

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 6th July 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.	<p>PRESENTATION FROM PE SUBJECT LEADER</p> <p>Orlagh Purcell (OP) was welcomed to the meeting and delivered a presentation, outlining the competitions and tournaments entered during the year (and the results achieved), any additional sporting events and the PE curriculum. As a result of their work this year with Jenny Wile (JW), the specialist sports teacher, teachers have a clearer understanding of the skills children need to participate in competitive sport. JW will be a leading a final INSET in September and she will share all her resources with teachers. A survey had been done on PE and Sports and, in light of the school's active encouragement that children take part in extra-curricular sport, staff had been pleased to see that 90% of children like PE and 92% take part in a wide range of organised physical activities after school. 77% of parents felt that PE is an important part of a child's education, with team work and physical exercise as the most popular choice for the top benefits of competitive sport to children. OP outlined the plans for next year, which will include A and B teams for boys' football, netball and tag rugby. (There had been insufficient interest amongst the girls for a girls' football team but the school will focus on developing girls' interest in football this year with a view to offering it again in 2017-18 as a competitive sport option.) The school has set up a cluster league with St Stephens' and St Mary's and will continue its links with Orleans Park.</p> <p><i>Yeing-Lang Chong (YLC) arrived at 7.27 pm</i></p> <p>Lunchtime football sessions at Marble Hill Park will be continued next year and will also be offered to girls. Parents are to be provided with a sporting handbook, outlining the events taking place during the year. The clubs being offered will also be reviewed.</p> <p>Governors thanked OP for all her hard work this year, the passion she had brought to her role as PE Leader and for the considerable amount she had achieved this year, which looks positive for the future. It was noted that OP and Alan Watkinson (AW) have set up a sports committee of parents, who are</p>	
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	brainstorming and feeding back. Rebecca Gibbs (RG) and the Chair commended the school for offering a B team, which has been a very positive initiative in terms of being inclusive, building social skills and giving confidence (as well as enjoyment) to children who may not necessarily be natural athletes. OP was thanked for her presentation.	
2.	APOLOGIES Apologies for absence had been received and were accepted from Reegan Prinsloo and Loretta Lau.	
3.	DECLARATIONS OF INTEREST There were no declarations of interest.	
4. 4a	MEMBERSHIP AND TRAINING <u>Membership:</u> There are no vacancies. However, Rhian James' term of office as Co-opted Governor expires on 31 st August 2016. She agreed to stand again, although she may not serve the full four-year term, and Governors unanimously re-appointed her. [Post meeting note: Rebecca Gibbs' term of office as Parent Governor expires on 13 th October 2016. Action: Headteacher to invite applications for Parent Governor.] Loretta Lau's term of office as Staff Governor expires on 9 th October 2016 and she has indicated that she does not wish to stand again. However, she said she has enjoyed working with the Governing Body over the last 3 years. Governors wanted their thanks recorded for all her input. Action: Headteacher to send email to support staff inviting them to apply for Staff Governor role.	Head
4b	<u>Training:</u> RG confirmed that she had attended the SEN training. The Clerk highlighted the re-launch of online GEL training. Action: Clerk to send link to Governors. Item 5, Clerk sent table for Edubase to Head teacher Item 5, Annual Governance Report was sent to Governors and uploaded onto website. Action complete Item 5, Alex Axiom (AA) will write here Transition report for the year after her final meeting. Action continuing. Item 12a, RV attended the OPPTA meeting Action complete	Clerk
5. 5a	HEAD TEACHER'S REPORT <u>Safeguarding</u> The Head teacher reported that the school was up-to-date in terms of statutory safeguarding training and she does safeguarding updates with staff twice a year. She did training with the TAs on the changes in the Keeping Children Safe in Education document (effective from September 2016) and will do the training with teachers in September. Enough staff have accredited Safer Recruitment training, including all admin. staff who handle recruitment and two Governors - the Chair and YLC. As part of safer recruitment, references are now requested in writing prior to interview. The number of referrals to the single point of access (social services) made under the four categories were as follows: <ul style="list-style-type: none"> • Physical – 1 • Emotional – 5 • Neglect – 2 • Sexual – 0 Q&A: In response to a question, the Head clarified that the school has a duty to	Inform

5b	<p>disclose any disclosures made by a child with regard to something which has happened elsewhere.</p> <p>Q: Is this a similar number of referrals to before or is it higher?</p> <p>A: It is higher but we think it is because staff have had a higher level of training so know what to do and who to report it to. We have made it clear that there is no stigma attached to reporting disclosures to Social Services. (It was noted that there are some problems in terms of sharing information when dealing with other boroughs, especially Hounslow.)</p> <p>All E-Safety is in place and the curriculum contains opportunities for teaching children about online safety.</p> <p>There was one child on a Child-in-Need plan but none on child protection. There were 5 Looked After Children (LAC) on roll throughout the school. There was one minor allegation against a member of staff in relation to safeguarding, which the Head investigated but found to be unsubstantiated.</p> <p>There is now a policy in place whereby Year 6 children coming to school on their own can have a mobile phone on the walk to school but must hand it in on arrival.</p> <p>The Behaviour Policy has been revised to address issues with the small percentage of children for whom the policy does not make a difference.</p> <p>The SLT have attended FGM training and all staff have attended PREVENT training.</p> <p><i>Sue Gil Garcia arrived at 8 pm.</i></p> <p><u>Parent Survey:</u> The results were circulated to Governors and had been discussed by PC&C.</p>	Inform
6. 6a 6b 6c	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>The SDP 2015-16 had been thoroughly reviewed in PC&C and Q&S and the discussion had been outlined in the respective minutes.</p> <p><u>SDP 2016-17:</u> The Head reported that the following will be included in next year's SDP:</p> <ul style="list-style-type: none"> • Any points arising from a Health & Safety review and a whole-school Readiness for Ofsted inspection (which is also intended to accustom the several new staff to the Ofsted inspection process.) • A review and update of behaviour management processes to ensure that effective behaviour strategies for older pupils are in place. • Nurture provision to develop the emotional skills of certain children who struggle to have a positive outlook on school. • Assessment: a) to embed the changes introduced this year and b) because the baseline assessment has changed. • PE and Sport • Any points arising from a full analysis of the SATS and attainment and progress data across the school <p><u>Raising achievement in Maths:</u> Rebecca Mole (RM) reported that, apart from one year, which is taught by the Maths Leader, there is a need to fully embed the Maths Mastery approach to ensure that all year groups make the same accelerated progress. (After observations, the Maths leader is confident that all teachers have a good understanding of Maths Mastery but it is not yet reflected in</p>	

	<p>the results.)</p> <p>Q&A: Governors asked why this was and were informed that it was probably because the Maths Leader was six months ahead of other staff in terms of her training in and knowledge of the new Maths Mastery curriculum.</p> <p>Q&A: Governors asked whether there was an issue with the teachers in one year group being cautious and were informed that this was improving.</p>	<p>Inform</p> <p>Challenge</p>
7.	<p>PUPIL PREMIUM</p> <p>RM circulated Pupil Premium (PPG) progress data, noting that, in year groups where there are PPG children with SEN, she has done two sets of data to show progress with and without SEN included.</p> <p>Q: Does that not cut against the ethos of inclusion?</p> <p>A: No, that is why the main numbers include them. I only separate them out to see where the issues are and possible reasons why they are not attaining as high as their peers. This data shows that they are making excellent progress in Year 5 (when SEN pupils are removed) and in Year 1, where their progress exceeds that of the non PPG.</p> <p>Q&A: Governors asked whether presenting the data in this way could be misinterpreted but RM reiterated that it was just to establish where the appropriate interventions should be put in.</p> <p>Q: Does it matter if the difference is just a few points?</p> <p>A: No, it doesn't matter if the difference is a few points either side but a larger gap is more of a concern.</p> <p>Q&A: Governors asked how many PPG children there were and were informed that there were 24 but the percentage of SEN is similar, with about 6 children who are on both. However, in one year, 3 of the 5 children are on the SEN register but, although there are also children with SEN in the non-PPG group, there is a greater impact on the data because the numbers of PPG are smaller.</p>	<p>Challenge</p> <p>Challenge</p> <p>Challenge</p> <p>Inform</p>
8. 8a	<p>ATTAINMENT AND PROGRESS DATA</p> <p><u>Year 2</u></p> <p>The SATS results were circulated and it was noted that, compared to anonymised data from another outstanding school in the borough, the results are very good, with 85% of pupils working at or above the expected level for Reading and 54% working at a greater depth. 68% had achieved at or above the expected level for Writing (versus 36% at another outstanding school). 80% were working at or above the expected level for Maths. Although these results were teacher-assessed, the teachers had been robust in their judgements and the children's results in the SATS tests had informed their judgements.</p>	
8b	<p><u>Year 6</u></p> <p>These results had only come out the previous day and RM highlighted the fact that the school has applied to have 3 pupils removed from the data because they had not sat the tests for reasons that she outlined to Governors. Governors were pleased to note that, even with these 3 pupils included, the school had exceeded the National (NA), Richmond and Kingston borough averages for children who achieved the expected standard in all areas except Writing at Greater Depth. However, the NA for that is not yet known. It was noted that Writing had been teacher-assessed and judgements had been moderated so they were robust. The standards required to achieved Greater Depth in Writing are very high with one child having failed to achieve Greater Depth because of insufficient use of semi-colons. 68% had achieved expected standards in all three subjects: Reading, Writing, Maths.</p>	
8c	<p><u>Whole-school data</u></p> <p>Highlights of the data for other year groups is that children continue to excel at</p>	

	<p>higher levels but there are more children working towards expected levels when compared with children who were working at Level 3 at the end of KS1 so that is an area for development. However, it was noted that the assessment systems are so different and the curriculum so much more challenging that it was not comparing like with like. Generally, the Head reported that she was very pleased with the results.</p> <p>Q&A: Governors asked questions around the apparent reversal of the reverse gender gap in Maths, with boys now outperforming girls. Governors wanted to know at what point the gap had reversed. It was agreed that Q&S committee would discuss the attainment and progress data in detail in September.</p> <p>Q&S Agenda Item Autumn 1</p> <p>Governors thanked staff for all their hard work and congratulated them on these pleasing results. Given the radical overhaul of the curriculum and assessment systems, it was a testament to the hard work and commitment of the staff to have achieved these results in the first year. These were particularly gratifying and encouraging given the unforeseen personnel changes that had had to take place in Year 6.</p>	Inform
<p>9.</p> <p>9a</p> <p>9b</p> <p>9c</p>	<p>COMMITTEE REPORTS</p> <p>F&P: AA reported that the committee had reviewed the following:</p> <ul style="list-style-type: none"> • Health and Safety report • Budget – currently showing an overspend of £22K due to a lot of annual expenditure paid up front • Staffing arrangements re Fit For Sport (FFS), noting that – following FFS’s agreement to providing 2 staff members at a reduced rate - there will continue to be 3 FFS staff at lunchtime • London Living Wage (LLW) had been reviewed at Heads’ Forum and it had been noted that, as a result of an incremental salary increase, MSAs are now paid above LLW so there was no need for additional top-ups <p>Q&S: ME reported that the committee had:</p> <ul style="list-style-type: none"> • Looked at results, talking in more depth about individual cases e.g. ethnic background • Talked about SEN and agreed that he and RG will meet with the SENCO to discuss the best way forward with the policy to ensure it is clear and robust. • Reviewed SDP <p>PC&C: The Chair reported that the committee had:</p> <ul style="list-style-type: none"> • Reviewed the SDP in detail and discussed next year’s priorities • Reviewed the staff plan for next year • Discussed staff work-life balance, given the pressures on staff and acknowledged that teachers are working hard to embed changes in this transitional year. • Looked at the parent survey in detail • Reviewed some policies 	
<p>10.</p>	<p>SPORTS PREMIUM</p> <p>This had been primarily used to buy in the services of the specialist sports teacher, Jenny Wile, and the feedback from teachers is that they are more confident and skilled in teaching PE. She will come back next year for staff meetings throughout the year. The expenditure next year has not yet been planned. (AW said he would be happy to help with the planning of that.) Using the Sports Premium to invest in the teaching of PE is in line with Government advice. This will be discussed by Q&S next term. Q&S Agenda Item Autumn 2</p>	

11.	DATE OF NEXT MEETING The next GB meeting will be on Wednesday 12 th October 2016 Action: The Head/Clerk to suggest committee dates for next year.	Head/ Clerk
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The meeting ended at 9.08 pm

Signature: _____

Date: _____

Actions Arising:

Item	Action	By Whom	By When
4a	• Invite applications from parents for forthcoming Parent Governor vacancy	Head	September 2016
	• Invite applications from support staff for forthcoming Staff Governor vacancy	Head	ASAP
4b	Send link for GEL online learning to Governors [N.B. Done on 13 July. Action complete]	Clerk	ASAP
11	Suggest committee meeting dates 2016-17 [N.B. Dates sent out 12 July. Action complete]	Head/Clerk	ASAP

Agenda Items Arising:

Item	Action	By Whom	By When
8c	Scrutinise Attainment and Progress Data	Q&S	Autumn 1
10	Sports Premium expenditure 2016-17	Q&S	Autumn 2