

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 25th May 2016 at 7.15pm at the school****Constitution, Membership and Attendance –**

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Head teacher
Janie Emmerson (JE)	Rebecca Gibbs -RG	Rhian James (Chair)	Jane Evans (Head teacher)
	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:**

Janie Emmerson

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

1.	APOLOGIES Apologies for absence had been received and were accepted from Mrs J. Emmerson, who is now on maternity leave.	
2.	DECLARATIONS OF INTEREST There were no declarations of interest.	
3.	MEMBERSHIP AND TRAINING There are no vacancies. However, the Chair advised that she would be standing down as Chair at the end of the Autumn term so Governors were invited to consider whether they would wish to stand for election as Chair. Mrs R. Gibbs (RG) reported that she is booked to attend SEND for Governors training and Ms Y-L Chong (YLC) reported that she had attended PREVENT training on 5 th May.	
4.	MINUTES OF THE LAST MEETING The minutes of the last meeting were approved with one amendment and were signed.	
5.	MATTERS ARISING Item 5, The Chair has written the Annual Governance statement and just needs to add the list of training undertaken by Governors. She will circulate to Governors for information once it's complete. Action continuing. Item 5, Mrs A. Axiom (AA) has written up the Transition Visit report and will circulate. Action: AA to circulate Transition Report. Action continuing Item 5, RG had written up and circulated her SEND Visit report. Action complete. Item 7a, Changes to funding formula had been discussed at F&P. Action complete.	Chair AA

	<p>Item 7a, Income generation is the Head teacher's responsibility and she has delegated to the School Business Manager. Action complete.</p> <p>Item 7a, Consideration of alternative lunchtime activity providers was in hand. Action continuing.</p>	
<p>6. 6a</p> <p>6b</p>	<p>HEAD TEACHER'S REPORT</p> <p>The Head teacher's had circulated her report previously and highlighted the following:</p> <ul style="list-style-type: none"> The school was almost full but after half term may have one space in Year 6. A lot of CPD had taken place this term, mainly to do with SATS and some staff who had attended training have shared that knowledge with other staff e.g. the Mathematics coordinator has cascaded her Mathematics Mastery training back to other staff and Mrs R. Johnson had introduced in school a lot of information garnered from the Science Conference she had attended and has run an event for 25 other schools. All staff, including SMSAs had attended SRE training on an INSET day. <u>Attendance</u>: the Red Hot list for children whose attendance has fallen below 90% has been quite successful in reducing repeat offending. Overall attendance for the Spring Term went down to 94.45% from 97% in the Autumn – most of this was due to holidays taken in term-time. <ul style="list-style-type: none"> Q: How many people are on the Red Hot List? A: About 10 families but some of that is for lateness. Q: Would you expect attendance to fall further because of early summer holidays? A: It depends on the impact of the man who won the high court case against the LA for taking his child on a term-time holiday. Q: Wasn't there a sickness bug in the Spring term? A: Yes. All local schools' attendance will have been down last term because of the sickness bug. However, our EWO will filter out the cases of actual illness and look for patterns of absence. Q: Can you confirm that we should be maintaining attendance levels of 95% and above. A: Yes, and the Spring term figures were unusually low for us. It will depend on how Ofsted views it but the fact that the illness bug was sufficiently widespread for us to report it to Public Health will count in our favour as a mitigating circumstance. <p><u>Learning Ladders</u>: Mrs R. Mole (RM) tabled a sheet outlining children's progress by year group for the Autumn and Spring terms. She said that, although it hasn't been a seamless transition to Learning Ladders, the system made it much easier for staff to review children's data and shows clearly which children are making progress and where. The data showed that progress in Maths was not yet as high as in Reading and Writing. She has spoken to the Maths Coordinator about this and has established that teachers are being so thorough in embedding some areas in Maths that there are whole areas that they have not yet done. She expected the figures to be much improved by the end of the academic year and it will be better next year because a) the new curriculum will be more embedded so there will be less gaps to fill and b) teachers will be more secure in their assessments.</p> <p>Q&A: Governors asked about the poor overall progress in all subjects but particularly Mathematics in Year 3 and were advised that the Senior Leadership Team (SLT) are moderating this year group because they suspect that teachers are perhaps being over-cautious in their assessments. SLT will have a look at their evidence to ensure there is consistency across the school. However, it was</p>	<p>Inform</p> <p>Inform</p> <p>Inform</p> <p>Inform</p> <p>Challenge</p>

6c	<p>also noted that there were more gaps to fill in Year 3 because that cohort had been working on the old curriculum in Year 2.</p> <p>Q: Do you look at the gender-split?</p> <p>A: We have an inverse gender split in Maths, with girls slightly out-performing the boys. Learning Ladders is very good in terms of pulling out the minor variations but, in general, the gap is lower across all year groups except Year 2 in writing.</p> <p>Q&A: On being told that Learning Ladders offered a lot of online resources to support parents in learning activities at home, Governors asked what arrangements were in place for families without computers at home and how many families this might be. They were informed that this involved 5-6 families and there are open afternoons for parents to use school computers.</p> <p>Q&A: Governors asked about Year 5, which appeared to be making outstanding progress in literacy but were making well below expected progress in Mathematics. They were informed that the higher up the school you go, the greater the depth of the Maths Mastery approach so teachers were spending more time getting pupils secure in earlier topics, which means they have not moved on as fast. This particular cohort needs that reinforcement. However, teachers are confident that there will be accelerated progress after half-term now that those earlier areas are embedded because the nature of the later topics means it will be possible to move more quickly through them.</p> <p>Governors requested and it was agreed that the full year's data would be reviewed either at the next Quality & Standards committee if available by then or at the next GB meeting. Q&S or FGB Summer 2 Agenda Item.</p> <p><u>Term Dates:</u> Governors approved the term dates for 2017-18, which had been circulated with the agenda.</p>	<p>Inform</p> <p>Inform</p> <p>Challenge</p> <p>Approve</p>
7. 7a 7b	<p>FINANCE</p> <p><u>Budget:</u> The final budget plan for 2016-17 had been circulated to Governors and AA outlined the changes made at Finance and Premises committee to include 3 additional SMSAs. She highlighted the fact that, without compromising the teaching, the school has been able to maintain a healthy budget in comparison to other schools and in spite of reduced funding and increased outgoings on additional National Insurance contributions. Governors approved the budget.</p> <p><u>FMR:</u> AA reported that, at year end, the school's final out-turn had been just £202 higher than the projected out-turn. There was no need to justify the carry-forward of £142,655 because it was comfortably within the 8% limit.</p>	<p>Approve</p>
8. 8a 8b	<p>COMMITTEE REPORTS</p> <p><u>Finance & Premises:</u> The committee had only met that afternoon so there were no minutes as yet. AA reported that, in addition to reviewing the final budget plan, they had discussed the new funding formula and noted that the school will be better off once the current system of capping funding at 0.5% was scrapped. The budget just approved was a conservative one and does not factor in any increases in income. Lettings had also been discussed and the possible increase of hire charges outside of the caretaker's normal hours to cover his pension on-costs. The School Business Manager is investigating and will be coming back to F&P with a cost analysis and recommendations regarding hiring charges. She is also getting quotes from alternative energy providers with the hope of saving the school up to £4K a year.</p> <p><u>Quality and Standards:</u> The minutes of this meeting were only available in draft form as the meeting had only taken place in Monday. Mr M. Engelke (ME) reported that the committee had received a report from the PE Coordinator on the development of the PE curriculum and the activities of a Sports Committee</p>	

	<p>comprising her, the Head teacher, Mr A. Watkinson (AW) and certain hand-picked parents with appropriate skills. The committee is looking at how children are being prepared for sports competitions and are working on creating a booklet that can be handed out to parents explaining the reasons and rationale behind the school's policy on sports and PE. AW said it was a good mix of parents and a very healthy initiative. He has also been unable to find examples of a similar booklet at any other schools so he suspected it was ground-breaking. ME thanked the Head, AW and the PE Coordinator for taking the lead on this.</p> <p>ME further reported that the committee had looked at progress towards the SDP and discussed the SATS, which had gone well. Year 6 is being externally moderated in writing by the borough to ensure its judgements and evidence is robust.</p> <p>The committee had looked at the Parents Survey and talked about using the online data to break it down into categories. It was agreed that the results of the survey would be brought to FGB. FGB Summer 2 Agenda Item</p> <p>The school is also having a Readiness for Ofsted inspection on 12th July and some Governors would be required to attend. In response to a question, the Head teacher confirmed that the school was likely to receive another Ofsted inspection now that it was an all-through Primary and have a Year 6.</p>	
9.	<p>POLICY Governors approved an addition to the Admissions Policy stipulating that children offered a place at the Nursery will be expected to attend every session for the full 15 hours a week.</p>	
10.	<p>LA MAILING The Chair advised that there will need to be new log-ins for online training and that more online training was now available.</p>	
11	<p>GOVERNOR VISITS YLC reported back on two Maths lessons observations she had sat in on on Wednesday 18th May with the Maths Coordinator and Head. One had been a Nursery class conducted by an experienced teacher and the other a Year 4 lesson conducted by an NQT. Both had been very different but very good in different ways. She had also sat in on the feedback, which she thought had been very constructive and productive.</p>	
12. 12a	<p>ANY OTHER BUSINESS Action: Mr R. Vella to attend OPPTA meeting on 7th July in RG's place.</p>	RV
12b	<p>The Clerk advised that Governors' details are now required to be on Edubase from September 2016. Action: Clerk to send Head teacher Governors' details for entry on Edubase.</p>	
13.	<p>GOVERNORS TO CONSIDER... Governors agreed that they had achieved the following in the meeting:</p> <ul style="list-style-type: none"> • Approved the final budget • Reviewed the new school assessment system 	
14.	<p>DATE OF NEXT MEETING The next meeting will take place on Wednesday 6th July 2016.</p>	

The meeting finished at 8.50 pm.

Signature: _____

Date: _____

Actions Arising:

Item	Action	By Whom	By When
5	<ul style="list-style-type: none">• Send Chair list of Governor training• Complete annual Governance statement and circulate to Governors• Write up Transition Visit Report	Clerk	ASAP
		Chair	ASAP
		Alex Axiom	ASAP
12a	Attend OPPTA Meeting	Roy Vella	7 th July 2016
12b	Send Governors' details to Head for uploading onto Edubase	Clerk	ASAP

Agenda Items Arising:

Item	Action	By Whom	By When
6b	Review full-year progress and attainment data	Q&S or FGB	Summer 2
8b	Review Parent Survey Results	FGB	Summer 2