

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

**Minutes of Full Governing Body meeting held on
Wednesday 10th February 2021 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)
		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.	APOLOGIES (<i>statutory</i>) Apologies had been received and were accepted from Mrs N. Owen. All confirmed that they were in a secure environment.	
2.	DECLARATIONS OF INTEREST There were no declarations of interest with respect to items on the agenda.	
3.	MEMBERSHIP AND CONSTITUTION Mrs A. Axiom (AA) reported that there had been two candidates for Parent Governor and Mrs C. Green (CG) was re-elected. It was noted that there was a lower turnout this time. AA has contacted the other candidate to say that she will keep her apprised of any other vacancies. Action: JE to announce the outcome of the two Parent Governor elections in the newsletter. Governors reappointed Mr M. McKiernan (MMK) as Co-opted Governor from 21 st March 2021. It was noted that Naomi Owen’s term as Staff Governor ends on 21 st July 2021 so a Staff Governor election will be held in the second half of the Summer term.	JE
4.	MINUTES Governors approved the minutes of the last meeting held on 10 th December 2020. Item 5a, The Catch-up Premium was recirculated and is on the school website. Action complete	Approve

	<p>Item 5j, Mr A. Watkinson reported that a PE coach, who is also a trained cricket coach, is now working part-time at the school so can run a Cricket Club once clubs can resume.</p> <p>Item 6, Mrs J. Evan (JE) is waiting for the SIP's comments on a summary version of the SEF and will follow up with her after half-term.</p> <p>Action: JE to follow up with SIP re summary SEF after half-term</p>	JE
5. 5a	<p>HEADTEACHER'S REPORT</p> <p>A comprehensive Headteacher's Report had been circulated. Governors asked questions as follows:</p> <p>Q&A: Noting the negative reports in the media about the quality of Free School Meals (FSMs) being offered to eligible children at home, Governors asked JE whether she could confirm that the FSM voucher system being used by the school offers value for money. JE explained that the issue in the media was where so much was absorbed in paying people to assemble the packs that the amount of food received was minimal. Local Authorities have worked hard to change that, and the voucher system used in this borough allows parents £15 a week for use in certain supermarkets, with certain limitations on what can be bought. Governors endorsed her suggestion in her Headteacher's Report of conducting a survey of families receiving FSMs.</p> <p>Q: You say that everything is running smoothly during school closure. At what point do you start planning towards reopening again?</p> <p>A (JE): We are always thinking about it, but I have learned from experience that it is not worth putting significant effort into this until we have firm guidance from Government. We are supposed to hear at the end of half-term and the Government have said they will give us 2 weeks' notice. Once we have clarity as to when and which age groups will return to school, we will start planning in detail for that. My advice to all staff is to have a total break over half-term and not to look at emails. [Governors endorsed this proposal.]</p> <p>Q&A: Governors asked about the erratic attendance figures during lockdown and JE acknowledged that attendance has gone up and down during lockdown but that generally attendance has been good for those pupils who should be in school. The office staff are scrupulous about telephoning anybody who should be in school and is not, particularly vulnerable pupils. With the Nursery attendance, the Nursery was initially closed but then Nurseries were instructed to open, which has skewed the figures.</p> <p>Q&A: Governors asked how attendance is monitored for those who are working from home and Mrs R. Bennett (BB) explained the live register systems in place, where teachers maintain two live spreadsheets, one for the live Google Meet and one to record what English or Maths activities have been submitted. If pupils do not attend the Google Meet, the office will call to check everything is okay and record the response and, for English and Maths work, staff will contact the parents to explore any reasons for non-completion. An email has been devised to go to parents.</p> <p>Q: Is it a challenge to monitor and demonstrate progress made at the end of this period? What would inspectors be looking for?</p> <p>A (JE): What inspectors will want to know is how we have identified gaps and our plans for narrowing their gaps. When pupils are back, we will carry out assessments and look at intervention groups.</p> <p>Q: Is the expectation that progress be made during remote learning or to limit regression? Has there been any guidance nationally?</p> <p>A (JE): Realistically we are looking for a lack of regression. Children do regress over the long summer holiday, which can manifest itself in various ways depending on the child, ranging from concentration or fine motor skills to maths skills. We must be realistic about how much progress children can make at</p>	<p>Account-ability</p> <p>Account-ability</p> <p>Support Challenge</p> <p>Account-ability</p> <p>Account-ability</p>

<p>5b</p>	<p>home. Our advice to parents is to step away over half-term and have the normal family relationship where you are not trying to be the educator. It will also depend on the children's frame of mind when they return so the SLT we will be considering whether to launch straight back into all-day lessons or whether to take some time to settle children back into the school structure.</p> <p>BB reported on a new initiative that will be rolled out after half-term, following a successful trial in Year 6 where all classes will log in in the morning, teacher will feed back on the previous day, explain the tasks for the day ahead and give the children a chance to ask any questions. The purpose is to get children up and motivated to start the day. Any children who are not on that call will be telephoned by the office. With Year 6 it has assisted them in being more organised and they had less questions in their streams. Governors welcomed that initiative because it will introduce a routine and reminds children that there is a live teacher at the other end. Governors were pleased to note that this had come out of a very productive meeting JE had held with Parent Reps, from which CG said there had been positive feedback with Reps reporting they had felt very 'listened to'.</p> <p>BB reported on other new initiatives to keep remote learning fresh, which includes live singing sessions delivered by her and Mrs Ricketts.</p> <p>Q&A: Governors asked for a quick summary of catch-up funding and asked how this was being spent during lockdown. JE explained that Third Space Learning has been put on hold until all children return because it would not have been fair to those children at home to run it just for children currently in school. Pre-teaching is also on hold while school is closed.</p> <p>Q&A: Noting that this means there will be less time to spend more money, Governors asked whether the school would have the band-width to deliver all the planned interventions in the time remaining to the end of the summer term and JE said it should be possible. There is some talk about extending the end of the summer term for two weeks or else extending the school day, but this has not been communicated to Headteachers. (It was noted this does not necessarily mean teachers would be teaching for those two weeks because teachers' working conditions are very clearly set out in Teachers Pay and Conditions.)</p> <p>Q: If there was enough money to have agency staff or tutors, is that something the school could look into?</p> <p>A: Yes, we would look at that. However, there are fewer quality agency staff currently because agencies have furloughed a lot of their supply teachers until further notice and because many schools are having to use agency staff to cover teachers who are ill or self-isolating.</p> <p>Q: In your report you say Nursery applications are currently at 31 for next academic year. What percentage of the current capacity is 31 and do we have the capacity to increase it?</p> <p>A: The number of applications has increased since I circulated the report. We receive emails every day from parents who want to apply. In the past, though, we have struggled to fill those places, especially for afternoon sessions because we cannot offer full-time 30-hour places because we would not have the space to provide lunch, which can be a barrier to parents working full time. This year we have 4 spaces in the Nursery in both the morning and afternoon sessions.</p> <p><u>SIP Report</u> The SIP report had been circulated and had been looked at in Quality & Standards. The questions raised by the SIP will be scrutinised at the next Q&S meeting.</p>	<p>Support</p> <p>Support</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Inform</p>
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5c	<p>Q: There is reference to an Ofsted-readiness session at the start of January - was that useful?</p> <p>A: We have not had it yet. We had organised for Karen Feeney, the SIP to undertake an Ofsted readiness training session for staff but, with schools closed, we felt we needed to use that day for preparation for remote learning. We have rearranged to another date. Governors can attend if they want to.</p> <p>Action: JE to circulate that date to Governors</p> <p>Governors asked JE to circulate the recording of the Attachment Aware training, the second part of which is being held week after half-term.</p> <p>Action: JE to circulate Attachment Aware training recording</p> <p>Q: Do we have data on the crossover between BAME and SEN mentioned in the report?</p> <p>A: Yes, we will have data on that. We will investigate that thoroughly in the next Q&S meeting</p> <p>Q&S Spring 2 agenda</p> <p>Governors approved term dates for 2022/23, in particular endorsing JE's decision to hold two INSET days on Thursday and Friday 1st and 2nd Sept so as not to negatively impact attendance data. The school term will start on Monday 5th September 2022.</p>	<p>Inform</p> <p>JE</p> <p>JE</p> <p>Account-ability</p> <p>Approve</p>
6. 6a	<p>SAFEGUARDING</p> <p>A comprehensive safeguarding report had been circulated. It was noted that there is one DSL and 3 Deputy DSLs who have all had requisite training.</p> <p>Q&A: Governors asked who would cover if all 4 were incapacitated or ill at the same time and were informed that the school would have to link with a school close by. If any were at home self-isolating, they would still be able to cover their role.</p> <p>Governors agreed that they were satisfied that the school is managing mental health well with some of the initiatives in place during remote learning e.g., Wellbeing Wednesday where pupils can raise things they have enjoyed or things they wish their teacher knew.</p> <p>Q: Is the worry button on Google Classroom being pressed a lot by children and is it being hijacked by parents?</p> <p>A: We were very clear with parents that it is for children's use. So far, we have had 15 worries, of which many are worries about COVID-19 or missing friends. There were just 3 that staff were concerned about and did flag it up with parents, who were very grateful to have it raised.</p> <p>Governors said it was very positive that children feel they can reach out to teachers in this way.</p>	<p>Account-ability</p> <p>Support</p> <p>Account-ability</p> <p>Support</p>
6b	<p><u>Keeping Children Safe in Education (KCSIE) consultation</u></p> <p>Mr L. Gurdenli (LG) has looked at the questions specifically for Governors and reported that they are easily answered, relating to whether there is a Safeguarding Governor, what training the Safeguarding and other Governors have undertaken, how that is evidenced, and the impact made. JE reported that she will be responding to the consultation after half-term and will liaise with AA where relevant. Action: JE to respond to KCSIE consultation</p>	<p>JE</p>
7.	<p>COMMITTEES</p> <p>Governors noted the minutes of the Finance & Premises (F&P), Quality & Standards (Q&S) and Personnel, Children and Community committee meetings.</p>	

	<p>LG confirmed that he has undertaken a Health & Safety visit to look at the outside areas, the biggest issue from premises perspective being the play area behind Reception, which is in a worse condition than initially thought. Mrs L. Drake (LD), School Business Manager is urgently looking into whether the LA will definitely be able to fund it. JE explained the nature of the issues, noting that it is a six-week job.</p> <p>Q: Is it likely that we will obtain full funding from LA and, if not, do we have the funds to cover any excess?</p> <p>A (LG): The expectation is that they would fund it. We do have £25,700 in capital reserves but some of that has already been committed for other projects.</p> <p>Q: Should there be a fund-raising effort?</p> <p>A (JE): Yes, that is what we would look to do if necessary, but we will be pushing for full funding because some of the problems are stemming from the building work funded by LA when we transitioned to full primary.</p> <p>CG observed – and Governors agreed – that this could potentially be a project for the School Fund, in which case it might be worth incorporating additional improvements to make it more attractive to parents as a fund-raising opportunity.</p> <p>Q&: Governors asked whether the overall picture from F&P is that the school is not in as bad a position financially as other schools and LG confirmed that the school’s finances have been improved by additional Covid funding, without which the school would be breaking even. Governors had also noted that this school’s finances have been less badly impacted than other schools with a greater reliance on lettings income. In this regard, CG flagged that, at the Chairs’ Network meeting, she attended on behalf of AA, the Chair of St Stephen’s GB had discussed the possibility of a joint letter from the Governors of a number of different local schools to the Government highlighting the financial difficulties schools are facing and to lobby for more help. They had also talked about the dip in school numbers locally which is also affecting funding.</p> <p>JE reported that she and LD will shortly be looking at next year’s budget because they are worried about the impact of lost lettings income on the school’s finances and how this might impact on the school’s ability to continue to offer the same facilities and resources.</p> <p>With respect to the School Fund, AA and CG have discussed the increasing costs of Covid and communicating this to parents to highlight the difficulties schools face (while noting the possible sensitivity about asking people for contributions at a time when people may be struggling financially themselves.)</p> <p>Action: CG to write a letter to give to JE for comments.</p> <p>It was noted that the deadline for submitting the SFVS has been extended to 24th May 2021, but it is due to be reviewed at the next F&P meeting and will come to the FGB in March to approve.</p> <p>Q: Do we know that all children have the appropriate devices at home?</p> <p>A (BB): We have said to parents several times to contact us if they have issues and we have called those parents of children who have not submitted work to see if this was due to a lack of a device. We have lent out 15 so far and we are keeping a log of who has them. They have had to sign to confirm will be responsible for any damage. As far as we are aware, everyone we know about have devices.</p>	<p>Account-ability</p> <p>Account-ability</p> <p>Support</p> <p>Account-ability</p> <p>CG</p> <p>Account-ability</p>
8.8a	<p>POLICIES</p> <p><u>Governors’ Allowances Policy:</u></p> <p>Noting that it states that Governors will monitor the effectiveness and impact of this policy with reference to the attendance record of GB meetings, Governors</p>	

8b	<p>asked whether this happens currently. JE confirmed that LD will keep a log of any expenses claimed and that she (JE) had not signed off an expense in some time. It was agreed that F&P should monitor annually in the Summer term. LD should send out a log of any expenses claimed. F&P Summer 2 Agenda Governors approved this policy.</p> <p><u>Separated Parents Policy</u> JE explained the reasons why this new policy has been created, noting that not every school has one. This had been developed from scratch with input from Richmond Legal, the SLT and some Governors. Legal have advised that, when children join the school, parents should be asked if there anything the school should know about the family situation so a form will be included in the admissions pack. The purpose of the policy was to make clear that the school's priority is to ensure the welfare of the child and to ensure the school does not become embroiled in potentially difficult situations. AA endorsed this, stating that she fully supports JE in preparing this policy and was happy to recommend this policy to the Governing Body. Q&A: Governors asked how this will be publicised to parents and were advised that it will be published on the website and flagged up to parents via the newsletter. Governors approved the policy.</p>	<p>Approve</p> <p>Account-ability</p> <p>Approve</p>
9.	<p>GOVERNOR VISITS While school is closed, no visits are being conducted. YLC's Quality of Teaching report from last term's visit was circulated.</p>	
10.	<p>GOVERNOR TRAINING AND DEVELOPMENT Dr H. Lewis (HL) reported that she has undertaken training in the Governors role in Safeguarding and is booked onto the Introductory Governors' course in March.</p> <p>Mr Y. Sarkisyan has undertaken the first part of the training for new Governors. CG has undertaken training in Safer Recruitment.</p> <p>As stated above, CG attended the Chairs' Network event and she reported on a suggestion as an alternative to monitoring visits where teachers set up a section of Google Classroom where Governors can review a selection of work set for children. BB said Governors already have log-in details for Google Classroom so this should be possible. Action: JE to discuss this suggestion with the SLT.</p> <p>CG also reported that, as part of staff wellbeing, St Stephen's had bought a coffee machine for staff, but Mrs R. Prinsloo observed that there are already two in the PPA room, which are not much used. However, treats for INSET days and cakes on Fridays have been well received. CG reported that she extended the sign-up sheet for Friday cakes to other parents and within 15 minutes the sheet was full to the end of March with two parents each week bringing cakes, which shows how appreciative parents are of the work staff are doing</p> <p>AA attended the December termly Chair's briefing, which is interesting in terms of giving an overview for the borough. AA can share the report if anyone interested. Action: AA to refresh her Safeguarding training.</p>	<p>JE</p> <p>AA</p>
11.	<p>CHAIR'S ACTION There have been no emergency Chair's actions.</p>	

12.	TERMLY BUSINESS The summary of a Clerks' Briefing attended this term by the Clerk had been circulated and Governors agreed that they were confident that everything raised in it has been covered here or in committees.	
13.	ANY OTHER BUSINESS Governors thanked staff for all their work during these challenging times.	Support
14.	GOVERNORS TO CONSIDER Governors agreed that they had achieved the following at this meeting: <ul style="list-style-type: none"> • Satisfied themselves that remote learning is of good quality, is being monitored and constantly improved • Received a thorough update of what is happening in school • Discussed ways to help improve the school's finances • Satisfied themselves as to the quality of FSMs • Approved the Separated Parents Policy, which will have impact on children and families in the school 	
15.	DATE OF THE NEXT MEETING: Wednesday 24 th March 2021	

Meeting ended at 8 pm.

Signature: _____ Date: _____

Actions Arising:

Item	Action	By Whom	By When	When complete
3	Announce outcome of Parent Governor elections in newsletter	Jane Evans	12/2/2021	
4	Follow up with SIP re SEF summary	Jane Evans	26/2/2021	
5b	<ul style="list-style-type: none"> • Circulate date of Ofsted Readiness training to Governors • Circulate Attachment Aware training recording to Governors 	Jane Evans	12/2/2021	
6b	Respond to Keeping Children Safe in Education	Jane Evans	4/3/2021	
7	Draft a letter to parents re School Fund	Caroline Green	26/2/2021	
10	<ul style="list-style-type: none"> • Discuss with SLT suggestion re Google Classroom for Governors to review • Refresh Safeguarding Training 	Jane Evans Alex Axiom	28/2/2021 31/3/2021	

Agenda Items Arising:

Item	Action	By Whom	By When
5b	SIP Autumn Report Questions	Q&S	Spring 2
8a	Review impact and effectiveness of Governors Allowances Policy	F&P	Summer 2