was noted to be down to the tenacity of the Headteacher's PA as the changeover from the old website was not as smooth as the school had been led to believe.</p> <p><b>Q:</b> The SEF mentions that a lot of additional training has been put in place in expectation of an increase in mental health issues in children. Has this increase materialised? <b>A:</b> We have our Welfare Assistant in place and we have monitored our children carefully– particularly certain children, about whom we have concerns - but, no, we have not seen a big increase. The majority of children like the structure of the school day and that they are getting face to face teaching from their teacher. That is what they are saying to us and what we are seeing. However, we have bought into the Emotional Health Service and one of the questions we will be asking is whether it has been an issue across the borough.</p>	Accountability

	<p><b>Q:</b> Why are you monitoring certain children? Are they on your radar because you have detected it or because someone else has?</p> <p><b>A:</b> Usually because we have but sometimes a parent has raised it. If there is upheaval at home it can cause anxiety. There are all sorts of reasons. Covid is not having an impact at this point, but it may be that there is a delayed impact on children's mental health.</p> <p><b>Q:</b> You talked about pupils all making progress – are you comparing it to where you would expect them to be normally and what is the plan to get them to where they might be?</p> <p><b>A:</b> Children at this school tend to make outstanding progress - not every child, but most of them. Our teachers have a real skill in knowing, through our assessments and talking to our children, where the gaps are and what sort of support they need. We are very careful about not taking them out of class for too long so they do not miss out on too much Quality First teaching. There are some gaps but I am confident that we will get them to where they need to be by the end of the year although there may be some exceptions to that.</p> <p><b>Q&amp;A:</b> Governors asked if there were specific groups who have fared better or worse than others and were informed that the experience at home has been very different for every child so it is difficult to pinpoint specific groups or cohorts. Some children had a lot of one-to-one support during lockdown from parents or online tutors but, where parents were juggling working from home, some children had less support. Some pupils have made incredible progress since lockdown (6 or 7 steps) but others have made 2.</p> <p>Mrs R. Prinsloo (RP) highlighted that, not having a Christmas play and other events that usually impact the curriculum this term (in terms of rehearsals etc), has meant that there is more teaching time.</p> <p><b>Q:</b> Have we been able to individually support all the children – have we got enough staff to manage the interventions?</p> <p><b>A (BB)</b> We are limited with space. We can offer pre-teach for various groups of children but, to comply with our Covid risk assessment, we must logistically manage where they can be <i>YLC joined at 7.24</i></p> <p><b>A (Head):</b> There is also the financial aspect of staffing the interventions. We cannot obtain funding for it all but we will cover the cost if that is what we need to do. We had put aside £6K for running a summer school but have decided instead to invest that in overtime for one or two staff providing support in classrooms</p> <p><b>Q:</b> As you cannot do any outside visits, is this replaced with anything else?</p> <p><b>A (Head):</b> Orleans usually do at least one outside visit a term linked to the curriculum and it will have an impact in terms of bringing the curriculum to life. There are other things we can do, like virtual visits, but you cannot replace everything you would have gained from that visit so it is just teachers thinking creatively.</p> <p><b>A (RP):</b> A recent Year 2 topic - the Great Fire of London - would have involved a trip to St Paul's and for the next one we would have visited the Florence Nightingale museum. The latter is now offering online workshops instead – this will not be as effective but it will be something. We also make the curriculum accessible to parents and some parents will take their child on field trips that we might otherwise have done in school.</p>	<p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p>
6.	<p><b>STRATEGIC VISION</b></p> <p><b>SEF:</b> The Headteacher reported that she had sent the SEF to the School Improvement Partner, who had thought it very thorough but has advised that she produce a much shorter document for Ofsted inspectors. Otherwise, the SEF needs to be updated to reflect the latest data, some staffing changes, that there</p>	

	are now two moderators for the borough and to identify next steps for SEN (following a KS2 SWOT analysis conducted with the SLT.) <b>Action: JE to amend SEF and re-circulate</b>	<b>JE</b>
7.	<p><b>SAFEGUARDING</b></p> <p>The Headteacher confirmed that safeguarding is firmly embedded in the culture of the school and that all relevant training for new and existing staff is up-to-date and all changes actioned in line with the latest Keeping Children Safe in Education. She highlighted the following:</p> <ul style="list-style-type: none"> <li>• There has only been one referral to SPA for one pupil this term and the school continues to have internal Team Around the Child meetings for children about whom staff have concerns.</li> <li>• All policies have been reviewed and are up-to-date.</li> <li>• There have been no referrals to the LADO.</li> <li>• The safeguarding audit has been completed and submitted and an action plan has been developed based on the outcome of that audit.</li> <li>• The school has signed up to the Safer Schools App which sends out updates and notifications</li> <li>• The local safeguarding threats remain the same – still child sexual exploitation through chicken shops and county lines.</li> <li>• There are still concerns about the number of upper KS2 pupils who are looking at Tick Tock</li> </ul> <p>Mr T. Bendelow (TB) had attended Peter Cowley’s training course on online safety delivered for staff. The Chair said she continues to be impressed by the safeguarding practices in place at the school. Mrs C. Green (CG) reported that she is attending Safer Recruitment training in January. <i>BB temporarily left the meeting at 7.38 pm</i></p>	
8.	<p><b>COMMITTEES AND PANEL</b></p> <p>Governors noted the committee minutes as follows and when asked did not have any questions on what was discussed:</p> <ol style="list-style-type: none"> <li>a) Personnel, Children and Community (PC&amp;C)</li> <li>b) Finance and Premises (F&amp;P)</li> <li>c) Quality and Standards (Q&amp;S)</li> </ol>	
9. 9a	<p><b>POLICIES</b></p> <p>Governors <b>ratified</b> approval of the following policies reviewed by F&amp;P and P&amp;C respectively, subject to the amendment of typos identified in each by CG:</p> <ul style="list-style-type: none"> <li>• Supporting Pupils with Medical Conditions</li> <li>• Disciplinary Policy</li> </ul>	<b>Approve Approve</b>
9b	Governors noted that the Remote and Blended Learning Policy was approved by Q&S.	
10.	<p><b>LINK GOVERNOR REPORTS</b></p> <p>Governors noted the following Governor Visit reports and did not have any questions on the visits:</p> <ol style="list-style-type: none"> <li>a) GDPR (Yeing-Lang Chong)</li> <li>b) Safeguarding/child protection (Alex Axiom)</li> <li>c) Behaviour and Attitudes (Michael Safo)</li> <li>d) Early Years Visit Report (Tony Bendelow)</li> <li>e) Leadership and Management (Caroline Green)</li> <li>f) Diminishing the Difference (Mark McKiernan)</li> </ol> <p><i>BB re-joined the meeting</i></p>	

11.	<p><b>SEN UPDATE</b></p> <p>BB confirmed that MMK's Diminishing the Difference report covers much of what he discussed with her and the SENCO, highlighting that a lot of pupils with EHCPs actually did very well during lockdown because those working from home benefited from the one-to-one attention and those who were in school benefited from smaller group sizes. Attendance for Disadvantaged Pupils and those with SEN and EAL is generally good: although slightly lower than the rest of the school, this reflects the fact that some SEN pupils have medical needs which impacts attendance. Any concerns have been flagged up. However, during lockdown, the SENCO did make a lot of referrals to CAMHS but these tended to be children who were already on the school's radar for anxiety.</p> <p>BB outlined the relevant virtual training attended by certain members of staff.</p> <p>Governors noted that the number of pupils with SEN has increased over the last 5 years from 13 to 34 and there has been an increase in the number of parents contacting the SENCO as parents become more aware. The SENCO is currently working overtime on Mondays to work through the number of children who have been flagged for additional support.</p> <p><b>Q:</b> Is there any plan in place to support her on a more permanent basis?  <b>A (Head):</b> That is something I need to discuss with her because realistically, with the sheer number of pupils now being identified, a SENCO working 3 days a week is not enough but I will have to discuss with her first.</p> <p>MMK added that he had also discussed with BB and the SENCO ways in which Governors can monitor children with IEPs more closely and it was agreed that the SENCO will share some information with Governors on a scale of 1-10 so Governors can monitor their progress</p>	<p>Account-ability</p> <p>Account-ability</p>
12.	<p><b>GOVERNOR TRAINING</b></p> <p>TB had attended the staff online safety training.</p> <p>CG attended the AfC networking event involving Governors from different schools in the borough, which is a new initiative where AfC identify key issues and allow everyone to break out into small groups to discuss and then share their responses with the group as a whole. Subjects discussed included Headteacher Work-life Balance, recruitment of Governors and how schools are replacing lost income. She was pleased to report that this school is doing a good job in terms of raising additional income and she had fed back to the group about the Voluntary Fund and the active PTA.</p>	
13.	<p><b>CHAIR'S ACTIONS</b></p> <p>There had been no emergency Chair's actions.</p>	
14.	<p><b>TERMLY BUSINESS</b></p> <p>Governors noted the termly Clerks' briefing notes, which had been shared.</p>	
15.	<p><b>AOB</b></p> <p>CG reported that there is £12K in the Voluntary Fund account to be paid to the school.</p>	
16.	<p><b>GOVERNORS TO CONSIDER</b></p> <p>Governors <b>agreed</b> they had achieved the following at this meeting:</p> <ul style="list-style-type: none"> <li>• Talked about catch-up work being done with pupils and noted that the data is showing the progress the children are making</li> <li>• Established that safeguarding is still a priority</li> </ul>	

	<ul style="list-style-type: none"> <li>Received feedback on the continued focus on SEN in the school</li> </ul>	
17.	<b>DATE OF NEXT MEETING:</b> 6.30 pm, Wednesday 10 <sup>th</sup> February 2020	

Meeting finished at 8 pm.

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

**Actions Arising:**

Item	Action	By Whom	By When	When complete
4	Circulate Safeguarding training	Becky Bennett	18/12/2020	11/12/2020
5a	Circulate amended catch-up funding premium to Governors and upload to website	Jane Evans	18/12/2020	
5j	Liaise with Jane Evans/Becky Bennett about replacement for Cricket Club	Alan Watkinson	11/1/2021	
6	Modify the SEF and re-circulate	Jane Evans	31/1/2021	

**Agenda Items Arising:**

Item	Action	By Whom	By When
3b	<ul style="list-style-type: none"> <li>Receive outcome of Parent Governor election and welcome new Parent Governor</li> </ul>	FGB	Spring 1
	<ul style="list-style-type: none"> <li>Reappoint Mark McKiernan as Co-opted Governor from 22nd March 2021</li> </ul>	FGB	Spring 1