

Orleans Primary School
Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 09 February 2022 at 6.30pm at the school**

Constitution, Membership and Attendance – (Bold=absent)

LA - 1	PARENTS - 1	CO-OPTED – 7	STAFF – 1 + Headteacher
Tony Bendelow - TB	Caroline Green - CG	Alex Axiom - AA	Jane Evans (Headteacher) - JE
		Mark McKiernan - MM	Lauren Drake – (School Business Manager) - LD
		Yeing-Lang Chong – Y-LC	
		Yervand Sarkisyan – YS	
		Alan Watkinson – AW	
		Levent Gurdenli - LG	
		Reegan Prinsloo (Year 2 teacher) – RP	

Apologies:

Tony Bendelow, Levent Gurdenli,

Absent without apologies:

None

Also attended:Sarah Parsons – Deputy Headteacher
Caroline Perry – Supply Clerk

	ACTIONS
1. Apologies: Apologies for absence as shown above were accepted.	
2. Declaration of Interests: None declared.	
3. Membership and Constitution AA noted that terms of office for four Governors were due to end shortly. LD was also leaving at the end of March/beginning of April. A Parent Governor election was underway; it was hoped that the vacancy would be filled by the end of February. MS-C had stepped down in December. LG's term was due to end shortly and Y-LC's term was due to expire in July; AW had agreed to stay on. CG gave an update on recent interviews for co-opted governors. Three candidates were shortlisted following interviews. Governors discussed the profiles of each candidate and voted to invite them to join the board when vacancies arose. CG agreed to liaise with the candidates. It was recommended that each of the candidates attend a meeting as an observer. Governors discussed the possibility to increase the size of the board. AA had previously sought advice from AfC who did not	

	<p>recommend increasing board sizes. It was agreed to revisit the structure of the board in September once new governors were in place.</p> <p>Governors had a full discussion about an external review of governance. AA agreed to research approximate costs. Governors felt that providers should be able to give examples of action plans, references, etc. Governors agreed that in the event of an Ofsted inspection happening before the review, the school would say that an external review was pending. Governors agreed the best time for a review would be at the end of the academic year so this could inform the SDP. A review could also discuss extending the Board.</p>	AA
4.	<p>Minutes of previous meeting and matters arising: The minutes of the last meeting were agreed.</p> <p>CG referred to the Review of Governance Effectiveness document. It was felt that this was too ambitious to be effective; having 2-3 goals was more manageable.</p> <p>CG suggested taking, say, four goals from the SDP or SEF eg behaviour and wellbeing of students, thus building on existing priorities for the school. Governors could then judge themselves against a dynamic and evaluation tool. CG agreed to translate this into an Excel document and circulate to RP and TB.</p> <p>Induction Handbook TB had successfully completed this. Governors thanks TB for taking the time to complete this.</p> <p>OPSF CG had met with the Treasurer to discuss regular givers. CG suggested a meeting with OPSF members to discuss promoting the fund and encouraging regular contributions.</p> <p>Safeguarding training JE was in the process of arranging a Wednesday evening training session for governors, this to include online safeguarding.</p> <p>SEN The Head of Inclusion had audited the Policy before Christmas and was satisfied with the wording.</p>	CG
5.	<p>Headteacher's Written Report: JE reported that attendance was good. Parents who had received a letter would have face to face meetings if attendance had not improved (including Covid related).</p> <p>The school overview would be corrected.</p> <p>Behaviour and wellbeing were being monitored. The number of incidents was down. JE noted that most incidents arose in two classes in KS1 – but overall these had fallen.</p>	

	<p>The Covid-19 Risk Assessment was up to date.</p> <p>JE reported that mid-year subject meetings had taken place. Plans were clear about strengths and areas of focus. There were also plans for an audit of the website.</p> <p>Energy Kidz had extra capacity and places were being filled. The club was running well.</p> <p>Extra-curricular clubs were also running smoothly.</p> <p>Safeguarding was covered in a separate report.</p> <p>Staff wellbeing – Tight budgets and staff absence had made this a challenging half-term. Governors agreed to highlight the School Fund through the newsletter, etc.</p> <p>There had been no data breaches.</p> <p>Q: Governors asked a question about absence data in different ethnic groups. A: JE noted that this was due to medical needs in the cases of those children.</p> <p>6. Strategic Vision</p> <p>SEF JE agreed to update this after half-term and following reading triangulation and assessment week. The SEF was reviewed termly.</p> <p>Academisation It was agreed to defer discussion until publication of the Government's White Paper.</p> <p>Proposal to fine families in the case of absence It was agreed not to impose fines as this was against the ethos of the school and would have a negative impact.</p> <p>Term dates 2023-24 JE agreed to upload these to the Governors' secure area. Discussion would be deferred until the next meeting.</p> <p>7. Safeguarding Report JE had reported on a recent DSL forum. Alex Jones from the SLT was due to attend training on harmful sexual behaviour and would deliver that training to colleagues. After Easter, the school would look at the curriculum and how that supported the training.</p> <p>Supervision was an important part of support for DSLs. This was an opportunity for DSLs to talk about safeguarding experiences and was a useful wellbeing check. JE reported that there had been no matters of concern.</p> <p>Mental health and Wellbeing Policy JE had started senior mental health training. The school was due</p>	<p>AA</p> <p>JE</p>
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	<p>to draw up a health and wellbeing plan.</p> <p>Q: Governors asked who ran the training. A: There had been much research before deciding the right course for the school. The training was for the internal team around child-centered meetings. This was a good way of bringing together everyone’s views on how a child was doing.</p> <p>JE reported that there were no children on Child Protection Plans, one child on a Child in Need plan, no referrals to Lado and no referrals about staff. The Safeguarding Action plan was included as an Annex at the end of the safeguarding report and it was noted that the majority of actions have been done. Therefore they were RAG rated at amber and will be reviewed during this half term once the impact of the actions can be measured.’</p> <p>It was noted that the safeguarding action plan would be considered again later in the year.</p> <p>A conversation followed about safeguarding training. This should be completed every two years; there was a refresher course in the second year. JE and LD had completed Safer Recruitment training in September.</p> <p>Q: Governors asked about the Designated Teacher for LAC. A: This was Rebecca Johnson. The school had also looked at care leavers (children who are leaving a care situation).</p>	
8.	<p>Reports from Committees: All minutes were circulated prior to the meeting and taken as read.</p> <p>PC&C Recruitment remained a challenge. The deadline for the school business manager role had been extended until after half-term. Applications were also being invited from aspiring school business managers.</p> <p>There had been a positive home learning survey.</p> <p>LD was having useful conversations with OPPTA about their online presence.</p> <p>F&P The budget was in a healthy position. A mini audit would be carried out once new committee members were appointed. It was noted that the Reception garden was likely to be finished after half-term.</p> <p>There were issues with the cleaning contract due to staffing shortages. However, the provider had agreed to employ an extra cleaner at no extra cost to the school.</p> <p>Lettings rates had increased. There had been some negative reaction to this but none of the clubs had withdrawn.</p>	

Signed by the Chair _____

Date _____

Summary of Actions

Item number	Action	Responsible person
3	Board structure on September agenda	AA
4	Translate goals from SDP/SEF onto Excel and circulate	CG
5	Upload term dates 2023-24 to Governors' section	JE
7	Circulate British Values presentation	AA
7	Circulate proposed focus for linked governor visits	AA