

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

**Minutes of Full Governing Body meeting held on  
Wednesday 12<sup>th</sup> February 2020 at 7.15pm at the school**

**Constitution, Membership and Attendance –**

<b>LA – 1</b>	<b>PARENTS - 2</b>	<b>CO-OPTED – 8</b>	<b>STAFF – 1 + Head teacher</b>
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)
		Sarah Cullen (SG)	[Becky Bennett – Deputy Head (Associate)]
		Levent Gurdenli (LG)	
		<b>Mark McKiernan (MMK)</b>	
		<b>Reegan Prinsloo (RP)</b>	
		Michael Safo (MS)	
		Alan Watkinson (AW)	

(Bold=absent)

**Also attended:** Mrs V. Prince – Clerk

<b>Item</b>		<b>Action</b>
1.	<b>APOLOGIES</b> ( <i>statutory</i> ) Apologies were received and accepted from Mr M. McKiernan and Ms R. Prinsloo.	
2.	<b>DECLARATIONS OF INTEREST</b> There were no declarations of interest with respect to items on the agenda.	
3.	<b>MINUTES AND MATTERS ARISING</b> The minutes of the meeting held on 3 <sup>rd</sup> December 2019 were <b>approved</b> subject to the removal of a sentence in the final paragraph. Item 3, Mrs A. Axiom (AA) had spoken to Angela Langford at AfC, who had sent her an evaluation form to complete first. It was agreed that, as Governors had recently undertaken an evaluation, that it would be more productive to complete it at the end of the school year prior to inviting her to an Autumn meeting. <b>Action ongoing: AA to invite Angela Langford to Autumn 2020 meeting</b> Item 9, Mr M. Safo (MS) had sent his Behaviour Report to Sarah Connolly but it had not been forwarded to the Clerk or Mrs Evans (JE). <b>Action: MS to re-send Behaviour Report to JE</b> All other actions were complete.	<b>Approve</b>       <b>AA</b>      <b>MS</b>
4. 4a	<b>COMMITTEE REPORTS</b> <u>Finance and Premises</u> The draft minutes had been available to view in the meeting file. Mrs C. Green (CG) highlighted the following: <ul style="list-style-type: none"> <li>Following a few complaints re EnergyKidz, JE and Mrs L. Drake (LD) have met twice with the local area manager and a rapid improvement plan been put in place. JE clarified that it is primarily to do with the leadership of the</li> </ul>	

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<p>4b</p>	<p>team at this school and they are currently recruiting a replacement.  <i>Ms Y-L Chong (YLC) arrived at 7.28 pm</i></p> <ul style="list-style-type: none"> <li>• Lettings income was noted to be healthy and a decision was taken not to raise lettings fees. JE advised that, since that meeting, a drama school have decided to let the hall</li> <li>• In the accident report, there was noted to be an issue with one child whose mother has raised concerns about the number of times he has bumped his head in the playground. JE advised that a Health &amp; Safety inspector has suggested extending the fence around that wall to reduce the risk of head bumps</li> <li>• CG has joined the working group to review tenders for the cleaning contract with a view to hiring by April.</li> <li>• Governors had reviewed the budget, which was a concern: SEN funding is down due to a child with an EHCP having left, which has had an impact and Governors had talked about predictions for next year.  <b>Q&amp;A:</b> SC asked whether the school has to fund the hours of support for children with EHCPs in process and JE clarified that EHCPs had been agreed but with insufficient hours so the school is appealing. However, while processing the appeal, the school still has to fund the provision for that child's needs.</li> <li>• Governors noted that this year the in-year deficit is covered by the carry-over but next year there will not be the carry over to cover any overspend so deficit budgets are predicted for Years 2 and 3.  <b>Action: CG to check the figures in the F&amp;P minutes for accuracy</b>  Noting that the Voluntary Fund has raised £9K so far, Governors agreed that they need to keep raising awareness of it with parents.</li> <li>• Governors had reviewed the SFVS and CG highlighted that there is an action plan to reduce energy costs. Energy has been added as a follow-up action for the coming year.  <b>Q:</b> Looking at the SFVS benchmarking, Is it a surprise that our teaching staff is in the lowest 20%?  <b>A:</b> That's of similar schools in the local area.  It was <b>agreed</b> to sign off the SFVS after half term if there are no further comments from Governors.</li> </ul> <p><u>Q&amp;S</u>  RG reported on what had been covered by the Q&amp;S committee:</p> <ul style="list-style-type: none"> <li>• The PE Subject lead delivered a presentation and fed back on the key points – school caters for all to be inclusive for all children; staff CPD. Governors discussed the likelihood of resource issues which may impact on sports provision.</li> <li>• Governors had also reviewed foundation subject progress and how teachers make judgements</li> <li>• Governors had reviewed FFT QLA</li> <li>• Governors had reviewed the SIP report and the questions posed had been answered.  <b>Action: Clerk to upload JE's responses to the questions from SIP report to Ofsted Readiness Folder</b></li> <li>• Mrs R. Bennett (BB) had delivered a verbal SEN Report and highlighted that there is more need than there is funding.  <b>Q&amp;A:</b> Governors asked and BB confirmed that there is no additional funding for children without EHCPs but there is provision in place for them. It was noted that the borough SEN department is significantly in</li> </ul>	<p>Inform</p> <p>CG</p> <p>Account-ability</p> <p>Approve</p> <p>Clerk</p> <p>Account-ability</p>
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4c	<p>debt hence the difficulty in obtaining approval for a sufficient number of hours on EHCPs to meet children’s needs.</p> <ul style="list-style-type: none"> <li>• Approved International, Maths and Curriculum policy</li> </ul> <p><u>PC&amp;C</u> AA reported that the committee had:</p> <ul style="list-style-type: none"> <li>• Reviewed staff CPD and had asked for a log to be created to ensure that CPD requested is actually happening</li> <li>• Discussed staff work-life balance and initiatives being offered for staff wellbeing</li> <li>• Discussed SEN surveys for both parents and pupil – both surveys very positive and good response rate</li> <li>• Reviewed a number of policies and she outlined the discussions that took place on them</li> </ul>	
5.5a	<p><b>HEADTEACHER’S REPORT</b> The Headteacher’s Report had been circulated. JE highlighted the following:</p> <ul style="list-style-type: none"> <li>• Attendance was down 1% down on last year. JE outlined the measures taken to reduce pupil absence, noting that, if a pupil’s attendance falls below 90%, a letter is generated to parents and a referral made to the EWO. Term-time holidays are never authorised but this remains the main issue.</li> <li>• Parental engagement – JE listed ways the school has tried to develop relationships with families here.  <b>Q:</b> Do you feel that has made a difference?  <b>A:</b> Yes, there are a good avenues for communicating and complaining.  <b>Q:</b> Is the new system for emailing a central address working?  <b>A:</b> Yes, very well.  <b>Q:</b> For the attendance at anxiety workshops – is that 28 parents from different families?  <b>A:</b> Yes, generally either the mother or father attended.  <b>Q:</b> Is that high?  <b>A:</b> It was a high proportion of Year 6 parents  <b>Q:</b> What were their issues?  <b>A:</b> The workshop leader advised parents what a typical anxiety was for each year group. For most parents, a big issue was children having difficulty getting to sleep.</li> <li>• JE reported that the school continues to build on the number and range of clubs offered.  <b>Q:</b> Do children tend to stay in the club the following term?  <b>A:</b> It depends how it’s set up. For internal clubs, we try to rotate to enable more children to have the opportunity. But for the external clubs, children tend to stay. They book on a termly basis.  <b>Q:</b> How many have access issues?  <b>A:</b> We know our vulnerable families and before the list comes out, we book them onto the club. We try to do it as fairly as possible.  <b>Q:</b> Does the school fund those places?  <b>A:</b> With some we have negotiated some free places for external clubs in return for reduced rental fee.</li> <li>• Teacher work-life balance is still very high on the agenda and JE outlined some of the strategies, which included ensuring that staff always finish</li> </ul>	<p>Account-ability</p> <p>Account-ability Inform</p> <p>Inform</p> <p>Inform</p> <p>Inform</p> <p>Account-ability</p> <p>Account-ability</p>

5b	<p>work by 5 pm (including staff and leadership team meetings), giving subject leads release time to plan, ensuring the diary is well-planned in advance and reducing work in weekly meetings by arranging a strategic away-day for SLT</p> <ul style="list-style-type: none"> <li>• Staff CPD is closely linked to the SDP priorities. JE outlined the training linked to the different areas and the evidence that training is having an impact.</li> </ul> <p><b>Q&amp;A:</b> TB asked whether the Rights Respecting award was worth the investment and BB confirmed that it was and has proved particularly effective at reducing work disruption because Orleans children understand the concept of disrupting someone else’s right to learn. It has been introduced throughout the school and they are currently working towards the Silver Award. There have been</p> <p><b>Q&amp;A:</b> Noting that there have been some improvements in EnergyKidz since the introduction of the rapid improvement plan, Governors asked whether there was any question of replacing them and were informed that this was currently not being considered. JE reiterated that there is a problem with the leadership of the team on site but the area leadership are working to resolve this.</p> <p>Governors said they particularly liked the appendix to the report. <b>Action: Clerk to add Appendix 2 of HT Report to the Ofsted Readiness folder</b></p> <p><u>School Review inspection</u> JE fed back on the school review that had been undertaken to give staff (especially NQTs) some experience of being inspected. The report had been generally positive but JE stressed that this was not indicative of a real Ofsted inspection. They had undertaken three deep dives into different subject areas and Humanities came out exceptionally well so that can be an example of good practice for other subjects. Two main areas were identified: providing more writing opportunities in Early Years (and those discussions have taken place with EY staff) and more sustained writing for one particular year group. <b>Q:</b> Is it something that would come anyway from the Power of Reading being more embedded? <b>A:</b> Yes, but it was specific to one year group and we have had those conversations about the need for more evidence.</p>	<p>Account-ability</p> <p>Account-ability</p> <p>Clerk</p>
5c	<p><u>Safeguarding:</u> The Safeguarding Report was noted</p>	
5d	<p>Term dates 2021-22 – Governors discussed the best place for INSET days in terms of reducing risk of parents taking term-time holidays. Governors <b>agreed</b> the dates.</p>	<p>Consent</p>
6. 6a 6b 6c	<p><b>SCHOOL IMPROVEMENT</b></p> <p><u>SIP Report</u> (which had been discussed by Q&amp;S) was noted.</p> <p>SEF was noted as an ongoing document. Governors were now assigned to each item and should schedule meetings via JE in next half term <b>Action: Clerk to upload amended version to Key Documents</b></p> <p><u>SDP</u> It was noted that some of the areas are RAG-rated as red because the school</p>	<p>Clerk</p>

	was still in the early stages of introducing those initiatives.	
7. 7a	<p><b>STRATEGY</b></p> <p>A summary had been circulated of the Governor Evaluation  <b>Action: Clerk to upload One Page Summary to the meeting file and to Key Documents</b></p> <p>Governors were reminded to be mindful of these improvement areas when doing visits in school.</p> <p>In next committee meeting, each committee should come up with KPIs  <b>Q&amp;S, F&amp;P and PC&amp;C Agenda</b></p>	Clerk
7b	<p><u>Networking with other Governing Bodies</u></p> <p>CG has met a Governor of another school, who would be interested in sharing best practice etc and creating a networking opportunity. She will email MMK about linking in Vineyard Governors. TB said he could potentially create links with Collis GB.</p> <p><b>Action: CG to contact MMK and the Governor to take this forward</b>  <b>Action: Each Governor to email CG with what hope to get out of it</b></p> <p>Governor Network meeting is taking place on the same date as the next FGB meeting – Mr L. Gurdenli (LG) volunteered to attend instead of the GB meeting.  <b>Action LG to attend Governor Network meeting on Weds 1<sup>st</sup> April 2020</b>  AW left at 9.05 pm</p>	CG Govs  LG
8. 8a	<p><b>POLICIES</b></p> <p>Governors <b>ratified</b> the approval by PC&amp;C of Grievance and Disciplinary Policies</p>	Approve
8b	<p><u>New statutory policies</u></p> <p>BB and JE confirmed that the following new statutory policies either exist or are covered by other policies as follows:</p> <ul style="list-style-type: none"> <li>• NQT policy is part of the Induction policy</li> <li>• Exclusions policy already exists</li> <li>• Protection of Biometric Data is contained within the GDPR Policy</li> <li>• Designated Teacher for LACs is within the Safeguarding Policy</li> <li>• First Aid in Schools is within the Health &amp; Safety policy</li> </ul> <p>Children with Health Needs who Cannot Attend School is probably within the Supporting Children with Medical Conditions but BB will have to double-check and confirm back to Governors.</p> <p><b>Q:</b> Would coronavirus come under this?  <b>A:</b> In the event of a case of a possible or suspected case of coronavirus, we would contact AfC and seek their advice. This particular statutory policy is for children undergoing treatment for a serious illness, for example, who could not attend school as opposed to a contagious virus, where a child would be in quarantine.</p>	Account-ability
9.	<p><b>TRAINING</b></p> <p>Since October 2019 Governors have undertaken or are undertaking training as follows:</p> <ul style="list-style-type: none"> <li>• SEND for Governors 10/10/2019 – Mark McKiernan</li> <li>• Asking Challenging and Constructive Questions – 6/11/2019 – Mark</li> </ul>	

	<p>McKiernan</p> <ul style="list-style-type: none"> <li>• Leading in Governance 10/12/2019 – Mark McKiernan</li> <li>• Safer Recruitment in Education 28/11/2019 – Alex Axiom</li> <li>• New Ofsted Framework – Implications for Governors 11/3/2020 – Mrs R. Gibbs, Mr M. McKiernan, Mrs S. Cullen</li> <li>• SMSC – Mrs A. Axiom</li> </ul>	
10.	<p><b>TERMLY BUSINESS</b></p> <p>A summary of the Clerks' Termly Briefing had been circulated.</p>	
11.	<p><b>LINK GOVERNOR REPORTS</b></p> <p>The following Governor reports had been received:</p> <ul style="list-style-type: none"> <li>• English visit reports for Autumn and Spring 1</li> <li>• Diminishing the Difference (Autumn 2019)</li> <li>• GDPR (Autumn 2019)</li> <li>• Website Compliance (Autumn 2019)</li> <li>• Quality of Teaching (Autumn 2019)</li> </ul>	
12.	<p><b>GOVERNORS TO CONSIDER:</b></p> <p>Governors <b>agreed</b> they had achieved the following at this meeting:</p> <ul style="list-style-type: none"> <li>• Agreed a plan for developing relationships with other Governing Bodies to share best practices</li> <li>• Agreed to develop KPIs for strategy objectives at committee meetings</li> <li>• Received a thorough Headteacher's report covering a wide range of areas</li> <li>• Noted the outcome of the school review</li> <li>• Established that new DFE statutory policies are in place</li> <li>• Received reports on the work undertaken by committees this term</li> </ul>	
13.	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting will take place at 7.15 pm on Wednesday 1<sup>st</sup> April 2020. Ms Y-L Chong and Mr L. Gurdenli gave their apologies in advance.</p>	

Meeting finished at 9.21 pm

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

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

**Actions Arising:**

Item	Action	By Whom	By When	When complete
3	<ul style="list-style-type: none"> <li>Complete GB Evaluation form and invite Angela Langford to Autumn 2020 meeting</li> <li>Re-send Behaviour Report to Jane Evans</li> </ul>	Alex Axiom	22/9/2020	On-going
		Michael Safo	28/2/2020	13/2/2020
4a	Check figures in F&P minutes for accuracy	Caroline Green	28/2/2020	Complete
4b	Upload Q&A from SIP report to Ofsted Readiness Folder	Clerk	21/2/2020	18/2/2020
5a	Add Appendix 2 of Headteacher's Report to Ofsted Readiness Folder	Clerk	21/2/2020	18/2/2020
6b	Upload updated SEF to Ofsted Readiness Folder	Clerk	21/2/2020	18/2/2020
7b	<ul style="list-style-type: none"> <li>Contact Mark McKiernan re making contact with Vineyard Governor and her contact at another GB</li> <li>Let Caroline Green know what they would hope to get out of networking with other GBs</li> <li>Attend Governor Network Meeting on 1<sup>st</sup> April</li> </ul>	Caroline Green	28/9/2020	
		All Govs	28/9/2020	
		Lev Gurdenli	N/A	
	<ul style="list-style-type: none"> <li></li> </ul>			