

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

**Minutes of Full Governing Body meeting held on
Wednesday 17th July 2019 at 7.15pm at the school**

Constitution, Membership and Attendance –

| LA – 1 | PARENTS - 2 | CO-OPTED – 8 | STAFF – 1 + Head teacher |
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| - | Rebecca Gibbs -RG | Alex Axiom - AA (Chair) | Jane Evans (Head teacher) |
| | Caroline Green – CG (Vice Chair) | Yeing-Lang Chong (YLC) | Naomi Owen (NO) |
| | | Sarah Cullen (SG) | [Rebecca Mole – Deputy Head (Associate)] |
| | | Levent Gurdenli (LG) | |
| | | Mark McKiernan (MMK) | |
| | | Reegan Prinsloo (RP) | |
| | | Michael Safo (MS) | |
| | | Alan Watkinson (AW) | |

(Bold=absent)

Also attended: Mrs V. Prince – Clerk, Mrs R. Mole (RM)

| Item | | Action |
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| 1. | APOLOGIES Apologies were received and from Mrs S. Cullen and Mrs N. Owen. | |
| 2 | DECLARATIONS OF INTEREST There were no declarations of interest. | |
| 3. | POLICIES Angela Langford from AfC was introduced and clarified Governors' responsibility with respect to policies and the process for review. It was noted that any comments or amendments/typos should be addressed with Mrs J. Evans (JE) before the meeting so that the final policy can be ratified at the meeting. She recommended that the relevant link Governor work with JE on it but all Governors should ensure that they read each policy so that they can hold the Headteacher to account during the course of academic year. She would suggest reviewing the policy review schedule at the end of the year. | |
| 4. 4a | CONSTITUTION JE, Mrs A. Axiom (AA), and Mrs C. Green (CG) had met with some candidates for the Local Authority Governor vacancy and, following these meetings, Achieving for Children working on behalf of the London Borough of Richmond Local Authority are happy to nominate Mr T. Bendelow for the position of LA governor at Orleans Primary School. This is based on the recommendation of the school in line with the skills gaps identified during the last Skills Audit and is for a period of four years from 1 st September 2019. Governors voted in favour of this appointment. | |
| 4b | AA's term of office would be ending in October 2019 and she said she was willing to stand again but would be standing down after 2 years, when she would have served 10 years as a Governor. Mrs R. Gibbs (RG) nominated and Mr L. Gurdenli (LG) seconded her reappointment as Co-opted Governor for a 4 year term starting | |

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| | <p>on 16th October 2019 but it was noted that Governors should think about succession planning.</p> <p>With these appointments, the Clerk confirmed that there would, from September, be no vacancies on the Governing Body.</p> | |
| 5. | <p>MINUTES AND MATTERS ARISING</p> <p>The minutes were approved as a true copy.</p> <p>Item 8a, The Staff Work life balance Survey was sent but, as an insufficient number of LSAs had completed it, it had had to be reissued. It had now been completed by all staff but analysis has not yet taken place. However, actions to address work life balance are being put in place and will be in the Headteacher's report for the Autumn. Action complete</p> <p>It was agreed to review the results of the Staff Work-Life Balance survey at the PC&C in the Autumn. PC&C Autumn 2019 Agenda</p> <p>Item 8a , CG reported that none of the Governors are on Section 128. Action complete</p> <p>All other actions were complete.</p> | Approve |
| 6. 6a | <p>HEADTEACHER'S UPDATE</p> <p><u>Breakdown of Extra-curricular clubs</u></p> <p>This had been circulated.</p> <p>Q: What proportion of Disadvantaged Pupils (DPs), Pupils with English as an Additional Language (EALs) and pupils with Special Educational Needs (SEN) attend clubs?</p> <p>A: The majority of Disadvantaged Pupils (DPs) do a club and we track them all. It is available to a wide, varied range of children and we target particular children for particular clubs that we believe will be beneficial for them. The SENCO has been successful in finding funding for children to attend clubs.</p> <p>Q: If they turn down a place in a club, is there a particular reason?</p> <p>A: It is often because parents are picking up a sibling and do not want to come back again.</p> <p>Q&A: Governors commented that were pleased to see DPs attending cricket club and RM said cricket is really beneficial for teaching children competitive skills without the contact that can lead to explosive situations. Mr A. Watkinson (AW) endorsed this view because it also encourages social skills and cognitive development.</p> | Account-ability Account-ability Support Support |
| 6b | <p><u>Behaviour</u></p> <p>Q&A: Asked about the downward trend in behaviour incidents from the start of the year, JE said that the space is tight for such a large number of children of different ages. It is the football days where the issues arise because there are so many children who want to play football, which is why taking children to Marble Hill Park works effectively and the data indicates that behaviour improves when weather improves and children can be taken off-site. It is essential that there is a good selection of robust equipment outside. She stressed that the following is vital for encouraging good behaviour in the playground:</p> <ul style="list-style-type: none"> • Making sure the equipment is well-organised and outside ready for children to use. • Making sure the equipment is replaced regularly when necessary. • Ensuring children can be taken to Marble Hill for football <p>She added that low-level disruption is minimal in the classroom so behaviour for learning is very good and staff are all skilled at dealing with issues when they appear.</p> | Account-ability |

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| | <p>Q: Where does bullying fit into the data? A: There have been two allegations of bullying this year but, when investigated, in both cases they were not found to be bullying and were resolved. It has been recorded separately when an allegation of bullying has been made, as are allegations of racism and homophobia. There are sanctions but the focus is on learning from the experience. Q&A: Governors asked and RM confirmed that Year 5 is where there tend to be more behaviour issues because of hormones and changes in friendship groups etc.</p> <p>6c <u>Review towards SDP objectives</u> It was agreed to cover this under the report from the Quality & Standards committee.</p> <p>6d <u>PE</u> The Sports Premium Impact report had been circulated and JE reported that, since sending out this report, the school had been awarded the Gold Sportsmark, which is an indication of the consistent improvement year on year and is recognition that the school's approach to PE and Sport is right for pupils. AW endorsed this and highlighted the School Sport and Activity Action Plan, which has just been published and is recognition that PE and sport are fundamental in the development of children and in addressing the issues of obesity and mental health. It highlights the sorts of initiatives that should be happening and he was pleased to report that this school is already doing much of this. For example, it references My PB (My Personal Best), which the school is trialling and has been well-received. The indications of the SSA Action Plan are that Sports Premium funding will continue.</p> <p>With respect to the Sports Premium report, he highlighted to JE that the numbers in the right-hand column do not add up and would seem to indicate that there is £4K unspent, if these figures are correct. This should be checked before the document goes up on the website (by 31st July).</p> <p>RG highlighted that it had come up in Q&S how demanding a subject PE is to lead.</p> <p>6e <u>Staff Work/Life Balance</u> As agreed above that will be reviewed by PC&C in Autumn. PC&C Autumn agenda</p> | <p>Account-ability</p> <p>Inform</p> |
| <p>7. 7a</p> | <p>COMMITTEES AND PANELS <u>F&P</u> The minutes had been in the meeting file before the meeting. CG highlighted that the committee had reviewed the following:</p> <ul style="list-style-type: none"> • Lettings: there is a possibility for Saturday letting to bring in additional income or alternatively Rugby parking but it is unclear who could run rugby parking. • Premises, including the cleaning contract, and the school is looking at using the cleaners more efficiently. • Reducing traffic on Hartington Road and the school will be meeting with School Streets about the possibility of closing Hartington Road to all traffic apart from residents. • Budget – the school is in a better position for Year 1 but may have to review staffing when setting the budget for the following year. • School meals – it was noted that the increase in prices went smoothly • SaveMoneyCutCarbon: it was decided that SMCC was too expensive and | |

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| <p>7b</p> | <p>to look at other measures. (JE reported that the school will appoint children as Ecomonitors from September.)</p> <p><u>Q&S</u> RG reported that the committee had looked at:</p> <ul style="list-style-type: none"> • The good progress being made by DPs, the reasons for it and the support being put in place • The effect on data of children with EHCPs and the fact that progress of children with EHCPs is not always apparent in the data although they are making progress against their IEPs • Transition arrangements for children with SEN • Challenge for More Able pupils • SATS results: the committee had robustly reviewed the SATs results, which were very good. Interventions are being put in place for the few areas identified. All results were above Richmond and National average and Maths results were noted to be particularly good which is testament to the success of Maths Mastery. (JE reported that she had had received an email of congratulation from the Local Authority.) • Reviewed the progress towards SDP objectives and the reasons for the RAG-rating – it was noted that safeguarding is strong but the new Deputy Head will take over as DSL following a period of training by JE. AW endorsed the decision to move the focus on PE into a larger section on the curriculum. <p>The committee had also thanked RM for all her hard work particularly in her work on the presentation of data to ensure that it gives Governors what they need.</p> | |
| <p>7c</p> | <p><u>PC&C</u> The minutes of the meeting had been in the meeting file before the meeting. AA highlighted that the committee had undertaken the following:</p> <ul style="list-style-type: none"> • Reviewed policies and saw the Emergency Closure policy in action when the school had to close half-way through the meeting because there was no water. • Reviewed staffing and congratulated JE on the staff structure. • Reviewed the Parents Survey – it was noted that home learning remains a contentious issue with some parents but that will always be the case as parents have such polarised opinions. Governors suggested acknowledging this in the next parents’ survey. <p>Q&A: Governors asked Ms R. Prinsloo (RP for her views as a staff member on the homework policy and she said that it is working well in terms of the structure. When asked, she said home learning in the lower school is designed to reinforce the curriculum and gives a snapshot of where the child is. She thought that it must have an impact higher up the school, partly because of the increased volume of homework. Feedback from parents is definitely more positive.</p> <p>Q: What are parents objecting to – that it is too much or too little? A (JE): It is a combination but we have had less comments this year about it casting a shadow over the weekend and causing conflict at home. Q: Do you as a teacher think it is beneficial to have more or less homework? A (RP): I would rather have the parents onside with the current system that we have, which is working. There is more of a balance between project work and shorter homework. N.B. JE said that parents’ comments on home learning had been taken into account when changing the homework policy.</p> | <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> |

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| | <p>JE said that, overall, she was pleased with the response to the survey and there were more parents who understand that taking children out of school in term-time impacts on their learning. It was noted that there have been far fewer parents taking children out of school on holiday and office are more rigorous about reinforcing the fact that this would be an unauthorised absence. It was also good to see that parents understand the importance of a healthy lifestyle. There had been a good response – about 137. There were a lot of positive comments about teaching and learning but some parents would like more direct meetings with the teacher every term and would like a sports coach. SLT have analysed the comments on things the school could do better and have developed responses.</p> | |
| <p>8. 8a</p> | <p>STRATEGY Governors had been asked to complete Self-Evaluations and an anonymised 360 Review of Chair, which AA will collate over the summer. GB Autumn 1 Agenda</p> <p>Governors went through the evaluation of their processes and RAG-rated where this Governing Body is in relation to this. Action: AA to look on Key for a model document</p> <p>After discussion, Governors identified the following possible areas for development:</p> <ul style="list-style-type: none"> • Building links with other Governors • Succession planning, although this had been discussed earlier in the meeting with the acknowledgement that it is best practice for no Governor to serve more than 2 terms • To increase engagement with stakeholders, Governors could perhaps attend School Council meetings or reintroduce attending SLT/staff meetings. • Chair to write a couple of paragraphs to add to the end of the Head's end of year letter • Agreed that Q&S should be the committee to review the impact of the Pupil Premium Funding expenditure but that F&P would have oversight from financial point of view | <p>AA</p> |
| <p>8b</p> | <p>Governors agreed the Standing Orders with the amendment of the date on the final page for signature at meeting in October. FGB Autumn 1</p> | |
| <p>8c</p> | <p><u>Code of Conduct</u> The existing Code of Conduct and a model from the Key for School Governors had been circulated. Governors agreed to adopt the latter. Action: AA to amend the Key model Code of Conduct to Orleans and Governors will sign in October. FGB Autumn 1</p> <p>A discussion took place about the process for reviewing policies and JE stressed that policies cannot be carried over from one meeting to another. Any queries or amendments will take place ahead of the meeting. It was agreed that, at the beginning of each term, the committee will have the list of policies for review that term. Any policies that are Schools HR should just be adopted because the detailed work and consultation with the unions has already been done.</p> | <p>AA</p> |
| <p>9.</p> | <p>ANNUAL REPORTS The Data Protection Officer annual report had been circulated.</p> | |

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| <p>10 10a</p> | <p>POLICIES Ratified the Capability Policy as agreed by PC&C</p> | <p>Approve</p> |
| <p>10b</p> | <p><u>SEND Policy</u> There has just been one amendment to remove the reference to the Assistant SENCO but there were no other changes from the previous year. Governors approved the SEND policy.</p> | <p>Approve</p> |
| <p>11.</p> | <p>GOVERNOR VISITS The following visit reports had been circulated:</p> <ul style="list-style-type: none"> a) Health and Safety Report (Caroline Green) b) GDPR (Yeing-Lang Chong) c) Safeguarding/child protection (Alex Axiom / Caroline Green) d) Behaviour / Anti Bullying (Michael Safo) e) English (Rebecca Gibbs) f) Quality of Teaching (Yeing-Lang Chong) g) Quality of Leadership and Management (Sarah Cullen) h) Broad and Balanced Curriculum (Sarah Cullen) <p>It was noted that not all the questions were relevant to all visits. YLC commented that the new mastery skills were having a positive impact on children with SEN.</p> | |
| <p>12.</p> | <p>GOVERNOR TRAINING AND DEVELOPMENT AA attended training in the new Ofsted framework, which had been interesting but was not long enough. Q: What is the intent behind our curriculum? A: Ours is a skills-based curriculum and we will go through it and agree it as a staff in the Autumn so we have collective ownership.</p> <p>Mr Michael Safo (MS) and LG did a separate session with Steve Llewelyn after the F&P meeting.</p> | <p>Account-ability</p> |
| <p>13.</p> | <p>ANY OTHER BUSINESS RM was thanked for all her work and presented with a gift.</p> | |
| <p>14.</p> | <p>SELF EVALUATION</p> <ul style="list-style-type: none"> • Governors have reflected on how to improve their processes and agreed a new Code of Conduct • Governors have reflected on how to streamline the policy review process to make it easier for staff and agreed a process • Governors have looked at the responses to the Parents' Survey and asked questions around the homework policy • Governors have agreed a process for reviewing the Staff Work-Life Balance Survey | |
| <p>14.</p> | <p>DATES FOR NEXT YEAR These will be circulated before the end of term. Action: JE to send meeting dates for next year to the Clerk and Clerk to circulate</p> | <p>JE/ Clerk</p> |

Meeting finished at 9.30 pm.

Signature: _____

Date: _____

See next page for Agenda and Action Points arising

Agenda Items Arising:

| Item | Action | By Whom | By When |
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| 5 & 6e | Review Staff Work/Life Balance Survey | PC&C | Autumn |
| 8a | <ul style="list-style-type: none"> Review Governors' Self-Evaluation Review Chair's 360 Evaluation | FGB | Autumn 1 |
| 8b | Adopt Standing Orders | FGB | Autumn 1 |
| 8c | Adopt and sign up to Code of Conduct | FGB | Autumn 1 |

Actions Arising:

| Item | Action | By Whom | By When | When complete |
|------|---|------------|-----------|---------------|
| 8a | Look for model tracking document on Key | Alex Axiom | 30/9/2019 | |
| 8c | Amend the Key model Code of Conduct to Orleans and Governors will sign in October | Alex Axiom | 30/9/2019 | 17/09/2019 |
| 14 | <ul style="list-style-type: none"> Send meeting dates for next year to Clerk Circulate to all Governors | Jane Evans | 23/7/2019 | 23/7/2019 |
| | | Clerk | 23/7/2019 | 23/7/2019 |