

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

**Minutes of Full Governing Body meeting held on
Wednesday 23rd October 2019 at 7.15pm at the school**

Constitution, Membership and Attendance –

LA – 1	PARENTS - 2	CO-OPTED – 8	STAFF – 1 + Head teacher
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)	
		Mark McKiernan (MMK)	
		Reegan Prinsloo (RP)	
		Michael Safo (MS)	
		Alan Watkinson (AW)	

(Bold=absent)

Also attended: Mrs V. Prince – Clerk

Item		Action
1.	APOLOGIES (<i>statutory</i>) Apologies were received and from Mr L. Gurdenli and Ms R. Prinsloo.	
2	DECLARATIONS OF INTEREST (<i>statutory</i>) There were no declarations of interest. All present completed Declaration of Interest forms for the year.	
3.	MEMBERSHIP AND CONSTITUTION (<i>statutory</i>)	
3a	Mr T. Bendelow (TB) was welcomed to the Governing Body and introductions took place.	
3b	Mrs A. Axiom (AA) and Mrs C. Green (CG) were willing to stand again as Chair and Vice Chair respectively. No further nominations had been received. AA and CG withdrew from the room for the vote. Governors voted unanimously in favour of reappointing AA and CG as Chair and Vice Chair respectively for another year.	
3c	Governors reviewed the Instrument of Government and it was agreed that the existing membership continued to meet the Governing Body's needs. However, it was decided that the Instrument of Government should be amended to stipulate that Governors serve a maximum of two terms. Action: Clerk to amend the loG and send to the Local Authority with a copy of these minutes.	Clerk
3d	All present confirmed or amended their contact details as necessary. YLC arrived at 7.29 pm	

	<p>Mr M. Safo Mr A. Watkinson Mrs J. Evans Mrs L. Drake (Associate with no voting rights)</p> <p><u>Quality and Standards</u> Mrs R. Gibbs (Chair) Mr M. McKiernan (Vice Chair) Mr T. Bendelow Mrs A. Axiom Mrs J. Evans Mrs B. Bennett (Associate with no voting rights)</p> <p><u>Personnel, Children and Community</u> Mrs A. Axiom (Chair) Mrs Y-L Chong (Vice Chair) Mrs S. Cullen Mr M. McKiernan Mrs J. Evans</p>	
5b	<p>Governors approved the Terms of Reference subject to the Clerk inserting the relevant SDP areas and policies against each committee. After discussion, Governors agreed to retain Appendix 2 although it has not been necessary to use it in several years.</p> <p>Action: Clerk to update Terms of Reference with the current SEF and SDP priority areas and relevant policies</p>	<p>Approve Consent Clerk</p>
5c	<p>Governors appointed members of panels as follows:</p> <p><u>Headteacher Appraisal Panel:</u> Mrs Axiom, Mrs S. Cullen and Mrs Y-L Chong</p> <p><u>Pay Panel:</u> Mr M. McKiernan, Mrs C. Green and Mr M. Safo</p> <p>It was agreed that there would be a separate meeting of the Pay Panel as appropriate.</p> <p>Action: Clerk to investigate dates or details of webinars or CPD for pay panel members</p>	<p>Clerk</p>
5d	<p>Named Governors were appointed as detailed in Appendix 1. CG agreed to continue as OPPTA Link Governor.</p>	
5e	<p><u>Committee Reports</u></p> <p>The minutes of the committee meetings held in Autumn 1 had been circulated.</p> <p>F&P: CG highlighted the following:</p> <ul style="list-style-type: none"> • The balance in the Voluntary Fund currently stands at £6346.73 and she is in the process of transferring those funds to the school and will obtain a receipt for accounting purposes. • Governors had reviewed the budget to September 2019 and had been pleased to note an improved positive balance forecast for year-end although it is still eating into last year's reserves. 	

	<ul style="list-style-type: none"> The school has applied to be part of School Streets Pilot to improve road safety around the school. JE reported that two neighbours had yesterday made complaints about parents speeding down Hartington Road and cars idling. CG had reported back on her Health & Safety visit. <p>Q: Why have energy costs gone up since installing the smart meter? A: LD is looking into this. She is unsure as to whether the meter readings are estimates or whether it is a timing issue.</p> <p>The committee had also discussed whether to buy into the Governor Hub as an alternative storage system for documents and posting meeting documents. If the school buys in through AfC it would pay a discounted price of £150 a year. The Clerk informed Governors that AfC would have access to GB membership on the Hub but would be willing to remove their ability to access any of the documents. It was agreed that the Clerk would show CG round Governor Hub with a view to deciding whether it is a sufficient improvement on the Governors' Secure Area on the school website to merit the additional cost.</p> <p>Q&S: RG highlighted the discussions around data, the focus on Writing this year (and the investment in Power of Reading to improve writing), targets (and the way they are set), interventions (and the way these are delivered) and Pupil Premium strategy. JE reported that the SLT have reviewed how many lessons in foundation subjects that pupils are missing lessons to attend an intervention and have established that, while it working well for some, others are missing subjects like music and French so the SLT are looking at another model. Governors had also noted that the school is good at keeping persistent absence down and had discussed any patterns of absence. They had also reviewed the Pupil Premium strategy.</p> <p>PC&C: AA reported that the committee had reviewed the staff well-being survey, had formally approved the recommendations of the Pay committee, had reviewed and signed off a number of policies and received a presentation from the IT subject lead on the online safety curriculum, which the committee had found extremely illuminating.</p>	Accountability
6.	<p>MINUTES AND MATTERS ARISING</p> <p>The minutes of the meeting held on 17th July 2019 were approved as a true copy and all actions arising were noted to have been completed.</p>	Approve
7. 7a	<p>HEADTEACHER'S REPORT</p> <p>This had been circulated. JE highlighted the following:</p> <ul style="list-style-type: none"> Attendance: the EWO had visited the school today. Whenever parents inform the school they are taking a term-time holiday, the school office must inform the EWO and Lauren Drake (LD) is following up with the office staff to ensure this happens. There are 27 extracurricular clubs, including an engineering club and a debating society for older pupils. She is looking at maximising opportunities for clubs and to introduce increased numbers of Disadvantaged Pupils (DPs) to clubs. However, space within the school can be an issue, depending on the type of club, but the school is committed to further developing the number of clubs on offer. Teacher Work/life balance – following the recent survey into this, various 	

Comment [Office1]: To attend an intervention

	<p>measures to improve this include streamlining the way data is used to reduce the amount of time teachers spend entering data. Teachers are also given release time to write reports. Parents are now required to communicate with teachers via the school office, which has reduced the demands from parents and improved the type of emails received</p> <p>Q: Is there any way we monitor whether teachers are working too long hours?</p> <p>A: JE reported that teachers leave by 5.30pm because the caretaker locks the school at that point, it is helpful for teachers to be able to access their desktop from home - teachers do have the option to work at home. I have no concerns that teachers are taking too much work home or working late at night. JE makes this a priority to ask during staff meetings.</p> <p>Q: Would teachers tell you if they were struggling?</p> <p>A (BB): Yes, they would because we have built it into the school philosophy to enable them to ask for more release time.</p> <p>A (JE): We have done a lot more than other schools but we have to be realistic that there is a lot of prep required to maintain your knowledge as a teacher. We try to mitigate additional work by timetabling sessions to enable teachers to work as a group in planning.</p> <p>NO affirmed that communication between staff is really good</p> <p>Q: In the wellbeing survey, did that response from LSAs come as a surprise to you?</p> <p>A (JE): Yes, it did but I acknowledge that it can be stressful for LSAs and they perhaps don't have the same opportunities to work together. So I have asked the SENCO to organise regular meetings of LSAs so they interact more as a group and can share practice and experiences.</p> <ul style="list-style-type: none"> • The variety of CPD offered for staff was listed in the report. It was noted that some Governors attended the Prevent training for staff yesterday. • There have been 2 minor data breaches which have been reported to the DPO. <p>The SIP Report had been circulated but it was noted that the Quality & Standards committee had scrutinised it and asked questions around it.</p>	<p>Accountability</p> <p>Accountability</p> <p>Accountability</p>
<p>7b</p>	<p>8. SCHOOL DEVELOPMENT PLAN</p> <p>The School Development Plan (SDP) that had been circulated was noted to be missing the sixth objective: to continue to develop the school environment to support pupil wellbeing, which is about making the best use of the school grounds and developing pastoral care in the playground. JE has spoken to Mr A. Watkinson (AW), PE Governor, about training midday supervisors in delivering games because this is a small site with a lot of children so she believes improvements can be made to lunchtimes.</p> <p>Action: JE to recirculate with the sixth objective included</p> <p>The other objectives are as follows:</p> <ul style="list-style-type: none"> • Maths Mastery remains a focus because it is still being rolled out across the school • To continue to support pupil progress in reading and writing – it was noted that the SDP had been updated in April to reflect the introduction of Power of Reading as the writing progress in certain year groups needs to be improved. • Diminishing the Difference in Reading, Writing and Maths for identified 	<p>JE</p>

	<p>groups of pupils: (SEND, EAL, Vulnerable, PPG and PPG+). This is the third year of this priority and remains a focus because the Summer 2019 results for KS1, KS2 and internal data indicate that SEND, SEN support and Vulnerable pupils need to make outstanding progress across the year.</p> <ul style="list-style-type: none"> • Reviewing the School Curriculum in line with the new Ofsted framework, although it was noted that the school was due to do this anyway because it had last been reviewed a year and a half ago and there have been changes since then. It's about making sure there are high quality learning opportunities in the foundation subjects and ensure there is a breadth and depth of cumulative knowledge as pupils move through the school. Within this, there is a continued focus on developing the PE curriculum and sporting opportunities and a continued focus on embedding SMSC and Rights Respecting. • To improve further the quality of teaching – this is an objective because new teachers have joined and some teachers have changed year groups so need to maintain quality <p>This will be reviewed and RAG-rated in December.</p> <p>Governors agreed to approve by email after JE has circulated the amended version with the sixth objective included.</p>	
<p>9. 9a</p>	<p>STRATEGY AND SELF EVALUATION <u>Governor Self-Evaluation</u> Collated responses from Governors' self-evaluation conducted in July had been circulated and Governors discussed how best to succession-plan either through CPD or through identifying particular people for particular roles and identifying a plan for that person Action: All Governors to send AA any areas of interest and AA to take it forward</p> <p>It was agreed that all Governors would complete a self-appraisal in Summer 1 for review at the last meeting of the year. FGB Summer 2 Agenda Action: AA to send out a blank form</p> <p>Governors discussed ways to benchmark their performance against other schools and it was agreed to consider contacting another GB of a similar school about attending one of their meetings in return for one of their Governors attending one of this GB's meetings. Governors also talked about having an independent evaluation conducted of the GB. Action: AA to speak to Afc about networking opportunities with other GBs and who is best to carry out an independent evaluation of the GB</p> <p>9b <u>360 Chair Evaluation</u> Collated responses of the 360 evaluation of the Chair had been circulated and one area for development was new governor induction but improvements have already been made to this process. TB, as the newest Governor, confirmed that he was satisfied with the induction he has received. AA acknowledged that time management of meetings was also an area for development.</p> <p>9c <u>Strategic Objectives</u> It was noted that a 3-5 Year Strategic Plan been developed to be discussed at the next meeting. FGB Autumn 2 Agenda</p>	<p>Govs</p> <p>AA</p> <p>AA</p>

<p>10 10a 10b</p>	<p>SAFEGUARDING</p> <p>Governors signed to confirm they have read and understood Parts One and Two of Keeping Children Safe in Education Sept 2019</p> <p><u>Annual Safeguarding Report</u> JE confirmed that all staff have received training in line with new guidance. The online safety survey is currently being reviewed. Internal communication is being improved regarding any safeguarding issues. A lockdown practice was carried out in the summer term, which went well and an emergency evacuation has also been carried out, where pupils evacuate to Orleans School. JE confirmed that the policy was followed. All safeguarding-related policies are either up to date or are being reviewed.</p> <p>There are 3 children on a Child Protection (CP) plan. JE has attended a CP conference and is due to attend another in December. There have been no referrals to the LADO.</p> <p>A very clear safeguarding action plan is in place, which is developed from the safeguarding audit provided by LA. AA has sight of this on her safeguarding visits. AA reported that she undertook an on-the-spot check of the Single Central Record SCR; she confirmed that, although there were still some outstanding anomalies, it was much improved. However, for those clubs who have teenagers working for them, AA has asked that there be written confirmation that they will not be left alone with children.</p>	
<p>11. 11a 11b 11c 11d</p>	<p>POLICIES</p> <p>Governors ratified the approval by PC&C of the Safeguarding Policy</p> <p>Governors approved the Supporting Pupils with Medical Conditions policy.</p> <p>Governors approved the Prevention of Radicalisation and Extremism Policy</p> <p><u>New Policies:</u> It was noted that the school already has in place the new statutory policies introduced by the DFE or they are included in other policies: NQTs, Exclusions, First Aid, Children with Health Needs who cannot attend school and Designated Teacher for LACs. Protection of Biometric etc has now been added to the Data Protection Policy</p>	<p>Approve</p> <p>Approve</p> <p>Approve</p>
<p>12.</p>	<p>TERMLY INFORMATION</p> <p>The Clerk had circulated a summary of the briefing she had attended at the start of term, which included the changes made to the Ofsted framework and the changes made to the Keeping Children Safe in Education. It was also noted that a new Governors' handbook would be coming out this term.</p>	
<p>13.</p>	<p>LINK GOVERNORS' REPORT</p> <p>Governors noted the new template for the Visit Report form which had been circulated. N.B. AA is circulating amended version as agreed under Item 4a above.</p>	
<p>14.</p>	<p>GOVERNOR TRAINING AND DEVELOPMENT</p>	

	<p>CG Attended training in the new Ofsted Framework and she fed back on key changes Governors should be aware of and what Ofsted inspectors will be particularly looking at.</p> <p>Action: CG to circulate her briefing email</p> <p>Q&A: Noting the Ofsted inspectors will be also be looking at how extracurricular clubs contribute to or relate to the curriculum, Governors asked whether all Disadvantage Pupils (DPs) have an opportunity to attend a club and BB confirmed that nearly 100% of DPs are attending at least one club.</p> <p>Q&A: Governors asked and JE confirmed that her PA regularly checks the website is fully compliant but it was noted that a Governors should also allocate a Governor to check. YLC volunteered to do this.</p> <p>JE confirmed that she has booked a mock-Ofsted for January where the School Improvement Partner (SIP) and an associate, both of whom are trained inspectors, will conduct a mock inspection to give staff some experience of that process. It was noted that the SENCO and Governors will also be interviewed.</p> <p>Noting that only 12% of outstanding schools have retained their outstanding status since their last inspection because the Ofsted Inspection criteria has changed so much, Governors discussed whether it would be a good idea for Governors to explain the changes in the Ofsted framework to parents at curriculum evenings and by letter both to keep them informed and to manage parents' expectations.</p> <p>Action: AA and CG to work with JE on developing a letter to parents and to mention it in the newsletter</p> <p>The following Governors attended the Safeguarding Training in school: Mr T. Bendelow, Mrs S. Cullen, Mr M. Safo and Mrs R. Gibbs</p> <p>The following Governors attended the PREVENT/FGM/ACES training delivered to staff by the SENCO: Mr T. Bendelow, Mrs S. Cullen, Mrs C. Green and Mrs R. Gibbs.</p>	<p>CG</p> <p>Account-ability</p> <p>Account-ability</p> <p>AA/CG</p>
<p>15.</p>	<p>ANY OTHER BUSINESS</p> <p>AA reported on the proposed mast on Winchester Road for a temporary period, for which the rationale is to allow time to finalise arrangements for placing it elsewhere. However, it is possible that it may end up being permanent so AA proposes to object on behalf of GB. Governors agreed unanimously to this proposal.</p> <p>Mr T. Bendelow agreed to be the Governor of the Month for November and December. As all other Governors have now served as Governor of the month, it was agreed to consider at the next meeting whether to continue this thereafter.</p>	
<p>16.</p>	<p>GOVERNORS TO CONSIDER ...</p> <p>Governors agreed they had achieved the following at this meeting:</p> <ul style="list-style-type: none"> • Re-elected a Chair, Vice Chair, committee members and Link Governors and agreed procedures to ensure a productive year • Considered how best to self-evaluate to improve the GB's performance • Reviewed SDP • Received assurances that safeguarding training has been delivered to all staff and an action plan put in place to address any areas for development 	

	<p>identified in the safeguarding audit. All Governors signed to confirm they had read Parts One and Two of KCSIE</p> <ul style="list-style-type: none"> Talked about the new Ofsted framework and the implications for the school 	
17.	DATE OF NEXT MEETING: 7.15 PM, Wednesday 4 th December 2019	

The meeting ended at 9.54 pm.

Signature: _____

Date: _____

Actions Arising:

Item	Action	By Whom	By When	When complete
3c	Amend the loG and send to the Local Authority with a copy of these minutes.	Clerk	8/11/2019	
4a	Amend Visit Report form to include a line on Behaviour and Attitudes	Alex Axiom	8/11/2019	
4f	Amend name of Data Protection Officer on Privacy Notice	Clerk	1/11/2019	30/10/2019
5b	Amend Terms of Reference for each committee to reflect current SDP and SEF priorities	Clerk	1/11/2019	30/10/2019
5c	Find dates and times of training or webinars for Pay Panel members	Clerk	8/11/2019	
8	Recirculate SDP with sixth objective included	Jane Evans	8/11/2019	
9a	<ul style="list-style-type: none"> Send AA any areas of particular interest for CPD or any future roles they might like to hold Send Governors blank self-appraisal form Speak to Afc about networking opportunities with other GBs and who is best to carry out an independent evaluation of the GB 	All Governors Alex Axiom Alex Axiom	4/12/2019 31/5/2020 4/12/2019	
14	Work with JE on developing a letter to parents and to mention it in the newsletter	Alex Axiom/ Caroline Green	4/12/2019	

Agenda Items Arising:

Item	Action	By Whom	By When
9c	Governor 3-5 Year Strategic Plan	FGB	Autumn 2