

LONDON BOROUGH OF RICHMOND UPON THAMES

**Orleans Primary School**

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on  
Wednesday 13<sup>th</sup> December 2017 at 7.15pm at the school****Constitution, Membership and Attendance –**

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

**(Bold=absent)****Apologies:**Mrs J. Stokes (JS), Mr M. Engelke (ME), Mrs N.  
McGlone (NM), Mr McGrory (MMG)**Also attended:**Mrs V. Prince – Clerk, Mrs R. Mole (Deputy Head &  
Associate Member)

| Item     |  | Action  |
|----------|--|---------|
| 1.       | <b>APOLOGIES</b><br>Apologies for absence were received and accepted from Mrs J. Stokes (JS), Mr M. Engelke, Mrs N. McGlone and Mr M. McGrory.   |         |
| 2.       | <b>DECLARATIONS OF INTEREST</b><br>There were no declarations of interest with respect to items on the agenda.   |         |
| 3.       | <b>SUBJECT COORDINATOR PRESENTATION: Maths Mastery</b><br>This was postponed until the next meeting when more Governors will be present. <b>FGB Spring 1 Agenda</b>  |         |
| 4.       | <b>MEMBERSHIP AND CONSTITUTION</b><br>There are currently no Governor vacancies.   |         |
| 5.       | <b>MINUTES AND MATTERS ARISING</b><br>The minutes of the last meeting were <b>approved</b> as a true record.<br>Item 5a, Clerk to circulate amended Terms of Reference.  | Approve |
| 6.<br>6a | <b>COMMITTEES AND PANELS</b><br><u>Finance and Premises</u><br>These minutes were in the Governors' Secure Area. Mrs C. Green (CG) highlighted the following: <ul style="list-style-type: none"> <li>The in-year budget is showing a positive variance of £66K, which – when combined with the carry-forward - puts the school in credit by £85.1K. This is an improved position on before, mainly because of the</li> </ul> |         |

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| 6b | <p>increased Sports Premium and overspends being offset by income from other budget lines.</p> <ul style="list-style-type: none"> <li>• Governors had reviewed the FMR in some detail, discussing in particular the Fit for Sport (FFS) situation and how the overtime costs for teachers supervising FFS staff would impact the budget. [The Headteacher advised Governors that she has since met with CEO of FFS, who has agreed to cover the costs of the staff overtime and has agreed that the contract would finish a week early so that the school would not have to put in staff over the Spring half-term to supervise the FFS holiday club. There will therefore be no additional cost to the school.]</li> <li>• Governors had discussed the steadily increasing lunchtime costs, which were thought to be because more lunches are being prepared than have been paid for. An action plan was agreed to address this.</li> <li>• Disadvantaged Pupil Grant expenditure was noted to be difficult to monitor so the school is looking at ways of ensuring it is more easily trackable.</li> <li>• The committee had received an update on voluntary funding.</li> </ul> <p><b>Q:</b> Can you clarify what will happen when the FFS contract ends?<br/> <b>A:</b> In terms of lettings, they have agreed to pay out the full contract.</p> <p><u>Quality and Standards</u></p> <p>These minutes had not been available to Governors before the meeting because the meeting had only taken place on Monday. Mrs R. Gibbs (RG) summarised what had been discussed, which included a review of the progress towards targets, noting that this was the first year of the new assessment system, Target Tracker. Governors had particularly focused on the apparently low starting points for some groups. A disparity in the Year 3 figures had been identified so an LA consultant has been asked to investigate this. A more detailed analysis by group will be reviewed at the next meeting. A TA with good language skills has been employed to help pupils with English as an Additional Skills (EAL) progress. Governors had also received the SEN report, noting that phase reviews had been conducted from which it had emerged that teachers would like more support in meeting the needs of their SEN pupils. (The SENCO is only employed 3 days a week.) Governors had noted that the number of Disadvantaged Pupils (DPs) has dropped and that the impact of this term's interventions were under discussion and a report on this would come to the next meeting. Governors had learned about the use of the DP Grant on a new initiative, Mindfulness, for adopted children, which has had a good uptake and a positive response and on training staff in counselling to ensure they have the right skills in talking and listening to children.</p> <p>Governors had talked about how the planning is designed to use the Sports Premium grant to meet whole school aims. Mr A. Watkinson (AW) reported that he understands that, with the doubling of the grant for this year, the DFE will look favourably on schools taking a more strategic approach and not necessarily having to spend it all this year because there is no guarantee that it will continue next year. AW will be meeting with the PE Leads on Friday and said that the PE Leads had omitted CPD for themselves when planning the expenditure so he will be encouraging them to include that.</p> <p><b>Q:</b> Are the aims and objectives measurable?<br/> <b>A:</b> Yes, there are five government-set criteria to measure against but the schools also sets its own. We can look at the development of teachers' skills and have their feedback on the training they have had so it would be useful to</p> | <p>Inform</p> <p>Account-ability</p> |
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| 6c | <p>do a survey with teachers.</p> <p><u>Personnel, Children and Community</u></p> <p>The minutes were in the Governors' Secure Area. AA reported that the committee had looked at the Parent and Staff Exit interviews and were satisfied that lessons had been learned. The majority of the meeting was dedicated to reviewing policies.</p>   |  |
| 7. | <p><b>FIT FOR SPORT UPDATE</b></p> <p>The Head reported on her meeting with the CEO, who had been mortified and very apologetic and recognised the impact the inadequate Ofsted judgement of the FFS holiday camp based at the school had had on the school and how could reflect on the school, even though it is a separate entity. They are taking steps to ensure all FFS staff are following the company's safeguarding procedures. However, their investigation has identified the local Area Manager as being the reason for the safeguarding lapses and was not necessarily a reflection of the whole company – there have been 5 other inspections since the one at Orleans and all were judged to be Good with Outstanding features.</p> <p>Moving forward, the school has received several enquiries from companies wanting to tender for the business and 7 packs have been sent out to companies based at other local schools. A date has been set in January for interviewing them and a working party including 3 parents has been convened for the purpose.</p> <p>Parents had been grateful to the school for putting in staff to supervise FFS wraparound care and were appreciative that the FFS provision had continued to run as seamlessly as possible. The Head said she is confident that a new provider will be in place to take over from them for the second half of term. They will remain an external entity (as FFS was) but they will be required to submit half-termly reports to Governors as evidence that they are meeting their safeguarding obligations.</p> <p><b>Q:</b> IF they're not going to be there at lunchtime, as FFS was, will that affect provision?<br/> <b>A:</b> We will look at what these companies can provide. We would not let the level of provision drop.</p> <p><b>Q:</b> Weren't you told about the Ofsted inspection?<br/> <b>A:</b> No. While we recognise that they could not tell us the outcome of the inspection before it was in the public domain, we were not informed that there had even been an Ofsted inspection and the Area Manager did not tell us even after the report was published on 16<sup>th</sup> November. We only found out about it because of newspaper reports, which were initially inaccurate and misrepresented FFS's relationship to the school.</p> <p><b>Q:</b> Is there anything you would do differently with the new provider as a result of this?<br/> <b>A:</b> They have to be accountable to the Governing Body so we will be asking them to make regular reports to the Governing Body.</p> <p><b>Q&amp;A:</b> Governors asked for clarification of the relationship between the school and FFS and were informed that FFS paid the school for use of the facilities to run holiday camps. It was also in their contract that they have the use of the small hall before and after school for wraparound care provision. They are not supposed to use the school's PE equipment but they do because they do not bring their own equipment. The school will be requiring the new provider to bring their own equipment. For the lunchtime cover, there was a different</p> | <p>Inform</p> <p>Inform</p> <p>Account-ability</p> <p>Inform</p> |

Comment [AA1]: ?

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|     | <p>relationship and the school did have line-management responsibilities for their lunchtime staff. The Ofsted inspection was of their holiday camp.</p> <p><b>Q:</b> Would Ofsted be looking at that during an inspection the school?</p> <p><b>A:</b> Yes, they would be looking at the dining hall and what provision we have at lunchtime.</p> <p><b>Q:</b> Do they follow the school's safeguarding procedures?</p> <p><b>A:</b> FFS staff employed by the school at lunchtimes follow our safeguarding procedures but, for the wraparound care and holiday clubs, Pu they have their own safeguarding policies and procedures, which were in place. The issue was that their staff's knowledge of them was not good.</p> <p>Governors commended the school on its excellent handling of the situation. AA and CG will be sitting on the Working Party if Governors wanted to give any input.</p>   | <p>Account-ability</p> <p>Account-ability</p> <p>Support</p> |
| 8.  | <p><b>SEND UPDATE</b></p> <p>This was covered under Item 6b above. The SENCO's report had been circulated.</p>   |  |
| 9.  | <p><b>DISADVANTAGED PUPILS UPDATE</b></p> <p>This had been reviewed in detail by the Quality &amp; Standards committee and was covered under Item 6b above.</p>  |  |
| 10  | <p><b>SPORTS PREMIUM UPDATE</b></p> <p>This had been reviewed in detail by the Quality &amp; Standards committee and was covered under Item 6b above.</p>  |  |
| 11. | <p><b>SAFEGUARDING</b></p> <p>The Head advised that the school is completely compliant in terms of training for its safeguarding leads. The SENCO just needs to do her Level 3 refresher training, as do Governors. All staff have received refresher training. A safeguarding survey had been carried out with children, asking them how safe they felt in different parts of the school. The results had been generally good, with 96% feeling safe in classrooms, 88% feeling safe in the main playground, 96% thinking children behave well in the playground and 93% thinking pupils behave well in the dining hall, which is a big improvement on previously and is testament to the initiatives to reduce noise and improve behaviour in the dining hall. 97% were proud of being pupils at Orleans and 100% know which adults to approach for help. One area that was identified as being one to address was E-safety, with just 64% saying they know how to keep themselves safe online and 33% saying they weren't sure. Peter Cowley has been booked in to run e-safety workshops with children throughout the school and also to run a workshop with Year 5 pupils and parents.</p> <p><b>Q:</b> Would you consider running these workshop on an annual basis?</p> <p><b>A:</b> We do but we don't always get good attendance at evening workshops.</p> <p><b>Q&amp;A:</b> Governors wondered whether the poor attendance might be because of the way it was being presented to parents and suggested re-naming it and/or making clear it is about social media and mobile phones, which a lot of parents are concerned about, or linking it to mental health and wellbeing.</p> <p>The Head will analyse the results of this survey against last year's results and report back to Governors. <b>FGB Spring 1 agenda.</b></p> | <p>Account-ability</p> <p>Support</p>                        |



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|     | <p>CG's report of her <u>Mathematics monitoring visit</u> had been circulated. This visit had focused on Maths Mastery, which is now really embedded in Year 1, and had looked at how parents could be encouraged to engage more with it as there had not been a good turnout for the evening workshop. The Head said they could look at putting short films on the school website of Maths resources in use in the classroom. On her next visit, CG will visit classrooms to see Maths lessons in action.</p> <p>Mrs J. Stokes has done the <u>Pupil Wellbeing</u> visit but has not yet written the report. It was agreed to defer to the next meeting. <b>Spring 1 FGB Agenda</b></p> <p>AW did submit a visit report for PE. <b>Action: Clerk to circulate PE visit report.</b><br/><b>Action: AW to do Succession Planning visit in January.</b></p> <p>MMK has done a visit on <u>Diminishing the Difference</u> and his report is with Mrs R. Mole (RM) for corrections. He reported that he had met with Lorena Aguilar and observed a child receiving one-to-one precision teaching before class. He had been impressed by the dynamism of this way of working, and had observed how the child made visible progress during that session. He also visited a sensory room and observed a child followed by a visit to that child's classroom to see who the environment was organised for his needs. He had also discussed data during his visit, the upcoming training and RP's mindfulness sessions and their impact.</p> | <b>Clerk<br/>AW</b> |
| 11. | <p><b>ANY OTHER BUSINESS</b><br/>AA asked for another volunteer for Governor of the Month. It was <b>agreed</b> that CG would be the Governor for January and YLC for February.</p>   |                     |
| 12. | <p><b>SELF EVALUATION</b><br/>Governors <b>agreed</b> that they had achieved the following at this meeting:</p> <ul style="list-style-type: none"> <li>• Agreed a focus on DP premium expenditure and aligning it with MMK's role as Inclusion Governor and the Q&amp;S committee</li> <li>• Reviewed safeguarding and had an update on how the school has dealt with the Fit for Sport situation</li> <li>• Governors have done a number of visits this term, which is very positive.</li> <li>•</li> </ul>  |                     |
| 13. | <p><b>DATE OF NEXT MEETING</b><br/>The next meeting will take place at 7.15 pm on Wednesday 7<sup>th</sup> February 2018.</p>   |                     |

The meeting finished at 9.15 pm.

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

**See next page for table of actions**

**Actions Arising:**

| Item | Action   | By Whom  | By When                             |
|------|--|--|-------------------------------------|
| 5.   | Update Committee Terms of Reference with this year's SDP priorities  | Clerk  | ASAP                                |
| 13.  | <ul style="list-style-type: none"> <li>• Write up Broad &amp; Balanced Curriculum report</li> <li>• Circulate PE Visit report</li> <li>• Do Succession Planning Visit</li> </ul> | Yeing-Lang<br>Chong<br>Clerk<br>Alan Watkinson | ASAP<br><br>21/12/2017<br>31/1/2018 |
|      | •  |  |                                     |

**Agenda Items Arising:**

| Item | Action   | By Whom    | By When              |
|------|--|------------|----------------------|
| 3    | Maths Mastery  | FGB        | Spring 1             |
| 11   | Feedback on analysis of Safeguarding Survey with children  | FGB        | Spring 1             |
| 13   | <ul style="list-style-type: none"> <li>• Pupil Wellbeing Visit Report</li> <li>• Succession Planning Visit Report</li> </ul> | FGB<br>FGB | Spring 1<br>Spring 1 |