

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

**Minutes of Full Governing Body meeting held on
 Wednesday 23 May 2018 at 7.15pm at the school**

Constitution, Membership and Attendance –

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Head teacher
Mrs R. Hazelwood - RH	Rebecca Gibbs -RG	Alex Axiom - AA (Chair)	Jane Evans (Head teacher)
	Caroline Green – CG (Vice Chair)	Yeing-Lang Chong – YLC	Naomi Owen
		Nora McGlone (NM)	[Rebecca Mole – Deputy Head (Associate)]
		Mark McKiernan (MMK)	
		Reegan Prinsloo (RP)	
		Alan Watkinson (AW)	
		-	
		-	

(Bold=absent)

Apologies: None
Also attended: Mrs V. Prince – Clerk, Mrs R. Mole (Deputy Head & Associate Member)

Item		Action
1.	WELCOME The LA had confirmed their endorsement of the appointment as LA Governor of Mrs R. Hazelwood (RH), who was welcomed to her first FGB meeting. All present introduced themselves.	
2.	APOLOGIES Apologies for absence had been received and were accepted from Ms R. Prinsloo (RP), Mr M. McKiernan (MMK) and Mrs Y-L Chong (YLC).	
3.	DECLARATIONS OF INTEREST There were no declarations of interest	
4.	CONSTITUTION AND MEMBERSHIP There are currently two Co-opted Governor vacancies and the Chair advised that she and Mrs C. Green had met with a candidate with a legal background called Mr L. Gurdenli, for whom she had received two references. His CV had been circulated to Governors and the Chair proposed appointing him subject to a successful DBS check and would propose that he joins the Finance and Premises committee. Governors approved this appointment with immediate effect. Mrs N. McGlone would be stepping down at the end of this term, which would leave the number of Co-opted vacancies at two but the Chair said she was confident of filling both of these before the end of term.	Consent
5.	MINUTES AND MATTERS ARISING The minutes of the last meeting were approved as a true record.	Approve

	<p>Item 4, Mr A. Watkinson had written up his Succession Planning visit report and the report had been circulated. Action complete</p> <p>Item 6b, It was agreed not to set up a Whatsapp group and Governors agreed a password for any documents that had to be sent out by email. Action: Clerk to send password to absent Governors</p> <p>Item 15, The Literacy Report had been circulated. Action complete</p> <p>Item 15, The Inclusion visit was rescheduled. Action complete</p>	Clerk
6.	<p>HEADTEACHER'S REPORT</p> <p>This had been circulated to Governors and MMK had sent questions and comments to the Head.</p> <p>Q&A: MMK had commented that the number of Disadvantaged Pupils attending Clubs seemed low but the Head said that this figure was proportionate to the number of DPs overall. The school has talked about targeting vulnerable pupils for certain clubs that they feel would be beneficial to them because research indicates that joining clubs can have a positive impact on pupils' enjoyment of school and therefore their attendance. Some clubs are open to negotiation on rent in exchange for offering free places to DPs. However, the Head acknowledged that there is need to embed this system because with the move to primary and the increase in the number of clubs, the focus on this needs to continue.</p> <p>Q: Are any of the clubs full? A: Yes, all are at capacity.</p> <p>Q: Do we target children according to their interests? A: Yes. But we need to tighten up that process.</p> <p>Q: Are there any morning clubs? Is part of that to do with pick up, drop off or siblings? A: Yes we have 5: netball, football, cricket, Samba Soccer and Tag Rugby. Cricket is very good for children who have difficulty controlling their emotions.</p> <p>Q&A: Commenting that the attendance for football club is currently low, and was free, Governors discussed whether making that a fee-paying club might improve attendance. The money raised could be used to fund more free places in other clubs for DP.</p> <p>Action: AW, Head and Mrs Mole (RM) to meet to discuss introducing a charge, which could be put towards sports resources</p> <p><u>PAN:</u> Pupil numbers are stable and Reception is full, with a long waiting list. The Head notified Governors that she had taken a 31st child into one year group but knew the numbers would drop back to 30 for September.</p> <p><u>Curriculum:</u> A whole school curriculum review has been carried out and SMSC has been identified as an area to enhance, in particular in relation to developing children's knowledge of children's lives in other parts of world. As such the SLT have bought into UNICEF Rights Respecting programme, which is about encouraging them to go out and make the world better place.</p> <p>Q: How does that connect in with RE curriculum? A: It will draw in RE too. We have fairly new subject lead on that.</p> <p>PE is thriving but the school is looking at developing positive attitudes towards fitness and sport, especially around girls as they transition to secondary school, targeting Years 4 and 5 in particular to enable this to embed before they leave. (It was noted that there had been a mix of comments about PE in the Parents' Survey.)</p> <p>In light of the amount of learning enrichment that takes place at the school, the</p>	<p>Challenge</p> <p>Inform</p> <p>Account-ability</p> <p>Nform</p> <p>Support</p> <p>AW/RM Head</p> <p>Inform</p>

	<p>Head highlighted the need to be mindful of teachers' work-life balance and, as such, teachers are being asked to plan external educational visits well in advance to ensure that activities are spread out, with just one taking place every half term (except in years where there is a residential trip or in terms where there are focus weeks e.g. Black History Week.) The Head stressed that this was not about taking anything away but about forward planning.</p> <p>Q: Who decides on the visits? A: Teachers look at the curriculum and what visits would enrich curriculum</p> <p>Q: Who takes responsibility for the forward planning? A: The class teachers, according to where they could enhance curriculum but they need to make sure that there isn't so much going on that it eats away at teaching time.</p> <p><u>Teaching and Learning:</u> Progress is generally good. Five pupils in Year 2 who had been making insufficient progress had been targeted for Maths, which has had an impact.</p> <p><u>Staffing:</u> Although there will be some movement, the Head said she expects to be fully staffed in September. (It was noted that the end of May is the deadline for teachers to give notice but support staff can give a month's notice).</p> <p><u>Safeguarding:</u> Internal Team around the Child (ITAC) meetings are continuing to work well. RM and the Head did the annual safeguarding audit, which was very thorough. The school is going for the Online Safety mark using a 360 Audit tool. An additional staff member is being trained as a Safeguarding Lead to bring the total number to four.</p> <p>Comment: Governors discussed ways of improving parental attendance at online safety workshops.</p> <p><u>Attendance:</u> There is still an issue with term time holidays. Parents whose children's attendance falls below 90% get a phone call from the Head because, if they have an illness and have already taken a holiday, they can never make that time up.</p> <p><u>Energykidz:</u> The Head meets most weeks with Energykidz and is very pleased with the staff in terms of the activities and the care. The lead is always checking with her about safeguarding issues so there is better communication than before. There was only one day when they didn't open on time (to parents' annoyance) but that was brought up with the Area Manager and they refunded the session. They will report to F&P committee in Summer 2.</p> <p>The new School Improvement Partner, Ms Karen Feeney, has done a focus visit on writing and given some key ideas for developing it.</p>	<p>Inform</p> <p>Inform</p> <p>Support</p>
7.	<p>SEF</p> <p>This had been circulated beforehand. It was noted that the SLT undertake regular SWOT analysis in their meetings and RM explained what has been added to it, which included a recommendation made by the SIP around spelling. DPs attendance continue to be above 96% which is the target.</p> <p>Q: Looking at girls vs boys in reading/writing vs Maths. Are we reducing gender gap between girls and boys in reading, writing and Maths? A: We spent a long time looking at that but we are confident that all children are making good progress in those subjects so rather than looking at the gap we're looking at the progress they are all making. It's a national issue.</p>	<p>Account-ability</p>

	<p>The Head asked Governors whether they had found it useful to have the whole document rather than sections and Governors said they had but would have liked to see what has changed. It was agreed that the Head would do that next time and that she would submit a full updated version once a year. It was noted that this is an important document for governors to be familiar with.</p>	
8.	<p>PROCEDURAL GDPR</p> <p>The Head advised that the Data Protection Policy was nearly finished and that an external company has been appointed to be the Data Protection Officer (DPO). The School Business Manager, Ms Lauren Drake (LD), had really looked into it and concluded that it would be more cost-effective than having to pay someone internal and train them up.</p> <p>Q&A: Governors asked and the Head confirmed that they are school specialists.</p> <p>All staff have had the GDPR compliance document and an email has been sent to parents asking them to opt in to reiterate their consent.</p> <p>Q: How will we make sure we can communicate as necessary? A: We are moving to Parentmail. Parents are very aware of GDPR.</p> <p>Q: How will you know everybody has responded? A: We will cross-check.</p> <p>Q: Who gave advice to the school on how to become compliant? A: We have taken professional advice, it was covered at Heads' Forum and LD went on training 4 months ago. And this external company.</p> <p>Q&A: Governors asked who was the Data Processor and who the Data Controller and the Head said she would check with LD. It was noted that YLC is the Governor responsible for GDPR Action: Head to check with LD who is Data Processor and who the Data Controller. Action: YLC to meet with LD re GDPR in Summer 2</p>	<p>Account-ability</p> <p>Account-ability</p> <p>Account-ability Account-ability</p> <p>Account-ability</p> <p>Head LD</p>
9.	<p>BUDGET 2018/19</p> <p>This had been reviewed by Finance and Premises Committee and was recommended for approval. CG explained that there was an improved carry-forward of £151K, which was £20K better than predicted. There is was an increased positive variance across years 1 and 2 of £81K and £45K respectively. Some of the surplus was being used to fund a floating Teaching Assistant for one year and curriculum resources were still in the process of being reviewed, with one of the big expenditure priorities being IT. Governors ratified F&P's approval of the final budget.</p> <p>CG advised Governors that she had attended Finance Training and the trainer has agreed to deliver an individual session for Governors in w/c 11th June. Action: CG to circulate proposed date</p>	<p>Approve</p> <p>CG</p>
10.	<p>COMMITTEE REPORTS Finance and Premises:</p> <p>These minutes had been circulated. CG reported that, in addition to reviewing the budget, the committee had looked at the new benchmarking data, talked about the apprenticeship levy and looked at ways to use it to upskill TAs and LSAs. The opening of a bank account for the Voluntary Giving fund has proved problematic so CG and the Chair will have to go into the bank again. A Treasurer needs to be identified. It did go into the newsletter but there has been no response so far. Action: Head to put notice in newsletter again re Treasurer</p>	<p>Head</p>

	<p>The Health & Safety report had been circulated and no major issues had been identified. The Head said she and LD had done a H&S walk with children who had been very astute about identifying what was not working. <i>CG left the meeting at 8.40 pm</i></p> <p><u>Quality and Standards</u> Mrs R. Gibbs reported that the committee had looked at the RE, Gifted & Talented and Assessment policies and had talked about what sources were checked in updating these policies. The Assessment policy had been updated to reflect the introduction of Target Tracker.</p> <p>Mindful of staff workload, the committee had talked about getting the balance between what they need to see and what they don't and, to this end, the SLT have decided to produce just one set of data analysis taken from Target Tracker that meets the requirements of both Governors and teachers. The Committee had looked at the predictions for each year and talked about what was in place to ensure targets are being met and had looked at two new measures: Pupil Progress Tracker that tracks pupil progress from YR to Y6 and in between. Governors had noted that looking at progress from the end of KS1 to end KS2 showed the journey more clearly because it was measuring like for like whereas Foundation Stage has a different curriculum and different criteria. The committee also received a thorough, robust report from the SENCO.</p>	
11.	<p>SEN REPORT Teachers' had requested a greater presence of the SENCO in classroom and more in-depth conversations between teachers and SENCO. The SENCO responded well to this feedback and is having a clinic once every half term for teachers to look at strategies to put in place for children. The Head reported that the SENCO line manages the LSAs and is good at identifying areas where they need to be developed. She is also good at organising outside Education Psychologists (EPs) and trainers to come in and work with them. She carried out the SEN Audit on 20th March with Sarah Herbert from LA and she's putting actions in place arising from that. Again in response to teachers' requests, she is undertaking SEN monitoring through learning walks to look at the different activities taking place in classrooms. She is currently starting the annual reviews of EHCPs with outside agencies and parents that take place in summer to look at whether that plan still fits. This was noted to be a very time-consuming process.</p> <p>Q: Would all teachers have SEN experience? A: It's something you pick up as you go along. There's lots of training teachers can go on and LH is very good about bringing in training to meet identified needs. There are circumstances where it is not always possible to provide the solution which each parent would ideally like.</p> <p>Q: Do teachers have the time to think about children's needs? A: They have PPA time but that is why we introduced the clinics.</p>	<p>Inform</p> <p>Inform</p>
12.	<p>Disadvantaged Pupils There are only 39 in the school, which is not a big number. RM had a good discussion with MMK on his visit and there had been a productive staff meeting where teachers and TAs talked about things they'd tried with children that had worked and gave practical demonstrations. This illustrated the small things people do to help children access the curriculum. Lorena Aguilar continues to run interventions, which work well and many of the children she works with are making small steps. She's had time with EP to work out what to do next for</p>	

	<p>those pupils. She has introduced a lunchtime drop-in club which has worked well and is attended by a mixture of DPs and other children who really enjoy going because the playground can be overwhelming for some.</p> <p>Q: How is this marketed to children? A: Just by saying 'I'm here if you need me'.</p> <p>DP Attendance is above target and the EWO comes in once every half term. Some interventions have been started for children who need to make accelerated progress or are in danger of not meeting target and all these groups have some DPs in.</p> <p>On the recommendation of a parent, 10 DP girls went go-karting, which was about empowerment.</p> <p>Progress is being monitored and DP progress is significantly above the rest of the school for Writing and 37% have already made 6 steps of progress in Math, which constitutes accelerated progress.</p>	Inform
13.	<p>SPORTS PREMIUM</p> <p>AW reported that the action plan will stay the same, with the focus next year on making sure the curriculum is high quality, understanding what that looks like and drilling down into evidence of impact. Evidence for Sports Mark will be submitted once a glitch in the system has been resolved. He recommended that the school signs up to Youth Sport Corps Trust membership</p>	
14.	<p>STRATEGY</p> <p>It was agreed to put this earlier in the agenda next time. The Head said she cannot find anybody willing to talk to Governors for free about what academisation would mean for Orleans specifically so it was agreed that she should seek costings from AfC. Action: Head to get costings from AfC</p> <p>Q: Have you any sense of who you'd join with? A: No. Locality teams used to work well but once the funding disappeared it dissipated.</p>	Head Inform
15.	<p>GOVERNOR VISITS</p> <p>The following Visit Reports had been circulated to Governors:</p> <ul style="list-style-type: none"> • Assessment Procedures • Broad and Balanced Curriculum • Literacy • Behaviour • Recruitment and Retention <p>Action; Clerk to put updated Governor Visits Schedule on Governors' Secure Area and Cathy Brook to put Visit Reports in FGB file for next meeting</p>	Clerk CB
16.	<p>GOVERNOR TRAINING</p> <p>CG did Financial Training.</p> <p>The Head and Chair did a full day of Health and Safety training and agreed that the afternoon session had been more useful than the morning in terms of learning aspects of the law re H&S, how quickly fire can spread and a reminder of just how important H&S is.</p>	
17.	<p>ANY OTHER BUSINESS</p>	

	It was agreed that Ms N. McGlone would be Governor of the Month for June.	
18.	GOVERNOR SELF EVALUATION Governors agreed that they had achieved the following at this meeting: <ul style="list-style-type: none"> • A number of visits had been undertaken and reports received and a plan had been made for next term's visits • Approved a balanced budget • Received a detailed Headteacher's Report. • Ensured plans are in place for compliance with the new GDPR legislation • Welcomed a new Governor and appointed another to bring new skills on board. 	
19,	DATE OF NEXT MEETING The next meeting will take place at 7.15 pm on Wednesday 18 th July.	

The meeting ended at 9.30 pm

Signature: _____

Date : _____

Actions Arising:

Item	Action	By Whom	By When
5.	Send out agreed password to absent Governors	Clerk	ASAP
6	Meet to discuss introducing a charge for free clubs	Alan Watkinson Rebecca Mole Jane Evans	ASAP
8	<ul style="list-style-type: none"> • Check with Lauren Drake who is Data Controller and who is Data Processor • Meet with Lauren Drake re GDPR in Summer 2 	Jane Evans Yeing-Lang Chong	ASAP 11/7/2018
9	Arrange and circulate date for all-Governor finance training	Caroline Green	ASAP
10	Put notice in newsletter again re Treasurer for Voluntary Giving Fund	Jane Evans	ASAP
14	Get costings from AfC for talk on implications of academisation for Orleans Primary	Jane Evans	11/7/2018
15	<ul style="list-style-type: none"> • Put updated Governors' Schedule in Governors' Secure Area • Put Governors' Visits in Governors' Secure Area 	Clerk Cathy Brook	31/05/2018 Ongoing