



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

**Minutes of Full Governing Body meeting held on
 Wednesday 13th October 2021 at 6.30 pm
 At Orleans Primary School (Year 6 classroom)**

Constitution, Membership and Attendance –

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Head teacher
Anthony Bendelow	Caroline Green – CG (Vice Chair)	Alex Axiom – AA (Chair)	Jane Evans (Head teacher)
	Heather Lewis (HL)	Yeing-Lang Chong (YLC)	Lauren Drake (LD)
		Levent Gurdenli (LG)	[Sarah Parsons – Deputy Head (Associate)]
		Mark McKiernan (MMK)	
		Reegan Prinsloo (RP)	
		Michael Crampton-Safo (MS)	
		Yervand Sarkisyan (YS)	
		Alan Watkinson (AW)	

(Bold=absent)

Also attended: Lynda Hance (Clerk/minutes)

Item		Action
OPENING ITEMS		
1	ELECTION OF CHAIR AND VICE CHAIR The clerk confirmed that two nominations had been received: Chair – AA Vice Chair – CG Unanimous agreement to elect AA and CG as Chair and Vice Chair respectively.	
2	APOLOGIES MS was absent due to a family emergency. AW subsequently gave apologies due to mistaking the date.	
3	DECLARATIONS OF INTEREST a. There were no declarations of interest with respect to items on this agenda. b. All governors have completed Declaration of Interest forms.	
4	MEMBERSHIP AND CONSTITUTION a. Noted that there are currently no vacancies on the Governing Body b. Instrument of Government reviewed –agreed to continue with 2 terms of 4 years.	



	<p>c. To note that three Governors' terms of office are due to end this academic year and one at the beginning of the next academic year. Agreed actions that need to be taken:</p> <ul style="list-style-type: none"> • Yeing-Lang Chong – July 2022. End of whole term. • Levent Gurdenli – May 2022. To advise the Chair if he wishes to stand again. • Alan Watkinson – July 2022. End of whole term. • Michael Safo-Crampton – September 2022. To advise the Chair if he wishes to stand again. <p>Governance committee to deal with recruitment.</p> <p>a. Agreed to appoint the Deputy Head (SP) as an Associate Member of Quality and Standards and allow voting rights</p> <p>b. Agreed the existing constitution of the Governing Body as it still meets the needs of the GB and the school.</p> <p>c. Noted all Chairs of committees have a casting vote if there is a tie in any vote</p> <p>d. Contact details for governors confirmed and website will be updated.</p>	<p>LG</p> <p>MS</p> <p>LH</p>
5	<p>PROCEDURAL MATTERS (statutory)</p> <p>a. Approved the monitoring and evaluation schedule</p> <p>b. Agreed standing orders to be adopted</p> <p>c. Governors signed code of conduct and were reminded of the importance of confidentiality</p> <p>d. Open/closed meetings – agreed no change to current arrangements</p> <p>e. Alternative arrangements/virtual meeting policy – noted the expectation is that governors are to attend meetings in person except in exceptional circumstances</p>	<p>Approved</p>
6	<p>MINUTES AND MATTERS ARISING</p> <p>Governors approved the minutes of the last meeting held on 14 July 2021. To be signed by Chair and filed in the Head teacher's office.</p> <p>Matters arising – see updated table at the end of the minutes.</p>	<p>Approved</p>
7	<p>COMMITTEES AND PANELS</p> <p>a. Formal appointment of committee members and Chair/Vice Chair agreed</p> <p>b. Election of Pay Panel, Head teachers Appraisal Committee and Pay Appeal Committee agreed</p> <p>c. Approved Terms of Reference for all committees including Governance Committee, Pay Panel, Appeals Panel and Head teachers Appraisal Panel</p> <p>d. Committee reports were summarised by the relevant Chairs; reports noted</p> <p>e. Approved recommendations of Pay Panel</p> <p>Committee reports</p> <p>Draft minutes received and Chairs summarised:</p> <p>F&P</p> <ul style="list-style-type: none"> • The audit was completed and no 'red flags' raised. Very positive last meeting and well done to staff. • The reception garden is an ongoing issue with limited progress. This is due to the council dragging its heels – has said it's a funding issue – ours is one 	<p>Approved</p> <p>Approved</p> <p>Support</p>



<p>of many capital bids. We can't progress the PTA funded part separately as it's dependent on the council-funded works. There was a suggestion of putting pressure on local Ward Councillors – the Chair will send a letter on behalf of governors. A governor with LA contacts will escalate this.</p> <ul style="list-style-type: none"> • The School Business Manager will now turn the focus on maximising rental income. • OPSF update: <ul style="list-style-type: none"> ➢ This is the school fund – a donation website ➢ The audit is almost complete ➢ £5,500 available ➢ Monthly transfers to be done to OPS ➢ Need to get a treasurer appointed • The school budget is at a positive variance of circa £17,500 • Our gas prices are good as we're on a fixed price contract • F&P is going to look at the next 5 years' priorities <p>Q&S</p> <ul style="list-style-type: none"> • Data available by various headings; have decided on focus for monitoring • Have considered performance by gender as the focus – further data was looked at by various headings • There are big gaps in writing achievement • PPG – subject to an ongoing review • For the current year 6, we can go back to their results at year 2 to track forward to assess progress • Base line assessments are to be set next meeting • Interventions – the school is ensuring pupils still get a broad and balanced curriculum • SEN – will consider resources in future meetings • ECF policy will go to PC&C in future <p>Q: will there be standardised tests this year? A: Yes – inspectors will look at 2019/20 for comparison.</p> <p>Discussion on the SEF and what governors might include about their own performance – draw from the annual evaluation; referred to Governance Committee.</p> <p>PC&C</p> <ul style="list-style-type: none"> • Staff finding it tough at this start of term. Children have struggled to get back into the school routine. It's very stressful for staff. • Previously day to day experiences are no longer 'normal'. Parents are anxious. • Older children and parents who've had children at school longer have got back into routine more easily. Younger children and parents newer to school are not aware of or used to processes. <p>Q: Governors discussed: how staff have coped, what can be done to streamline? Governors noted they must be mindful of pressures on staff. A: The appraisal process is being streamlined.</p> <ul style="list-style-type: none"> • Exit interviews – some constructive feedback. Governors pleased to see the exit interviews being used for improvement. 	<p>AA Support</p> <p>Support</p> <p>Support</p>
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	<ul style="list-style-type: none"> • Governors were impressed and pleased that two school residential trips went well. • There is a desire to increase the profile of the school in the local community. A one-way Facebook page is being considered. OPPTA would like to be involved in community interaction. • Online safety group – no parent volunteer at present. <p>Performance appraisal committee</p> <ul style="list-style-type: none"> • Governors are content the policy is being followed. • The committee has met and looked at the process. • Staff pay recommendations endorsed – they are consistent and objective • The government has published new guidance this week – some bands have not changed and there is a pay freeze this year which erodes differentials. • Governors approved the recommendations of the pay panel with regards to teaching staff. 	<p>Approved</p>
STRATEGIC ITEMS		
<p>8</p>	<p>HEADTEACHER'S VERBAL REPORT</p> <p>a. Governors received headline statistics including attendance; covid-19 latest guidance and update on catch up funding; GDPR information; information on staff well-being; details of childrens' behaviour on returning to school.</p> <p>b. Notes of the full report are in the governors' secure area of the website.</p> <p>c. A safeguarding report is in the governors' secure area of the website.</p> <p>d. The HT has made a formal request to work 4 days a week from the summer term 2022; this would mean she would not work on Fridays. Governors are supportive: Chair to check the process to be followed with AfC; the budget will need to be reviewed to see if there will be any implications – referred to F&P committee.</p> <p>Q: Absence numbers seem low? A: 89/98% in reception 2020 – the absences were due to 4 children and all medically/covid related. 3 SEN children have had authorised absences.</p> <p>Q: How do the language issues compare with other schools? A: Lots of families have come recently from Hong Kong and Turkey – this has nearly doubled pupils with EAFL. We had 25 new starters in the last term, some from abroad.</p> <p>Q: Will the pupil survey be done with all year groups? A: Not with nursery/reception, although we hope to roll it out in future. It will be discussion-based. The results will reviewed at PC&P committee.</p> <p>Governors noted that behaviour is good, especially in the playground and commended this as positive.</p> <p>Q: What are the plans for the Headteacher to transition to a 4 day week? What will be delegated? How can we avoid the Ht doing 5 days' work in 4, when she should be reducing her hours.</p>	<p>Inform</p> <p>Support</p> <p>AA F&P</p> <p>Support</p>



	<p>A: We have an experienced SLT and delegation is to be reviewed. The long stop date is to enable the transition, time for the new Deputy Head to settle in. The Ht has been in post for 17 years and has a virtually non-existent work/life balance, so is aware of the need not to carry the same workload on reduced hours.</p>	
9	<p>Head teacher's presentation on School Vision and Values:</p> <ul style="list-style-type: none"> • What and why • How we embed this across the school • How governors can see it in action • How it aligns with the curriculum <p>The presentation is in the governors' secure area of the website. The vision and motto were written by staff in 2011.</p> <p>Q to governors: what does it mean for governors? A: governors should see the evidence when they are in school and see evidence of it furthering the children. It would be a red flag if governors thought it was missing. Q: are pupils encouraged or rewarded for living/demonstrating the values, e.g. the values tree? A: the values are reflected in assemblies.</p> <p>Q: are pupil & parent surveys tailored to the vision & values? A: no, but they will be in future.</p> <p>Q: can governors have a list of dates when they could join in events? A: that will be provided.</p>	<p>Inform</p> <p>Head / Clerk</p> <p>Support</p>
10	<p>School Development Plan</p> <p>SDP and governors' monitoring schedule approved – finances to be added. SEF and governors' monitoring schedule approved Visit policy and new procedures for monitoring visits approved – the new form is to be used SIP report – noted that all governors have received this. Next SIP visit due 29/11/21, AA to attend.</p> <p>Governors noted it is important for them to monitor and use the SDP. Agreed YLC to take the challenge and opportunity lead within the SEF for teaching and learning.</p> <p>Governors reinforced that they must not create extra work for staff and must fit visits in to ensure support. Each lead governor to introduce themselves during the first week of term. Visits can be observations, attending assembly, going on a walk, etc; governors must prepare so staff don't have to repeat information; visits must be focused and linked to the SDP. Governors agreed they must be in school to be effective.</p> <p>Q: do we need a maths link governor? A: maths mastery is now embedded so there is no link governor.</p>	<p>Approved Approved Approved</p> <p>AA</p> <p>Support</p>
11	<p>STRATEGY AND SELF-EVALUATION</p> <p>A verbal update was given from the governance committee Chair and noted. The strategic 5-year plan is to be streamlined to focus on strategic objectives to support the school. It will be made more digestible and the document will be</p>	<p>Support</p>



	<p>used to evaluate governors' performance and be wholly owned and used by governors.</p> <p>Q: What is the relationship with the SDP and is another document helpful? A: It has to have the challenge perspective – OFSTED will look for this.</p> <p>Q: Can we just use the SDP? A: It will evaluate monitoring visits and tie in with the SDP. It will be linked to current activities and focus on improving performance and supporting CPD, showing how governors add value and support the school in a simple and useful format.</p> <ul style="list-style-type: none"> • AB is to join the Governance Committee. • Governors were very enthusiastic about the Governance Committee. • Clerk to post governors' attendance and training records on the web site. • RAG and skills audit is delegated to the Governance Committee 	<p>AB Clerk</p>
12	<p>SAFEGUARDING</p> <p>a) All Governors have confirmed they have read and understood Part 2 of the KCSIE 2021</p> <p>b) Governors signed the Acceptable Usage Policy</p> <p>Safeguarding has been firmly embedded in the school with a team of 4 staff focusing on it; one has been a volunteer for ChildLine. There was one referral at the start of term for support. More training will take place in November; all staff have had a level 1 refresher. Young carers to be identified. OFSTED requires that designated leads must have supervision in place and a proposal is being put together. School has applied for a £1,500 grant for training for an SLT member to be the senior mental health lead.</p> <p>Contextual safeguarding in the local area – KS2 children gathering in local parks and open to alcohol/drugs; also going out during the night. Discussion on liberal parents/boundaries and affluent neglect, means children have access to things they shouldn't.</p>	
13	<p>POLICIES</p> <p>There was lengthy discussion on how revised policies are presented to governors:</p> <p>Points raised</p> <ul style="list-style-type: none"> • How changes might be tracked or highlighted • How governors who have not participated in writing a policy can approve it • How delegation to link governor or committees relates to quorum of FGB • FGB is the opportunity to challenge documents that have been delegated and recommendations made to committees/FGB <p>Responses</p> <ul style="list-style-type: none"> • Changes are highlighted to link governor • It is governors' responsibility to ensure policies work for the school, not to write policies • There are over 100 policies and this is a heavy workload for staff – they can't be presented to committees and FGB 	<p>Accountability Accountability</p>



	<ul style="list-style-type: none"> The Headteacher ensures policy wording is in line with any relevant statutory requirements Some policies are guided by (or written by) DfE or AfC Governors need to have trust in staff, link governors and committees <p>The Clerk advised that there are guidelines on which policies can be delegated to committees and to staff. Committee approval of policies can be ratified by FGB.</p> <p>a. Behaviour and Discipline Policy – M C-S was to have reviewed to commend to FGB. AA will chase this.</p> <p>b. Safeguarding and Child Protection Policy – questions have been addressed outside the meeting; approved.</p> <p>c. Anti-bullying and Online Safety Policy approved.</p> <p>d. Disclosure and Debarring Policy – queries on what supervision of volunteers and barred list checks means in practice are to be dealt with via email with FGB.</p> <p>e. SEND policy approved.</p>	<p>AA</p> <p>Approved</p> <p>Approved</p> <p>AA</p> <p>Approved</p>
14	<p>TERMLY INFORMATION</p> <p>The Chair had no Local Authority information to report; there are two meetings coming up which will be reported to the next FGB.</p>	
15	<p>Governor training and development</p> <p>Governors were reminded:</p> <p>a) to report any training undertaken, identifying 3 things learned from the training, how it links to the SDP and how they will use it to improve their practice</p> <p>b) governors are required to attend a minimum of 1 training session per academic year</p>	
CLOSING ITEMS		
16	<p>ANY OTHER BUSINESS</p> <p>Governors are to email the Clerk with details of any training they undertake that is not provided by AfC.</p>	All
17	<p>SELF EVALUATION</p> <p>Governors agreed they had achieved the following at this meeting:</p> <ul style="list-style-type: none"> Focused on streamlining the visits process Highlighting the values of the school Elected the governing body 	
13.	<p>DATE OF NEXT MEETING: Wednesday 15 December 2021 – 6:30pm</p>	

Meeting ended at 21:01 pm

Signature: _____ Date: _____

See next page for Actions and Agenda items arising



Agenda Items Arising:

Item	Action	By Whom	By When
	None carried forward from the previous school year		

Actions Items Arising:

Item	Action	By Whom	By When	When complete
4	Governance Committee to start recruitment process for new governors LG & MC-S to advise if they wish to stand for a 2 nd term of office	Governance Committee LG & M C-S	Summer 1 ASAP	
8	AA to check the process to be followed for Ht reduction in hours with AfC F&P committee to review the budget to see if there will be any implications	AA F&P	ASAP Spring 1	
9	Ht presentation to be uploaded to web site	Clerk	ASAP	
10	Chair to attend next SIP meeting	AA	29/11/21	
11	AB is to join the Governance Committee Clerk to send governors' attendance and training records to CG for Governance Committee	AB Clerk	At next GC meeting ASAP	
13	Behaviour and Discipline Policy – AA to check if M C-S has reviewed AA to coordinate queries on what supervision of volunteers and barred list checks means in practice	AA AA	ASAP ASAP	
16	All governors to send non-AfC training records to Clerk	All governors	As and when training takes place	