

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 10th February 2016 at 7.15pm at the school****Constitution, Membership and Attendance –**

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Headteacher
Janie Emmerson (JE)	Rebecca Gibbs -RG	Rhian James (Chair)	Jane Evans (Headteacher)
	Sue Gil-Garcia - SGG	Matthew Engelke (Vice-Chair) - ME	Loretta Lau – LL
		Roy Vella – RV	[Rebecca Mole – Deputy Head (Associate)]
		Reegan Prinsloo (RP)	
		Alan Watkinson (AW)	
		Nora McGlone (NM)	
		Yeing-Lang Chong – Y-LC	
		Alex Axiom - AA	

(Bold=absent)**Apologies:**

Reegan Prinsloo

Also attended:

Vicki Prince – Clerk, Rebecca Mole (Deputy Head & Associate Member)

1.	APOLOGIES Apologies for absence had been received and were accepted from Mrs R. Prinsloo. Mrs R. Mole and Mr A. Watkinson had indicated that they would be late.	
2.	DECLARATIONS OF INTEREST There were no declarations of interest.	
3.	MEMBERSHIP AND TRAINING There have been no changes to the constitution. It was noted that the following training was either booked or had been undertaken: <ul style="list-style-type: none"> Ms Y-L Chong had done Online Safety training. Miss N. McGlone has booked onto the New Governor Induction Training. The Clerk is currently doing the NCTL Clerks' Development Programme. 	
4.	MINUTES OF THE LAST MEETING AND MATTERS ARISING The minutes of the last meeting were agreed to be a true copy and would be signed following the amendment of typing errors on the first page. Item 4, Miss McGlone confirmed that she has had her DBS clearance confirmed and would show it to the Senior Admin Assistant for her records. Item 4, Mrs R. Gibbs agreed to serve as OPPTA Link Governor. Item 9, The Chair, Vice Chair and Headteacher had met to discuss the possibility of becoming an Academy and, in light of the advice that all schools will eventually have to become Academies, the Headteacher is investigating possible partner schools in the local area. Item 11, The Chair offered Governors the option of training in either Safeguarding or RAISE Online. Governors agreed to exploring the latter option further. Action continuing: Chair to speak to School Improvement Partner, Ms J.	Chair

	<p>Chetty, about delivering bespoke training in RAISE Online for Orleans Governors.</p> <p>Item 14, The Chair informed Governors that she has started work on the Annual Statement of Governance but, following advice that the optimum time for doing this is the start of the Summer term, it was agreed that she delay until after Easter and circulate a draft to Governors at the start of the Summer term.</p> <p>Action continuing: Chair to do Annual Statement of Governance for 2015-16 in Summer term 2016.</p>	Chair
5.	<p>HEADTEACHER'S REPORT</p> <p>The Headteacher's Report had been circulated to Governors in advance of the meeting and she highlighted the following:</p> <ul style="list-style-type: none"> • The comparison of the baseline assessment with other schools was not yet available but she would be able to present this to the Quality and Standard committee in the summer term. Q&S Summer 1 Agenda • The school overview table was noted to be a way of monitoring how many children there were within in each year group with Special Educational Needs (SEN) and English as an Additional Language (EAL) to ensure that the right support is put into each year group. • There are several new children starting after half-term and the Senior Admin. Assistant is actively seeking to ensure all vacancies throughout the school are filled in time for the next census in October so that the school can be fully funded. <p>Q&A: Governors asked about class sizes – specifically the 31 children in each of the Year 1 classes – and were informed that, although 30 is the usual class size, an additional child is allowed per class in special circumstances. In this case, one child came through Fair Access and the other has funding for one-to-one support. Teachers in those classes were working hard to ensure that this arrangement was working well.</p> <ul style="list-style-type: none"> • Staff are working hard to ensure that the new assessment descriptors worked for the school and the system is being looked at in detail by the Quality and Standards committee. • Filling in the information from previous years onto Learning Ladders has taken some time but was now complete. Initial technical issues have been resolved and any other issues have been communicated to the area manager to be addressed. Governors noted that the letter to parents explaining Learning Ladders had helped with managing their expectations. • Promoting British values within the curriculum is a big focus for this year. • With regard to attendance, it was on target last term and there have been less term-time holidays this term. Q&A: However, Governors queried the higher than average absence levels highlighted on the RAISE Online summary and were informed that this related to last year's figures and was a result of the number of families who took holidays in term time. The EWO is monitoring attendance each half-term and has identified two families to contact regarding attendance. <p><i>Mrs S. Gil-Garcia and Mrs R. Mole arrived at 7.40 pm.</i></p> <p>Q&A: Governors asked the Headteacher how the staff were coping and were informed that, with the new curriculum and assessment system, staff were very stretched and there was considerable additional pressure on the Headteacher and Deputy Headteacher now that the latter is teaching the Year 6 class. However, next year will be much easier once the new systems have bedded in and, despite the ongoing national recruitment crisis, the school has been fortunate in appointing a very good class teacher to Year 6 from September.</p> <p><i>Mr A. Watkinson arrived at 7.45 pm.</i></p>	<p>Inform</p> <p>Challenge</p> <p>Support</p>

6. 6a	<p>COMMITTEE REPORTS</p> <p><u>Quality and Standards:</u> The minutes of this meeting had been circulated beforehand. Mr M. Engelke highlighted the fact that the committee would be looking at Year 6 interim results and the rest of the interim results in more detail at the next meeting. The Committee will also be looking at Learning Ladders in more depth and familiarising themselves with the terminology – the committee had talked, at the meeting, about refining the terminology at the higher and lower end so that it more accurately reflects the detail of where pupils are. The Committee had received updates on Writing and Mathematics from the subject leaders and it had been agreed that he investigate with the Institute of Education the possibility of a postgraduate student specialising in pedagogy or gender studies being assigned to the school to research possible reasons for the inverse gender gap between boys and girls in Mathematics, which staff have so far been unable to explain. The Committee had also done a trial of the online Parent Survey, which Mrs Mole will be actioning this term and it was hoped that the online platform will allow the school to ask a few more questions and to use the data more effectively.</p>	
6b	<p><u>Finance and Premises:</u> The minutes of the last meeting had been circulated beforehand and Mrs A. Axiom highlighted the following:</p> <ul style="list-style-type: none"> • The Committee had looked at the Financial Monitoring Report to December 2015 and had been informed that the overspend of £93K was largely due to money being spent up-front and the eventual year-end deficit was expected to be offset by the £47K of income expected from OPPTA. Ultimately Mr Llewelyn of Exceled anticipated a balanced budget at year end. • The Committee had received an update on the outstanding debt for lunch payments and were pleased to note that £10K of that has now been repaid by parents. [The Headteacher advised that 10 letters have now gone out to parents with substantial outstanding debts, advising them that the matter has been referred to Legal.] It was noted that the school is now much more rigorous about collection of lunch money and the School Business Manager is looking at other approaches to ensure that no more debt accrues in future. <p><i>Mr Engelke left the meeting at 8 pm.</i></p> <ul style="list-style-type: none"> • Governors were advised that the School Business Manager, following investigation with Thames Water, is satisfied that the leak did occur within the school's boundary and has therefore paid the outstanding debt. • The Committee had also reviewed the SFVS, financial benchmarking reports and SLAs. With regard to renewing the subscription with the Key to School Governors, Mrs Axiom asked Governors whether they used it and would like the subscription renewed. After discussion, it was agreed that it should be renewed and Governors were encouraged to use it. <p>Action: Clerk to send out details for signing up to the Key</p>	Clerk
6c	<p><u>Personnel, Children and Community:</u> The minutes had been circulated beforehand and the Chair highlighted that, after discussion, the Committee had agreed to renewing DBS checks for Governors every 5 years and for staff every 3. She confirmed that she has done a spot-check of the DBS register and the Senior Admin Assistant will monitor and send reminders to Governors when DBS checks fall due for renewal. It was noted that the school does not pay for DBS checks for volunteers.</p> <p>Following a complaint from a neighbour about the playground floodlights, the</p>	

	<p>Headteacher has asked Environmental Health to come in and assess the situation. It was noted that re-angling the lights would compromise children's safety and would cost the school about £500.</p> <p>Two staff exit interviews had been conducted, one of which was very positive and the other more mixed. However, Governors had concluded that there were no issues to address.</p>	
7.	<p>SFVS The Finance and Premises Committee had reviewed the SFVS and agreed certain alterations to the text against Questions 8, 9 and 25. Governors approved the SFVS for signature by the Chair and submission to the Local Authority.</p>	
8.	<p>POLICIES The Governors' Allowance Policy had been circulated beforehand and was approved by Governors.</p>	
9.	<p>GOVERNOR VISITS Action: Mrs Y-L Chong to arrange a date for a teaching focus visit with the Headteacher.</p> <p>Mrs A. Axiom fed back to Governors verbally from the focus visit she had done on transition to secondary school, noting that she had been impressed by the number of transition activities being planned and had been reassured to note that the focus of preparation would be on getting children secondary-ready rather than preparing them for transitioning to any particular school. The bulk of transition preparation would take place after the SATS in May.</p> <p>Q: What is the level of skills analysis in terms of their levels of confidence? A: We will be working on that after SATS and will also focus on those children who may be the only one going on to a particular school.</p> <p>Q: As a transitioning school, our Year 6 children are in the unique position of never having had older children above them. How will you help them prepare for being the youngest in a school? A: We have been sowing those seeds in Assemblies throughout the year and the final PSHE classes will focus on that.</p> <p>Action: Mrs Axiom to do written report of her visit.</p> <p>Mrs Axiom advised Governors that she had also done a mini-audit of the action plan arising out of the last main audit.</p> <p>Mrs Gibbs had met with the new SENCO and had been very impressed by her. Action: Mrs Gibbs to write a report of her visit.</p>	<p>YLC</p> <p>Inform</p> <p>Challenge</p> <p>AA</p> <p>RG</p>
10.	<p>LA INFORMATION</p> <p>The Clerk advised that Governors should also sign to confirm they have read the Keeping Children Safe in Education document. Action: Clerk to circulate KSIE document and bring signature sheets to next GB meeting for both Code of Conduct and KSIE.</p>	Clerk
11.	<p>DATE OF NEXT MEETING</p> <p>The next meeting is scheduled for Wednesday 23rd March but, as this is the day before the school breaks for Easter, Governors discussed the possibility of moving the meeting date but it was noted that the primary purpose of this meeting would be to approve the draft budget so it depends when that will be ready for</p>	

	<p>presentation to Governors. If the date stays the same, the following Governors sent their apologies: Mrs Y-L Chong, Mrs J. Emmerson and Mrs R. Gibbs. Action: Mrs Axiom to check whether date of Finance and Premises meeting is too early for the draft budget to be ready. Chair to advise whether it will be necessary to move dates of both GB and Finance and Premises meetings.</p>	<p>AA Chair</p>
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The meeting finished at 9.05 pm

Signature: _____

Date: _____

Actions Arising:

Item	Action	By Whom	By When
4	<ul style="list-style-type: none"> Speak to Janelle Chetty about bespoke RAISE Online training for Governors Do annual Statement of Governance 	Rhian James	ASAP
		Rhian James	May 2016
9	<ul style="list-style-type: none"> Arrange date of focus visit with Head Write up report of transition visit Write up report of meeting with SENCO 	Y-L. Chong	ASAP
		Alex Axiom	ASAP
		Rebecca Gibbs	ASAP
10.	<ul style="list-style-type: none"> Circulate Keeping Children Safe in Education Bring signature sheets to next GB meeting 	Clerk	ASAP
		Clerk	23 March 2016
11	<ul style="list-style-type: none"> Confirm whether to move F&P meeting Confirm whether to move GB meeting 	Alex Axiom	ASAP
		Chair	ASAP

Agenda Items Arising:

Item	Action	By Whom	By When
5	Comparison of baseline assessment to other schools	Headteacher	Q&S Summer 1