



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

Minutes of Full Governing Body meeting held on
Wednesday 15 December 2021 at 6.30 pm
Via Google Meet

Constitution, Membership and Attendance –

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Head teacher
Anthony Bendelow (AB)	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) joined at 18:59	
		Reegan Prinsloo (RP)	
		Michael Safo-Crampton (MS-C)	
		Yervand Sarkisyan (YS)	
		Alan Watkinson (AW)	

(Bold=absent)

Also attended: Lynda Hance (Clerk)

Item	Discussion	Action	
1.	APOLOGIES Apologies from R Prinsloo and M Safo-Crampton. M McKiernan advised he would join a little late.		
2.	DECLARATIONS OF INTEREST There were no declarations of interest with respect to items on this agenda.		
3.	MEMBERSHIP & CONSTITUTION a. Noted that 4 Governors' terms of office are due to end in the next 12 months. Governance committee to begin recruitment and use a skills audit. <ul style="list-style-type: none"> • Yeing-Lang Chong – July 2022 • Levent Gurdenli, co-opted– May 2022 – time commitments elsewhere are a pressure and will leave at end of term of office • Alan Watkinson – July 2022 – agreed to stand for another term and then review • Michael Safo-Crampton, co-opted – has stepped down from board with immediate effect due to personal reasons. 		



	<p>The Board appreciates all he's done and his contribution will be missed.</p> <p>b. Governance committee is working on recruitment, but all governors are asked to put the message out on social media. CG will circulate skills audit for all governors to refer to in terms of what we need.</p> <p>c. It has come to our attention that some schools have larger boards– if we have more, recruitment is less pressure, we can benefit from a greater skills pool and have more involvement in visits. Ht to consider numbers and liaise with Chair and Vice Chair.</p>	<p>CG</p> <p>Ht</p>	
<p>4.</p>	<p>MINUTES AND MATTERS ARISING Governors approved the minutes of the last meeting held on 13 October 2021.</p> <ul style="list-style-type: none"> • Actions all complete • Clerk to update attendance & training record, send to CG & add to website 		<p>Approve</p>
<p>STRATEGIC ITEMS</p>			
<p>5.</p>	<p>Headteacher's written report – whole report is on the governors' secure area of the website; headlines are:</p> <p>a. Attendance 94-98% noted as very good; includes authorised covid absence; is equal in terms of gender; just below 90% for children with medical needs; no difference in ethnicity. Ht is planning which parents to speak to at beginning of next term; letters are sent out regularly to parents where there are issues.</p> <p>b. Nursery There are some vacancies in the afternoon. 10 tours have been done for 154 prospective parents of nursery and reception</p> <p>c. Covid-19 latest guidance, The latest risk assessment in place; there is new guidance requiring daily testing for people in contact with covid – this impacts whole classes; letters have been sent out to parents</p> <p>d. Behaviour – M S-C's report details findings; some parents have been spoken to; there are far fewer incidents in KS2.</p> <p>e. We have had 31 new starters across the school.</p> <p><i>Q: were they age-appropriate incidents? A: Incidents have been examined this to see if the child understood what they were doing or not. School is implementing a rigorous response to help children learn it's not appropriate and is hurtful. Some has been 'banter' and we are ensuring that children know that's not ok.</i></p>		<p>Challenge</p>



	<p>f. It can be hard for new governors to get their head round all the documents. AB is putting an induction handbook together</p> <p>g. The audited OPSF accounts were received and approved</p> <ul style="list-style-type: none"> • Everything is accounted for • Statement p3 shows donations: £24k transferred to school in October • Expenses are just giving and banking fees • The audit was straightforward • Proposed we audit each year & report to autumn 1 FGB • CG: Need to check treasurer has access to bank a/c and follow up with SBM on regular transfers <p><i>Q: should we make more effort to promote? Capital campaign? Building priority? Could create a specific page on Just Giving & set goals.</i> <i>A: Ht to discuss with SBM.</i></p> <p><i>Q: What is the accountability of the Board for this fund?</i> <i>A: Nothing technicality as it sits as a charity outside the school, but auditor advised that funds must be monitored in the correct way. F&P has oversight as it's a line in the budget</i></p> <p><i>Q: Does the school need to feed back on what we do with the donations?</i> <i>A: The fund is set up for general educational benefit, so we don't need to itemise spend.</i></p>	<p>AB</p> <p>CG</p> <p>Ht</p>	<p>Approved</p> <p>Accountability</p> <p>Inform</p>
<p>7.</p>	<p>SAFEGUARDING Headteacher's Safeguarding Report to Governors:</p> <p>Everyone has completed Level 1 Safeguarding training so we are compliant. The Headteacher and the SBM have completed the Safer Recruitment Panel and therefore is always someone trained as part of the recruitment panel in line with policy</p> <p>Harmful sexual behaviour – OFSTED has published a report: HT has completed training through the National College and is certificated in it. Governors need to understand context and numbers. The Headteacher gave an overview on why this is such an important area of safeguarding within all schools. One of the figures she gave was that there have been 435 incidents between children in national police figures.</p> <p>4/1/22 inset day – will included Prevent training, FGM training, Online training for support staff. Governors encouraged to join. HT will circulate details.</p> <p>Safeguarding evening session to be organised in spring term for all governors. Important that governors attend as OFSTED looks at</p>		<p>Inform</p> <p>Inform</p>



	<p>how governors monitor safeguarding and how they recognise what they see is right. Safeguarding is such a key area of school that it is vital Governors are key on its breadth and depth.</p> <p>Online safety – we are working towards achieving an online safety mark. The process has highlighted changes we need to make. A parent has volunteered to be part of the Online Safety Group who is a Senior Cyber expert for government. This will mean the Online Safety group has representatives of all stakeholders.</p> <p>Safer culture actions – a briefing will take place for SLT which will then go out to staff, covering recognition, action, outcomes.</p> <p><i>Q: does Ht feel she has the skills to do all this?</i> <i>A: Ht has requested a training session targeted on primary pupils.</i></p> <p><i>Q: Is naming schools on the everyonesinvited website fair or dangerous? Could allegations be the result of a grudge?</i> <i>A: Started by a girl who posted her experience and more examples added. Felt allegations were dismissed as 1 on 1. Police say we should think it's happening in school, rather than assume it's not happening. Lots of things have happened but not been escalated/dealt with – balance is difficult; there are some schools where it's extremely prevalent; some student walk outs as not been dealt with.</i></p> <p><i>Q: The Chairs network discussed how to communicate to parents about this. What will we do? How do we set the right tone?</i> <i>A: making sure behaviour isn't normalised. Communicate cultural aspects to parents and that jokes/dares are not ok. Start with NSPCC pants campaign and consent. Need to particularly identify age inappropriate behaviour. There is a lot of work to do on this. Primary schools need to prep children as they grow up so they have respect for others.</i></p> <p><i>Q: are we audited re safeguarding?</i> <i>A: S11 annual audit is sent to Local Authority – C & VC looked at it yesterday. Ht will email it out. In Spring 2 or Summer 1 we want to get an external consultant in to review our processes.</i></p> <p><i>Q: some things in report show as not yet complete – can we have an update?</i> <i>A:</i></p> <ul style="list-style-type: none"> • <i>Job Descriptions complete</i> • <i>Prevent & FGM training arranged</i> • <i>Collating equalities info for each child: using online system to record and report to DSL, training in spring 1 organised</i> • <i>Multi agency arrangements to be shared with governors</i> • <i>Un-announced monitoring done by Ht</i> • <i>2 staff yet to confirm they've read the safeguarding policy</i> • <i>Care leavers & attachment issues under review</i> • <i>Transgender policy to be rewritten</i> 		<p>Support</p> <p>Accountability</p> <p>Accountability</p> <p>Accountability</p>
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	<ul style="list-style-type: none"> • <i>Other policies reviewed on rolling programme</i> • <i>1st aid boxes being checked</i> <p>Ht asked govs for feedback on the report Governors felt it was useful, especially the summary at the end; feel school is fulfilling all obligations; governor safeguarding visit was done yesterday & included asking children if they felt safe and if they have a trusted adult they could talk to. All governors urged to do this so we can be sure we are on top of this.</p> <p>All governors confirmed they have read and understood Part 2 of the KCSIE 2021</p>		Support
8.	<p>COMMITTEES Committees and panels (statutory) - minutes summarised by Chairs</p>		
8a	<p>PC&C</p> <ul style="list-style-type: none"> • Teachers' informal wellbeing survey; Ht considering suggestions, but as we've done so much already, there is little scope for further movement; some suggestions were unrealistic; staff survey to be done later in the school year. Low turnover of teaching staff is a good indication of satisfaction. • Staff attendance – challenges currently • Children survey – lovely comments & very positive • Parent exits - only 1, no issues 		
8b	<p>F&P Premises</p> <ul style="list-style-type: none"> • Main areas – decking replacement in playground = urgent • Low on capital budget • Reception garden – expecting to be asked for a 10% contribution and cost looking like £100k – hoping to negotiate with council. Hope work will start March 2022. • Covid – we took proportionate response, e.g. only 1 parent to nativity • Cleaning contract: issues getting staff & we aren't getting the 9 hours per day that's in the contract and are being asked for more £s. hoping to negotiate as another contractor might have the same issues. • Strategic lettings review in progress. <p>Finance</p> <ul style="list-style-type: none"> • Audit is complete – full report has been circulated. Overall picture is very good, with substantial assurance across all areas. Some areas identified for improvements, but not urgent and are mainly process/checks to further enhance what we're already doing. Will review with mini audit later in 2022. 		



8c	<ul style="list-style-type: none"> Budget – overall still balanced, but significant pressure point with staffing costs & supply cover and we will have to look at for future budget setting. <p><i>Q: workforce budget – some covid funding available? Insurance for us to draw on for supply teachers?</i></p> <p><i>A: we buy into the sickness absence scheme, which is now capping the limit on claims and restricting what they will pay out for. We have submitted a fairly large claim for Nov and Dec, but it doesn't cover the whole cost.</i></p> <p><i>Q: how does our audit compare with other schools?</i></p> <p><i>A: not known; nothing severely material in results; was a good audit with only minor points.</i></p> <p>Governors acknowledged the work that went into ensuring good audit result.</p> <p><i>Q: who has to fund H&S building works?</i></p> <p><i>A: us if it's not part of our capital bid</i></p> <p><i>Q: cleaning contract problems – could our catering contract be similarly affected?</i></p> <p><i>A: less likely as it's a borough wide large contract. We have a copy of their contingency plan, so feel fairly reassured.</i></p> <p><i>Q: cleaning contract - how long?</i></p> <p><i>A: term irrelevant as we/they can give 3 months' notice at any point We've used the company since march 2020.</i></p> <p><i>Q: should we consider employing our own cleaners?</i></p> <p><i>A: a contract gives us cover if people are off</i></p> <p>Q&S</p> <ul style="list-style-type: none"> Mammoth effort to pull together autumn data. Governors satisfied with robust target production/stretching & built into teachers' appraisals. Recommend targets to FGB. Performance of children – catching up; some issues due to covid. Returned to expecting 6 steps of progress – some groups making particularly good progress. No serious concerns. Impact of interventions – not all happened as planned due to teacher absences. SIP visits - 2 x in autumn have addressed all SIP summer recommendations Interventions for KS2 – fresh start programme being rolled out in January. As reported in the Diminishing the Difference link governor report, all SEN statutory arrangements are in place and the visit reported that CPD focus this term has been on the curriculum 		<p>Inform</p> <p>Inform</p> <p>Support</p>



	<ul style="list-style-type: none"> • SEN report updated and published on web site. • SEN policy – looked at admissions to assess if we are the appropriate fit for the child. LA has audited her SEND policy and offer. Ht and SENCo are to look at it to see what actions are needed. Should be amended and on website urgently. <p><i>Q: SEND workload / staffing?</i> <i>A: As the school has a rising number of pupils coming through with additional needs, it may be that we need to increase the SENCO hours or seek an additional SENCO to work on a Monday or Friday. This would have to be guided by finance.</i></p> <p>All minutes noted by FGB</p>		Noted
9	<p>Policies The following policies were approved: Supporting pupils with medical conditions Safer recruitment Disclosure and debarring checks Anti-bullying and harassment (staff) Anti-bullying (pupils) Data retention</p> <p>Behaviours and discipline has been recommended by the link governor, but part is missing at 11, page 7 – Ht to recirculate <i>Q: the principles part is supposed to be consulted with parents</i> <i>A: Ht to write to parents in January 2022</i></p>	Ht	Approved Accountability
10	<p>Link governor reports</p> <ul style="list-style-type: none"> • Completed ones were considered: • Leadership and Management (CG) • Broad and Balanced Curriculum (HL) • SEND (MMcK) <p>The chair thanked governors for doing the visits.</p>		
11	<p>Governor training and development Governors shared information on training they had attended:</p> <ul style="list-style-type: none"> • Chair confirmed really good training for chairs / chairs network – centered around OFSTED; details have been circulated. Discussion on if we should we write to parents to pre-empt as some other schools have new, lower, gradings – other schools have written. Chair to try to get examples of letters. CG will forward a copy of the letter she received. • Vice Chair – LA training focused on budgets, not hugely helpful; SEN safety valve – overspending, huge emphasis on schools providing data to get money from government • AB – has been on 3 courses; will forward details to Clerk 	CG AB	
12	<p>Chair's report No emergency actions</p>		



13	Clerk's briefing AfC newsletters are on secure area of website Clerks' briefing slides will be uploaded onto website		
CLOSING ITEMS			
11.	ANY OTHER BUSINESS Chair will bring in a card from governors to staff showing appreciation that the school has done really well as evidenced in various audit results and in appreciation of all their hard work and commitment through another difficult term. That we don't have problems raised here is a testament to staff. We should consider an opportune moment to put something on for staff when we can.		
12.	SELF EVALUATION Governors agreed they had achieved the following at this meeting: <ul style="list-style-type: none"> • Achieved a lot, considering the audit and pressures that the school is under. • The school is doing all it should be. • Visits achieved • Governance committee and succession planning. • Children: that they are enthusiastic, keen, having fun, being flexible – shows they are engaged. Governors again thanked staff.		
13.	DATE OF NEXT MEETING: Wednesday 9 February 2022		

Meeting ended at 8.54 pm

Signature: _____ Date: _____

See next page for Actions and Agenda items arising



Agenda Items Arising:

Item	Action	By Whom	By When

Actions Items Arising:

Item	Action	By Whom	By When	When complete
3b & 6b	CG will do a skills audit and circulate it for all governors to use to assist with recruitment message	CG	ASAP	
3c	Ht to consider potential size of FGB and liaise with Chair and Vice Chair	Ht / AA / CG	ASAP	
4	Clerk to update attendance & training record, send to CG & add to website	Clerk	ASAP	
6b	CG & AB to discuss methods of recruiting to the board	CG / AA	ASAP	
6e	Review the governing effectiveness document	CG/AA	By spring 1 meeting	
6f	Compilation of induction handbook	AB	ASAP	
6g	Check OPSF treasurer has access to bank a/c and follow up with SBM on regular transfers	CG	ASAP	
6g	Ht to discuss promotion of OPSF with SBM	Ht	ASAP	
7	Ht to circulate details of 4/1/22 inset day training for governors to participate	Ht	ASAP	
7	Ht to email safeguarding audit to governors	Ht	ASAP	
7	Safeguarding evening session to be organised in spring term for all governors	Ht	Spring	
8c	SEN policy to be amended and uploaded to website urgently	Ht	ASAP	
9	Behaviours and discipline policy to be amended and recirculated	Ht	ASAP	



11	CG will forward a copy of the inspection letter to parents she received.	CG	ASAP	
11	AB to forward training attended details to Clerk	AB	ASAP	