

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 14 October 2015 at 7.15pm at the school****Constitution, Membership and Attendance –**

LA – 1	PARENTS - 4	CO-OPTED – 6	STAFF – 1 + Headteacher
Janie Emmerson (JE)	Matthew Engelke (Vice-Chair) - ME	Rhian James (Chair)	Jane Evans (Headteacher)
	Alex Axiom - AA	Yeing-Lang Chong – Y-LC	Loretta Lau – LL
	Rebecca Gibbs -RG	Roy Vella – RV	[Rebecca Mole – Deputy Head (Associate)]
	Sue Gil-Garcia - SGG	Reegan Prinsloo (RP)	
		Alan Watkinson (AW)	
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(Bold=absent)

Apologies: Matthew Engelke, Rebecca Mole
Absent without apologies: None
Also attended: Vicki Prince – Clerk

1.	APOLOGIES Apologies for absence had been received from Mr M. Engelke and Mrs R. Mole, who were attending the West London Multi-Academy Trust Conference as representatives for the school.	
2.	DECLARATION OF INTERESTS There were none declared. The Clerk said she has now received completed Declaration of Interest forms for 2015-16 from all Governors and the Register of Interests has been published on the school website in line with new statutory guidance. [It was agreed to elect Officers of the Governing Body and review the constitution of the Governing Body when all Governors had arrived]	
3.	MINUTES OF THE LAST MEETING AND MATTERS ARISING The minutes of the last meeting were agreed to be a true record and were signed as such. All actions arising had been completed. With respect to Item 8a, the new School Business Manager was to follow up with Thames Water regarding the leak. <i>Mrs A. Axiom (AA) and Mrs R. Gibbs (RG) arrived at 7.20 pm</i>	
4.	HEADTEACHER'S REPORT The Headteacher's Report had been circulated beforehand and she drew Governors' attention to the following: <ul style="list-style-type: none"> 13 pupils left at the end of the summer term for a variety of reasons but none to go to other local mainstream schools. Outcomes: the Summer 2015 results either met or exceeded the Summer 2014 results at Level 2+. Reading and Writing were slightly below at Level 2b+ but Level 3+ Speaking and Listening was a large percentage(18%) higher. Q: Will the SPaG tests have a positive impact on the Writing results, which were slightly lower than the others? A: It depends the way that SPaG is taught- pupils have to know how to answer the SPaG questions and they have to develop resilience. But I am	Inform

	<p>talking to the English subject leader about our approach to writing because, with pupils doing so well in reading, that should filter into their writing. <i>Mr R. Vella (RV) arrived at 7.26 pm</i></p> <ul style="list-style-type: none"> • A dip in the percentage of Early Years pupils achieving or exceeding expected progress in Literacy and Mathematics has indicated a need to focus on those areas and the Head has asked subject leaders to do an audit of English and Mathematics provision in Early Years to check how it is being taught. • At 96% attendance was 1% down on the previous year: the school had an ongoing issue with certain parents taking children out of school in term time to go on holiday and the Head would be meeting with the EWO the following day to discuss. Q: What are you doing to address this? A: There is a 'red-hot list', which we monitor every few weeks and we invite the relevant parents in for a meeting if attendance is a concern. Q&A: When asked, the Headteacher confirmed that parents were reminded often in the newsletter that they should not take children out of school in term time. • Pupil Voice was very important at Orleans and as pupils have become older there have been new opportunities for them to engage with the vision of the school through a Junior Leadership team, house captains and having Year 5 pupils show prospective parents around the school. Although a survey conducted during the summer term on the quality of school lunches had been positive, more recently some parents and children have raised concern about the portion size, choice and quality of school lunches so the Junior Leadership Team have been asked to conduct a survey amongst other pupils. Q: Are there larger number of pupils taking lunch? A: Yes and this time last year that was having an impact. But we have made the entry to school hall much smoother and calmer so the numbers are no longer the issue. Q: Now that pupils are getting older, is the quantity of food an issue? A: Yes – they complain of not getting large enough portions but also that their preferred choice of meal is not always available. The Area Manager for ISS (caterers) is meeting with the School Business Manager on Friday to talk about portion size, quality and choice and I will request feedback on that. • <u>Summer School:</u> Q&A: Governors asked for feedback on the impact of the summer school held for certain targeted children and were informed that it had been well attended, children had really enjoyed it and it had impacted positively on their reading. Rebecca Mole will have the details but there was not the slip in standards with those children that there often is over the summer. • <u>Clubs:</u> It was noted that Drama Hut, which Mrs R. Gibbs (RG) runs now has 43 children attending and was therefore the club with highest attendance. Q&A: Mr A. Watkinson (AW) said that the school should gather evidence of how well the Aspire Sports Club had run with a view to getting funding to run that club again and the Headteacher confirmed that this was in the remit of the new PE/Sports subject lead. • <u>Term Dates 2016-17:</u> The term dates for next year had been circulated. Q&A: Governors queried the way INSET days had been split up, saying it might cause childcare problems for working parents. However, the Headteacher explained that the reasons for setting INSET days had been carefully considered and, if given enough warning, parents should be able to make the necessary childcare arrangements. It was noted that Fit for Sport (FFS) was keen to be open on INSET days. Governors approved term 	<p>Challenge</p> <p>Inform</p> <p>Support & Inform</p> <p>Challenge</p> <p>Inform</p> <p>Support</p> <p>Challenge</p>
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	dates for next year.	
5.	<p>APPOINTMENTS FOR THE ACADEMIC YEAR</p> <p>Mrs R. James (hereafter called Chair) and Mr M. Engelke had been nominated as Chair and Vice Chair for 2015-16 and were unanimously elected.</p> <p>Mrs R. Mole (Deputy Head) and Mrs A. Clements (School Business Manager) were appointed as Associate Members to the Quality & Standards and Finance and Premises committees respectively for 2015-16 but were not accorded voting rights on those committees.</p> <p>The following nominated Governors were appointed:</p> <p>Mrs A. Axiom: Transition Behaviour</p> <p>Ms Y-L Chong: Quality of Teaching</p> <p>Mrs J. Emmerson: Health and Safety</p> <p>Mr M. Engelke: Literacy</p> <p>Mrs R. Gibbs: SEN/Inclusion</p> <p>Mrs S. Gil-Garcia: Science</p> <p>Mrs R. James: Child Protection</p> <p>Mr R. Vella: ICT and Mathematics Equality and Diversity</p> <p>Mr A. Watkinson: PE</p> <p>Mr A. Watkinson said he would consider being the OPPTA Link Governor but suggested that, at the next Parent Governor election, it might make sense to link it with the Parent Governor role.</p>	
6.	<p>CONSTITUTION OF THE GOVERNING BODY</p> <p>Now that the school was an all-through Primary rather than an Infant school, the Chair proposed that the Governing Body amend its constitution from a three year term of office for Governors to four in line with the practice of most schools in the Richmond borough and the advice of Governing Body Support at Achieving for Children (AfC). (It was noted that it can take a year for new Governors to learn the role.) After discussion, RV seconded this proposal and Governors voted unanimously in favour. This would apply to all future Governor appointments but existing Governors would serve out their current term of office.</p> <p>Action: Clerk to advise AfC accordingly.</p> <p>The Chair further proposed that the constitution be amended from the current 4 elected Parent Governors to the minimum number of 2 allowed under the 2012 constitution and that the number of Co-opted Governors be correspondingly increased from 6 to 8. The total number of Governors would remain at 13 and would not preclude the appointment of parents as Co-opted Governors to fill identified skills gaps. This change would give the Governing Body more flexibility to appoint Governors on the basis of their skills to ensure effective governance of the school. Governors debated the merits of the proposal, with some raising concern that it might be seen as less democratic and reducing the voice of parents on the Governing Body. However, it was noted that the role of Governors is not to be a voice for parents but to govern the school effectively. It was also noted that it was important to have a sufficient number of independent governors (i.e. who were not existing parents or staff members) to maintain objectivity, a sense of the 'bigger picture' and to sit on panels (such as Exclusions, Complaints or Pay Appeals) where it would not be appropriate to have a staff member or parent. Governors discussed whether to stipulate that a specific percentage of Co-opted Governors be parents but it was eventually agreed that this would be too restricting as it could not</p>	Clerk

	<p>be assumed that an identified skills gaps could necessarily be filled from within the parent body. After AW seconded the Chair’s proposal, Governors voted unanimously in favour of reducing the number of Parent Governors to 2 and increasing the number of Co-opted Governors to 8.</p> <p>It was noted that the term of office of two existing Parent Governors – ME and AA - would be coming to an end on, respectively, 15th April and 15th March 2016. It was agreed to appoint them to the newly created Co-opted Governor vacancies with immediate effect on a four year term.</p> <p>As a result of Mrs C. Taylor’s resignation, there was one remaining Co-opted Governor vacancy, for which the Chair was looking at external candidates.</p> <p>Action: Clerk to advise Governing Body Support at AfC of the change to the constitution so that they can amend the Instrument of Government accordingly.</p>	Clerk			
7 7a 7b 7c 7d 7e	<p>PROCEDURAL MATTERS</p> <p><u>Delegation Planner</u>: This was approved as circulated.</p> <p><u>Code of Conduct</u>: Governors agreed and signed the Code of Conduct with new additions to reflect the statutory requirement to publish Governors’ attendance records and Register of Interests.</p> <p><u>Open or Closed Meetings</u>: Governors debated the merits of open or closed meetings and agreed that meetings should be closed. However, it was noted that observers could be invited to meetings and the minutes for all meetings are openly available on the school website.</p> <p><u>Alternative Meeting Attendance</u>: After discussion, Governors decided not to allow alternative attendance at meetings (by Skype or teleconference etc.)</p> <p><u>Governors’ Visiting Policy</u>: On the basis that it was unchanged from last year, it was agreed that it could be approved by email. Action: Chair to send out for approval by email.</p>	Chair			
8.	<p>COMMITTEES AND PANELS</p> <p>The Terms of Reference for all Committees were approved as distributed with the removal of the phrase ‘or Deputy Headteacher’ from the quorum.</p> <p>Governors were appointed to committee as follows:</p> <table border="1" data-bbox="204 1512 1275 1749"> <tr> <td><u>Finance and Premises</u> Jane Evans (Head) Alex Axiom (Chair) Janie Emmerson Sue Gil Garcia Rhian James Anita Clements (Assoc.)</td> <td><u>Quality and Standards</u> Jane Evans (Head) Matthew Engelke (Chair) Rebecca Gibbs Roy Vella Alan Watkinson Rebecca Mole (Assoc.)</td> <td><u>Personnel, Children and Community</u> Jane Evans (Head) Rhian James (Chair) Alex Axiom Yeing-Lang Chong (Vacancy)</td> </tr> </table> <p>The Pay Panel and Headteacher’s Appraisal Panel were agreed to be the Personnel, Children and Community Committee.</p>	<u>Finance and Premises</u> Jane Evans (Head) Alex Axiom (Chair) Janie Emmerson Sue Gil Garcia Rhian James Anita Clements (Assoc.)	<u>Quality and Standards</u> Jane Evans (Head) Matthew Engelke (Chair) Rebecca Gibbs Roy Vella Alan Watkinson Rebecca Mole (Assoc.)	<u>Personnel, Children and Community</u> Jane Evans (Head) Rhian James (Chair) Alex Axiom Yeing-Lang Chong (Vacancy)	
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9. 9a	<p>COMMITTEE REPORTS</p> <p><u>Finance and Premises</u>: The minutes had been circulated previously. AA highlighted the fact that, following recommendations made by the recent audit, <i>all</i> Governors would receive the budget summary monitoring document in future and this had</p>				

9b	<p>accordingly been sent out with the other GB papers. She added that, with a new School Business Manager (SBM) having started in September, a lot of what had been raised had had to be referred back to the new SBM for investigation as to current status. Issues being investigated included the ongoing issue of the water leak, the outstanding claim against Parentmail, the caretaker overtime (to ensure it corresponds with when the school is open late for clubs) and the over-spend on agency staff. However, the bottom line on the budget was healthy.</p> <p>The committee had looked at the mini-audit AA had undertaken with the previous SBM and AA would do another in December. The next official audit will be done in the spring term. They had also discussed having a clear structure of payments for LSAs and TAs on school trips.</p> <p>Quality and Standards: The minutes had been circulated and Governors commented that they had liked the idea of one committee member receiving a paper copy of policies for proofreading ahead of a meeting. The Head noted that another successful innovation had been having her PA in the meeting amending the policies as required. It had also been agreed that she should re-format all policies to fit a common structure.</p> <p>Q&A: Referring to the review of Learning Ladders that had taken place, Governors asked Reegan Prinsloo what teachers feedback was on Learning Ladders. She replied that it will definitely help the assessment process and will work but, in the short term, entering the children onto the Learning Ladder in the first place will be a laborious process.</p> <p>It was noted that the SLT and Governors would be interviewing for a KS2 SENCO on Friday.</p>	Support & Inform
10.	<p>MONITORING AND EVALUATION SCHEDULE 2015-16</p> <p>This had been circulated beforehand and Governors were asked to make appointments for focus visits with the Headteacher. On completion of their visit, Governors were asked to fill out the form attached to the Visiting Policy. It was noted that, with the school's first ever Year 6, transition to secondary would be a focus for this year and AA would be meeting with the Year 6 teacher responsible for transition.</p> <p>Q: Is there anything that we should be doing that we are not with respect to transition? Are there other schools we can look at for an example?</p> <p>A: The teacher responsible for transition is a very experienced Year 6 teacher and she is formulating an action plan. The current Year 6 have had an individual meeting with Orleans Park.</p> <p>Q&A: It being noted that this teacher would be going on maternity leave in the summer term, Governors asked who would be covering her transition responsibilities. They were informed that, if a suitably experienced replacement has been recruited he/she might take it on or it might be the upper KS2 Lead. However, all the plans would be in place by then.</p> <p>It was noted that, with the changes in the curriculum, there had been a subject presentation at every GB meeting last year. However, this year the Chair proposed just having presentations on RE, PE and Music for the second meeting of the term, those being the subjects Governors had not yet had presentations on. Governors would therefore be relying on subject Link Governors to keep them updated. Governors approved the Monitoring and Evaluation Schedule.</p>	Challenge Inform
11.	<p>SCHOOL DEVELOPMENT PLAN (SDP) 2015-16</p> <p>Q&A: Referring to the Headteacher's report that the school's approach to the teaching of Writing was being audited, Governors asked whether that should be</p>	Challenge

	added to the SDP. The Headteacher confirmed that the SLT will be drilling down into what was in place for writing, where the gaps were and reporting back to Quality and Standards. Q&S Agenda Item Spring 1 Agenda Q&A: In response to a question on PE, the Head confirmed that the PE Lead's action plan reflects what is in the SDP.	Inform
	Governors approved the SDP for next year.	
12.	LA INFORMATION The representatives from Orleans who had gone to the West London Multi-Academy Trust Conference would report back to the GB. GB Autumn 2 Agenda	
13.	ANY OTHER BUSINESS The Headteacher and Governors extended a big thank you to all staff who attended the Hook Court school journey and who had done an excellent job, including Loretta Lau (LL), who organised all the children's medical needs for this and the Year 6 journey. LL expressed her appreciation of the thanks.	

There being no further business, the meeting ended at 9.25 pm.

Signature: _____

Date: _____

Actions Arising:

Item	Action	By Whom	By When
6	Advise AfC of changes to constitution	Clerk	ASAP
7e	Send out Governors' Visit Policy to Governors for approval by email	Chair/Clerk	ASAP

Agenda Items Arising:

Item	Action	By Whom	By When
11	Review action plan for teaching of Writing	Q&S	Spring 1
12	Receive report on West London Multi-Academy Trust Conference	GB	Autumn 2