

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

**Minutes of Full Governing Body meeting held on
Wednesday 15th July 2020 at 7.15pm via Google Meet platform**

Constitution, Membership and Attendance –

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

Also attended: Mrs V. Prince – Clerk

All Governors were present via Google Meet in line with amended Alternative Participation Protocol

| Item | | Action |
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| 1. | APOLOGIES <i>(statutory)</i> Mrs N. Owen sent her apologies. Mr A. Watkinson (AW) had said he would be late. | |
| 2. | DECLARATIONS OF INTEREST There were no declarations of interest. Governors confirmed that they were all in a secure environment that protects confidentiality. | |
| 3. | MEMBERSHIP OF CONSTITUTION The Chair informed Governors that Mrs. S. Cullen has resigned and the ensuing Co-opted vacancy has been advertised. She and Mrs C. Green (CG), Vice Chair will meet with 3 candidates via Zoom tomorrow and will consider them against the existing skills gaps identified from the last Skills Audit. Mrs R. Gibbs (RG)'s term of office as Parent Governor expires in October and, as she has been re-elected once already, this will be her last meeting. (She will also no longer be a parent at the school.) There will therefore have to be a Parent Governor election in the Autumn term. <i>AW joined the meeting at 7.22 pm</i> | |
| 4. | MINUTES AND MATTERS ARISING The minutes of the meeting held on 20 th May 2020 were approved as a true record. Item 7d, Although a weekly bullet-point summary had not been sent out (due to the Headteacher's workload), Governors agreed that they were satisfied with the | Approve |

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| | <p>level of information they had been receiving regarding the reopening and next steps.</p> <p>Item 7d, A few conversations have been held with one of the Parent Reps and the information cascaded out to other parents.</p> <p>Item 13a, The Headteacher confirmed she will continue to monitor the situation with the School Streets plan.</p> | |
| 5. | COMMITTEES AND PANELS | |
| 5a | Governors noted the minutes of the Finance and Premises and Quality and Standards meetings, which had been recently uploaded to the meeting file. There were no questions. | |
| 5b | <p><u>Budget 2020-21</u></p> <p>CG reported that the budget had been amended to reflect the much-improved financial position following the receipt of a revised EHCP funding statement. This had been reviewed and approved by the Finance and Premises Committee and submitted to the borough by the deadline.</p> <p><i>Mr M. McKiernan MMK joined the meeting at 7.27.</i></p> <p>Whereas previously there had been a negative balance in the second and third years, there was now a positive balance of £28K and £36K in Years 2 and 3 respectively. It was noted that, since approving the budget, the Sports Premium has been confirmed and any underspend can be carried over if the school stays with the original plans for that funding. The Headteacher confirmed that she has reviewed this with the School Business Manager because there were aspects of the plan (e.g. Staff CPD) which it had not been possible to carry out due to lockdown. AW reported that he had met with the PE Leads and suggested that, in the first instance, they allocate the funding to continuing last year's projects. If they need to change anything in September, they can.</p> <p>Q: Why is there such a big change between this budget and the previous version?</p> <p>A: It was mainly the increase in EHCP funding and a reduction in staffing costs due to insurance payments not being incurred during school closure, a reduction in SMSA hours and the replacement of a teacher by a NQT from the Autumn term. The EHCP runs in line with the school year so always lags behind the financial year a bit.</p> <p>Q: Was the other issue resolved with Finance?</p> <p>A: No, Steve had to make a manual adjustment. It is not ideal but we have minuted it and we will monitor.</p> <p>Governors ratified the amended budget.</p> | <p>Account-ability</p> <p>Inform</p> <p>Approve</p> |
| 6. | HEADTEACHER'S COVID UPDATE | |
| 6a | <p><u>Covid 19 Risk Assessment/Health & Safety</u></p> <p>The Headteacher reported that, in conjunction with the School Business Manager and Mrs B. Bennett (BB), Deputy Headteacher, she updates the Risk Assessment each Friday in line with any new information from the DFE or the Local Authority or any issues that have come up in school. That process is working well and will be continued in September. A meeting has been scheduled to review the just-released new Risk Assessment to be used from September. This will be shared with Governors once complete. It was noted that, every time a Risk Assessment is updated, it is shared with the Chair and Vice Chair of Governors.</p> <p>She highlighted that the new cleaning company, Odessa, is doing an excellent job and staff have confidence that each room is being cleaned properly.</p> <p>Q: Have you had any incidents or concerns?</p> | <p>Account-ability</p> |

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| | <p>A: We have had one confirmed case which I shared with you by email but nothing since.</p> <p>It was noted that CG had undertaken a Health & Safety visit, the report of which had gone to Finance and Premises. No major issues had been identified, other than the very high cost of replacing the emergency lighting. The SBM is in the process of trying to resolve this.</p> <p>Action: Clerk to share Health & Safety Visit Report with Governors</p> | Clerk |
| 6b | <p><u>Provision for key workers' and vulnerable children</u> has worked well. Staff managing each bubble have remained consistent to avoid the risk of cross-contamination although the rooms where they are accommodated have changed for reasons which BB explained to Governors. Although it is not easy to teach two year groups in one room, staff have been very proactive and touch base regularly with the regular teachers of the relevant year group.</p> | |
| 6c | <p><u>Update on Remote Learning</u></p> <p>Google Classroom has been in place since 2 weeks after the Easter holidays and teachers are now confident in using it. There has been positive feedback from parents on this provision, with only two requests for livestreamed lessons but the reasons why this could not be offered were explained clearly to them. If there should be a local lockdown next year, the same system would be used. BBC Bitesize and Oak Academy have also been used as additional resources</p> <p>Governors commended the school on introducing and embedding Google Classroom in a very short timeframe and congratulated the teachers on how well they have embraced it – it was noted that this included the support staff who have been delivering specialist lessons e.g. French and RE. Governors asked if the teachers had seen the letter sent to parents highlighting this and the Headteacher confirmed that they had.</p> | Support Support |
| 6d | <p><u>Staffing Arrangements</u></p> | |
| (i) | <p><u>Capacity:</u> The Headteacher explained that she had taken the decision to use HLTAs to teach in Reception, Year 1 and Year 6 bubbles to ensure that there were sufficient teachers to plan the online content. This had worked well. Two of the clinically vulnerable staff are now back at work and, of the two shielding staff, one is leaving and the other will be back in September. Any teachers with medical needs have been redeployed into roles that are more manageable for them. The school is fully staffed from September apart from one LSA vacancy, for which she is interviewing three candidates on Monday.</p> | |
| (ii) | <p><u>Staff Wellbeing:</u> There is an employee assistance programme in place accessible for all staff which can provide 6 weeks of counselling. This can also be accessed through their GPs too. In addition, the SLT check in regularly on staff wellbeing, including at the start of each virtual meeting.</p> | |
| 6e | <p><u>Plans for reopening in September</u></p> <p>The plans for reopening in September had been circulated to Governors and to parents. The plan is to resume 5 days a week in-school teaching with regular class teachers and TAs. Start and finish times will be staggered in line with the advice to avoid large crowds of parents gathering but the number of hours pupils spend in school will be the same as they would have been pre-Covid. Siblings can be dropped at the earliest time per sibling and collected at the latest time to ensure that children do not miss out on learning. They will have activities in the classroom until the rest of the cohort arrive. Playtimes and lunchtimes have been shifted so that bubbles are not all out at the same time and the playground has been zoned so each class has its own section on the playground. After the first</p> | |

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| | <p>couple of weeks, a rota may be introduced to allow bubbles to switch zones. BB observed that playtimes are currently working well with fewer arguments and children starting to play more traditional playground games. For lunchtime each year group has been allocated a sitting time but it is harder to predict how long it will take to get children into the dinner hall.</p> <p>Q: Will they stay separate in lunch hall?</p> <p>A: They will sit in class bubbles at opposite sides of the hall.</p> <p>Q: What happens with Energykidz where they are mixed across the year groups?</p> <p>A: Guidance says that year groups can be mixed for after-school clubs although they should be separated if at all possible. However, that would be impossible to manage.</p> <p>Q: What if one child has a confirmed case and he goes to two clubs a week?</p> <p>A: You contact Public Health and they will assess the risk. If it is an outside club the risks are minimised and they would track and trace with that. We have talked a lot about after school clubs and how can make them work. Energykidz will use the small hall and another space in school so we can keep them as apart as possible. With clubs, we have tried to align the start and finish as much as possible and before we give the go ahead for any club to run we have asked to see their Risk Assessment so we can see how they will manage that. There are some clubs that cannot run e.g. choir or the orchestra because the guidance is clear that there cannot be singing or wind instruments. We will go back to Public health once we have populated the club plan.</p> <p>Q: If they have to isolate, is their work set on Google Classroom?</p> <p>A: If the whole class has to isolate then the teacher would too so they would go back to Google Classroom.</p> <p>Hot lunches will be provided from September for those who want them but ISS is providing a menu that will have more of the meals that children definitely eat, while still being nutritionally balanced.</p> <p>BB outlined the process for planning next year's curriculum to ensure that any topics missed this term will be incorporated into next year's curriculum. Home learning will be set using Google Classroom. The subject lead is responsible for tracking the topics that have been missed but which is normally not taught again until the following year.</p> <p>Q: How will teachers be planning for individual children who may be further behind or ahead. Will the pre-learning continue?</p> <p>A (RP): Already teachers know which pupils have not accessed Google Classroom and will therefore have gaps in their learning. Power of Reading and Maths Mastery have both brought out an abridged curriculum to cover gaps and there are a lot of resources out there because it is a national problem. Subject leads are very aware and are planning for how it can be addressed for different topics.</p> <p>Q: Will the school be asking parents how their child engaged with the learning throughout lockdown?</p> <p>A (Head): The school reports are going out on Friday and we are asking parents to give feedback via the Google Form how they feel remote learning has gone.</p> <p>A (RP): Having all our children in for those 4 days has been very informative because I could already see who has not engaged and where they may be gaps and I have made a note for their next teacher.</p> <p>Q: Are you monitoring through calls or through Google Classroom?</p> <p>A (RP): Both. Through calls but also you see which children are not handing in work on Google Classroom. It is very valuable to have an honest chat with your children so we have a clear picture of what they have accessed.</p> <p>Q: Do we have a sense of how many have accessed the home learning?</p> | <p>Inform</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> |
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| | <p>A (BB): A high number. There are only a handful across the school (10 maximum) who have not done anything at all. However, the amount of engagement has tailed off in recent weeks.</p> <p>Q: What about those who are not returning in September i.e. Year 6?</p> <p>A: They have been in since 1st June in their bubbles of 15 and teachers have been working hard to make sure they covered the necessary ground. The key thing was the SRE but we have also delivered a strong transition and Orleans Park teachers have been in contact with Year 6 teachers about gaps. We are confident that all the paperwork has gone to their secondary schools. Only 2 Year 6 children are not in.</p> <p>Q: And do you know the reasons why they aren't in?</p> <p>A: Yes. They are both completing Google Classroom at home. The Year 6 curriculum in the Summer term tends to be more about transition as they would have covered the key curriculum areas before lockdown.</p> <p>Q: For the catch-up provision plans, does that represent extra hours for teachers above their normal workload?</p> <p>A: We have done pre-teach for several years – it does not add that much on the day. It works really well.</p> | <p>Account-ability</p> <p>Account-ability</p> <p>Account-ability</p> |
| 7. | <p>SAFEGUARDING</p> <p>The Headteacher confirmed that all Designated Safeguarding Leads (DSLs)' training is up to date and have refreshed their Level 3 training. The Keeping Children Safe in Education (KCSIE) guidance has been updated so she is in the process of updating the Safeguarding policy. A summary of the changes had been circulated to Governors and it was noted that there are not many fundamental changes: it was more about contextual safeguarding, mental health and clarification/strengthening around the wording for peer on peer abuse.</p> <p>FGB Autumn 1 Agenda: Safeguarding Policy</p> <p>She reported that across the whole academic year, she had made 11 referrals to SPA. One family on a Child Protection (CP) Plan have moved down to Child in Need because Social Care feel the needs of the children have been met. She has attended one case conference and 3 CIN meetings. The DSL training had highlighted the expectation that, when pupils return in September, schools should expect an increase in disclosures. BB is therefore looking at ways for pupils to make disclosures, which will include boxes in classrooms for 'Things [I] wish [my] teacher knew'. The number of SPA referrals has gone down during lockdown, which suggests that there is a link missing. However, the Head is confident that staff have been vigilant and that safeguarding is so embedded in the school culture that referrals have been made where necessary.</p> <p>The Chair reported that she had conducted one Safeguarding visit and she will circulate the report.</p> <p>Action: Chair to send Clerk Safeguarding report for circulation to Governors</p> <p>Action: Governors to read KCSIE September 2020 and let Clerk know when have done so for Clerk to log</p> | <p>Chair</p> <p>Govs</p> |
| 8. | <p>POLICIES</p> <p><u>Behaviour Policy</u></p> <p>The Behaviour Policy had been in the meeting file for Governors to review.</p> <p>Q: How is the Home School Agreement being communicated to parents?</p> <p>A: It is in transition booklet going out to parents on Friday.</p> <p>Q: Have there been any issues with the implementation of the new behaviour policies in place?</p> | <p>Account-ability</p> <p>Account-ability</p> |

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| | <p>A: Children are very aware of it. As we moved further through the pandemic, it's easy to forget the anxiety and fear that we all had but the children's behaviour been very good because they have been reassured so much. There was only one incident involving a Reception child spitting, which was dealt with very quickly and there has not been a recurrence.</p> <p>Governors approved the policy and it was agreed that the Chair would sign the policy when she comes in to school to drop her child off.</p> | Approve |
| 9. 9a | <p>STRATEGY SDP The progress towards the SDP targets for this year and the priority areas for next year's SDP had been covered in depth at Monday's Quality & Standards meeting on Monday.</p> <p>Q: Can I confirm whether plans for catch-up next year have been included? A: Yes, they are definitely in the plans for next year.</p> | Account-ability |
| 9b | <p>The Chair has not yet received all Governors' evaluations or 360 review of her performance. She will collate responses when all have been received and circulate via email. Any issues identified can be reviewed at the next meeting.</p> <p>FGB Autumn 1 Agenda Action: Governors to send in their self-evaluation and Chair evaluations by end of the week.</p> | Govs |
| 10. | <p>TERMLY INFORMATION The summary of the Clerks' Briefing had been circulated.</p> <p>Governors discussed whether Governor visits can resume next term and the Headteacher said that this would be possible, subject to social distancing measures being observed. However, the GB would continue to meet virtually for the time being.</p> <p>Noting that the DFE have updated their guidance to allow an extension to the summer term on the introduction of the RSE curriculum, the Headteacher noted that she had intended to consult with parents this term but would now be doing this next term to ensure breadth of feedback . The DFE updated guidance indicates this is permissible.</p> <p>Regarding the issue of signing minutes and policies, discussed at the Clerks' briefing, it was agreed that the Headteacher would print out the FGB minutes and leave them in the Quarantine box for the Chair to sign. The Clerk will keep a log of committee minutes that need signing off at the next face-to-face meetings. Action: Head to leave FGB Minutes in the Quarantine box for Chair to sign.</p> | Head |
| 11. | <p>GOVERNOR TRAINING CG reported that she had attended the Joint Partnership virtual meeting but there were so many unknowns that there had been little clarity on anything. However, the SEN funding situation in Richmond and Kingston continues to be bad.</p> | |
| 12. 12a | <p>ANY OTHER BUSINESS An email had been circulated setting out ISS's raising of their costs per meal from £2.02 to £2.06, which would impact negatively on the budget: it would result in a £590 loss of annual income for Free School Meals and a £2090 loss for paid-for meals. After consultation with other local schools, the School Business Manager is recommending increasing the cost of school meals by 10p per meal. Noting</p> | |

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| 12b | <p>that the cost to parents has remained the same for some time, Governors approved this increase.</p> <p>The Chair informed Governors that the annual drinks hosted by Governors for staff would not take place this year but the Headteacher is holding a socially distanced Pimms in the playground at 3 pm next Wednesday 22nd July. She suggested that Governors contribute some cakes or canapes for this to show their appreciation to staff for all the hard work they have put in this year. A table will be left out for Governors to drop off their contributions. Governors were also invited to attend if they wish.</p> | Approve |
| 13. | <p>GOVERNORS TO CONSIDER</p> <p>Governors agreed they had achieved the following at this meeting:</p> <ul style="list-style-type: none"> • They have checked health and wellbeing of children and staff and that it is safe for them to return • Governors have noted the success of Google Classroom and are satisfied that most children have accessed it. They had commended the staff on introducing and embedding it so quickly • Governors have agreed that they can resume their monitoring visits next term • Governors have sent in helpful suggestions to CG for raising funds for the school which she will pass to the PTA and to F&P. <p>N.B. CG reported that the School Fund officers have met virtually meeting and this will be promoted more to parents. They will also be registering that fund as a charity so that the school can have more benefits from it.</p> | |
| 14. | <p>DATES OF NEXT MEETINGS</p> <p>The dates for next year's FGB and committee meetings had been circulated. The Headteacher has requested an earlier start to meetings so that staff governors do not have such a long day. Governors discussed and, although YLC indicated that an earlier start might be difficult, it was agreed to move to 6.30 pm meetings and for the next two GB meetings to be virtual. The Chair highlighted that committee membership will be moving around to enable Governors to expand their knowledge.</p> <p>The dates of FGB meetings next year will be as follows (all at 6.30 pm):</p> <p>Wednesday 21st October 2020 Wednesday 2nd December 2020 Wednesday 10th February 2021 Wednesday 24th March 2021 Wednesday 19th May 2021 Wednesday 14th July 2021</p> <p>The Headteacher and Governors thanked RG for all her work and contributions during her eight years as Governor.</p> | |

Meeting ended at 8.48 pm

Signature: _____

Date: _____

Actions Arising:

| Item | Action | By Whom | By When | When complete |
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| 6a | Circulate Health & Safety Report to Governors | Clerk | 24/7/2020 | 20/7/2020 |
| 7 | Send Clerk Safeguarding Report for circulation to Governors Read KCSIE September 2020 and tell Clerk when have done so Log when Governors have read KCSIE | Alex Axiom Governors Clerk | 24/7/2020 31/8/2020 1/9/2020 | 21/7/2020 |
| 9b | Send in Self-Evaluations and 360 Chair Evaluations | Governors | 17/7/2020 | Complete |
| 10 | Leave May FGB minutes in the Quarantine box for Chair to sign | Jane Evans | 22/7/2020 | |

Agenda Items Arising:

| Item | Action | By Whom | By When |
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| 7 | Review Safeguarding Policy | FGB | Autumn 1 |
| 9b | Receive feedback from Governor Evaluations and 360 Chair evaluation | FGB | Autumn 1 |