

LONDON BOROUGH OF RICHMOND UPON THAMES
Orleans Primary School
 Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
 Wednesday 18th October 2017 at 7.15pm at the school**

Constitution, Membership and Attendance –

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Head teacher
Janie Stokes (JS)	Rebecca Gibbs -RG	Matthew Engelke	Jane Evans (Head teacher)
	Caroline Green – CG (Vice Chair)	Alex Axiom - AA (Chair)	Naomi Owen
		Yeing-Lang Chong – YLC	[Rebecca Mole – Deputy Head (Associate)]
		Reegan Prinsloo (RP)	
		Alan Watkinson (AW)	
		Nora McGlone (NM)	
		Michael McGrory (MMG)	
		Mark McKiernan (MMK)	

(Bold=absent)

Apologies:

Ms N. Owen (NO), Mrs R. Prinsloo (RP), Mrs J. Stokes (JS)

Also attended:

Mrs V. Prince – Clerk, Mrs R. Mole (Deputy Head & Associate Member)

Item		Action
1.	APOLOGIES Apologies for absence were received and accepted from Mrs R. Prinsloo (RP), Mrs J. Stokes (JS) and Ms N. Owen (NO), whose first meeting this would have been. (She already a commitment for this evening, which had been arranged before her appointment as Staff Governor),	
2.	DECLARATIONS OF INTEREST There were no declarations of interest with respect to items on the agenda.	
3.	MEMBERSHIP AND CONSTITUTION Mrs N. Owen was appointed the new Staff Governor so there are currently no vacancies on the Governing Body. Mrs A. Axiom and Mrs C. Green (CG) had been appointed Chair and Vice Chair respectively at the meeting in July. Mrs R. Mole and Ms L. Drake were appointed Associate Members with no voting rights to the Quality & Standards and Finance & Premises committees respectively. The sheet of contact details was circulated for Governors to confirm or amend as appropriate. The Clerk advised Governors of the key changes outlined in the new Constitution Guidelines issued by the Department of Education (DfE) in August: the new powers of Governing Bodies to suspend elected Parent and Staff Governors for serious breaches of the Code of the Conduct and the	

	clarification regarding the national database of Governors (now called Get Information About Schools or GIAS.)	
4.	<p>PROCEDURAL MATTERS</p> <p>Governors approved the Monitoring Schedule and Delegation Planner 2017-18, which had been circulated beforehand.</p> <p>Governors approved the Code of Conduct, which was noted to have been updated to reflect the changes to the GB Constitution (identified in Item 3 above).</p> <p>Governors agreed to hold closed meetings.</p> <p>Governors agreed to allow alternative participation at meetings <i>only in exceptional circumstances</i>.</p>	<p>Approve</p> <p>Approve</p> <p>Consent</p> <p>Consent</p>
5.	COMMITTEES AND PANELS	
5a	Governors approved the committee Terms of Reference subject to the SDP priorities being updated. Action: Clerk to update SDP priorities	Approve Clerk
5b	Governors ratified the appointment of Mr M. McKiernan as Vice Chair of the Quality and Standards committee and appointed Mrs Y-L Chong (YLC) and Mrs N. McGlone (NM) as Vice Chairs of PC&C and F&P respectively.	Approve
5c	Governors ratified the appointment previously agreed by email of Mrs A. Axiom, Mr M. Engelke and Mrs Y-L Chong to the Pay Panel and to the Headteacher's Performance Review Panel.	Approve
5d	Governors agreed the appointment of Named Governors as outlined in Appendix 1 of these minutes, with the addition of Mrs C. Green as OPPTA Link Governor. Action: Clerk to add OPPTA Link Governor to the table of Governors on the website.	Approve Clerk
5e	<p><u>Finance & Premises:</u> The minutes had been circulated before the meeting and Mrs C. Green (CG) highlighted the following:</p> <ul style="list-style-type: none"> Governors had reviewed the Financial Monitoring Report, which was looking good for this stage of the year and was now forecasting a balanced budget for next year as well. Sports Premium has doubled for this year but it was not known whether this is a one-off. Mr A. Watkinson (AW) said there was a possibility it may continue to 2020. He also confirmed that he has met with the PE Leads to look at uses for this extra money. Under the new funding formula, initial indications are that Richmond schools will be 2% better off, but this will be offset by the rise in teachers' pay by 1-2%. The Head explained her recommendations to give 1-2% to everyone on the pay scale and CG confirmed that the F&P committee had agreed with these recommendations. <p>Q: Is the Pay Policy transparent to staff? A: Yes, it is shared with them. Q: Aren't pensions going up? So won't that have an impact on the budget? A: Yes, there will be on-costs. Governors ratified the recommendations of the Pay Committee.</p> <ul style="list-style-type: none"> The committee had decided not to pursue rugby parking as a source of additional revenue because of the potential issues with manpower and 	<p>Account-ability Inform</p> <p>Approve</p>

5f	<p>will instead by concentrating on pushing forward with voluntary funding.</p> <p>Mr M. McGrory asked that all F&P committee members be copied on the draft minutes for their input before circulating to all Governors.</p> <p>Action: Clerk to ensure that happens in future.</p> <p><u>Quality & Standards:</u> The draft minutes had been circulated to Governors. Mrs R. Gibbs (RG) highlighted what a busy term it has been for teachers and the fact that parents are to be encouraged to put their positive comments in writing. She also drew Governors attention to the following:</p> <ul style="list-style-type: none"> • Governors had reviewed summer performance data, which was generally very good. The Year 6 SATS results had been good across the board and had compared well with other local outstanding schools. • Phonics results had been outstanding with 98% passing in Year 1. The Head added that Achieving for Children have asked the school to put forward teachers to share their practice with other schools in the borough. • Governors had reviewed the Disadvantaged Pupils Funding statement and expenditure for 2016-17 (noting the success of some of the interventions that were being continued) and had looked at the strategy for the coming year. • The Home Learning Policy had been updated in response to consultation with parents and staff. <p>3 Governors have done visits this term: MMK has met with the SENCO, AW has met with the PE leads and RG has undertaken an English visit.</p>	Clerk
6.	<p>MINUTES AND MATTERS ARISING</p> <p>The minutes of the last meeting were approved and signed with one minor amendment under Item 5. All matters arising had been completed or were elsewhere on the agenda.</p>	Approve
7.	<p>HEADTEACHER'S REPORT</p> <p>The Headteacher's Report had been circulated beforehand. It was noted that the school had met its overall attendance target in the summer term but the Education Welfare Officer (EWO) confirmed that it would still be a good idea for the Head to write to parents highlighting the links between good attendance and the school maintaining its outstanding Ofsted judgement.</p> <p>The Head highlighted the following successes last year:</p> <ul style="list-style-type: none"> • Excellent outcomes for pupils, in particular Early Years (EYFS), which – under Ms R. Johnson's leadership – has in just two years gone from 67% to 87% of pupils achieving a Good Level of Development. This could be attributed to the fact that she had conducted a review of Writing in EYFS and taken on board all the recommendations made following a mini-inspection of EYFS. • Overall Disadvantaged Pupil's attainment had been good. • Although SATS results were good, she had also been pleased with the way the children had approached the SATS from an emotional perspective. • There continues to be a wider variety of clubs than is offered by many other schools. 	

	<p>Q: Some of the targets for pupils were even higher than their results. So how do we go about setting the targets and were they realistic? Is there anything we can learn from this?</p> <p>A: We look at the results from the end of the previous Key Stage, at individual classes and then at the individual pupils. Some of those targets are aspirational and we make those very clear in meetings to ensure those will be a key focus for teachers. Lots of research shows that if you have that aspirational or growth mindset, children will make more progress.</p> <p>Q: Is there anything we can do to encourage Disadvantaged Pupils to attend after school clubs or do we know the reasons why they are not accessing them?</p> <p>A: One of the things we have done is that, instead of putting up the rent for some clubs, they have agreed to offer 2 free places for Disadvantaged Pupils.</p> <p>Q: Do they know about the opportunity? How is this publicised?</p> <p>A: We know our families well. We would approach children who we think would benefit from that type of club.</p> <p>Q: Are there some clubs who would offer it regardless of a rent reduction? Do you ask them anyway?</p> <p>A: There are some people who are open to that and those who aren't.</p> <p>Governors congratulated the school on the excellent results.</p>	<p>Challenge</p> <p>Account-ability</p> <p>Inform</p> <p>Inform</p> <p>Support</p>
8.	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>The SDP had been circulated beforehand and it was noted that all priority areas were in there for a specific reason and were in response to either issues identified through data, parents' survey, through staff consultation or through the school's SEF.</p> <p>Q: Did the exit interviews feed into this?</p> <p>A: Some aspects, yes.</p> <p>Q: One of the feedback points from staff was about governors not always being visible to staff – is that something to consider addressing?</p> <p>A (from the Chair): Yes, that is being covered under Any Other Business (AOB).</p> <p>Governors approved the SDP.</p>	<p>Inform</p> <p>Account-ability</p> <p>Approve</p>
9. 9a 9b	<p>STRATEGY</p> <p>Governors agreed to think about GB Objectives for agreement at the next GB meeting. Governors opined that Disadvantaged Pupils should be a focus area for committee chairs always to have in mind.</p> <p>Action: Governors to reflect on possible GB Objectives.</p> <p>FGB Autumn 2 Agenda</p> <p>Governors discussed ways of adding value when reviewing policies. Governing Body Support has suggested that, if a policy doesn't already link to a particular nominated Governor area, that individual Governors can be made responsible for checking that the policy links with DFE guidance etc. However, some Governors opined that different Governors might have different views so, if policies went through one Governor, the GB may be missing those other points of view. Also, Governors may not have that comparative knowledge of other schools' policies. The Head stressed that a lot of work goes into reviewing policies before they are presented to Governors for approval and that she is rigorous about checking policies line by line and ensuring links with statutory guidance.</p>	<p>All Govs</p>

9c	<p>It was noted that some GBs delegate approval of curriculum policies to the Headteacher but it has always been the practice at Orleans for these to be brought to the Quality and Standards committee for approval. The Head outlined the rigorous process that curriculum policies go through before being presented to Governors and it was agreed that, with curriculum policies, Governors will note in the committee minutes that they have gone through a rigorous process in the school and that Governors can trust in the judgement of the teachers.</p> <p>Governors agreed that, when presenting policies for review, it would be helpful in future if the Head could briefly say what has been changed and why and also why it is being reviewed out of turn, if it was not due for renewal.</p> <p>Q: What would Ofsted look for? A: They would want to know the process that was used in reviewing policies. They would look at the minutes to make sure that policies have been agreed and whether the school is implementing them so that would be an area where Governors should have oversight. Link Governors should check policies are being followed.</p> <p>It was agreed that Link/nominated Governors should go over the policy before a focus visit and checking the policy is being followed could inform and give shape to discussions with the relevant subject lead during visits.</p> <p><u>Voluntary Funding:</u> The Chair had circulated a draft of a letter to go to parents and she asked whether Governors are in agreement with moving forward with this. Governors had concerns about what level of oversight the Trustees would have and whether there would be a conflict of interest with having the Headteacher and School Business Manager as Trustees. Governors also asked who would run the fund and reconcile the accounts on a day-to-day basis because the School Business Manager would not have time and it might be a conflict of interest. Although the Vineyard do not have an ethical code, Governors were of the opinion that it would be important to have one and to include an external person on the Board of Trustees to ensure checks and balances. It was noted that to be a charity it should benefit the public so this would need to be factored in. Some Governors were concerned that this issue was continually being deferred for further discussion but other Governors believed that steady progress was being made and that it is important to make sure that the GB gets this right.</p> <p>Governors approved the project in principle for a Working Party to take forward. Governors to feed in any further comments they may have.</p>	<p>Inform</p> <p>Approve</p>
10.	<p>POLICIES Governors approved the following policies:</p> <ul style="list-style-type: none"> • Governors' Visit Policy • SEND (with one amendment to a typo) • Safeguarding <p>It was agreed to include Governors within the existing Acceptable Usage Policy for staff.</p>	<p>Approve Approve Approve</p>
11.	<p>LINK GOVERNORS' REPORT CG, as OPPTA Link Governors, reported that OPPTA had raised £26K last year and are forecasting approximately £25K for this year. Complaints have</p>	

	<p>been received from the same neighbour about the Quiz Night and summer party but she assured Governors that events have been properly licensed and OPPTA are aware of the problem and are seeking advice from the Local Authority. <i>Matthew Engelke left at 9.10 pm.</i></p> <p>MMK had met with RM and the SENCO to get a sense of the context but it had not been a proper focus visit.</p> <p>AW had met with the PE Leads but has not written his report yet.</p>	
12.	<p>ANY OTHER BUSINESS Following from a comment made in an exit interview by a staff member about Governors not being visible enough, the Chair proposed that, starting with her, each Governor take it in turns to be Governor of the Month, which would entail having their picture on the wall with an explanation of who they were and their role in the GB etc. CG will be the Governor of the Month for December.</p>	
13.	<p>GOVERNORS TO CONSIDER ... Governors agreed that they had achieved the following at this meeting:</p> <ul style="list-style-type: none"> • Reviewed and agreed procedures for the academic year • Discussed how Governors can add value to policies and how they can monitor implementation of policies through their focus visits • Continued to move forward on voluntary funding with a view to improving the school finances • Agreed the SDP and noted why each priority area has been included, which will give a focus to Governor visits. • Agreed to introduce a Governor of the Month to improve Governor visibility 	
14.	<p>DATE OF NEXT MEETING The next meeting will be at 7.15 pm on Wednesday 13th December 2017.</p>	

The meeting finished at 9.15 pm.

Signature: _____

Date : _____

Actions Arising:

Item	Action	By Whom	By When
5a	Update Committee Terms of Reference with this year's SDP priorities	Clerk	ASAP
5e	Circulate committee minutes to all members for comments	Clerk	Ongoing
9a	Reflect on possible GB objectives	All Governors	13/13/17
9b	Go through relevant policies before focus visits	Link Governors	Ongoing

Agenda Items Arising:

Item	Action	By Whom	By When
9a	GB Objectives	FGB	Autumn 2