

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

**Minutes of Full Governing Body meeting held on
Wednesday 30 March 2022 at 6.30pm – via videoconference****Constitution, Membership and Attendance – (Bold=absent)**

LA - 1	PARENTS - 1	CO-OPTED – 7	STAFF – 1 + Headteacher
Tony Bendelow - TB	Caroline Green - CG	Alex Axiom - AA	Jane Evans (Headteacher) - JE
	Julia Shute – JS	Mark McKiernan - MM	Lauren Drake – (School Business Manager) - LD
		Yeing-Lang Chong – Y-LC	
		Yervand Sarkisyan – YS	
		Alan Watkinson – AW	
		Levent Gurdenli - LG	
		Reegan Prinsloo – RP	
		Philip Moshi – PM	

Apologies:

Reegan Prinsloo

Absent without apologies:

None

Also attended:

Sarah Parsons – Deputy Headteacher

Rebecca Clake – Supply Clerk

Dinaz Zaq – Incoming Governor

1.	Apologies: Apologies for absence as shown above were accepted.	ACTIONS
2.	Declaration of Interests: None declared.	
3.	<p>Membership and constitution</p> <p>Philip Moshi, Julia Shute and Dinaz Zaq were welcomed to the board.</p> <p>AA updated the board that a new clerk had been appointed and would start in the role after the Easter holidays.</p> <p>The departure of Levent Gurdenli (Co-opted governor) and Lauren Drake (School Business Manager) from the board was noted. LG and LD were thanked for their contributions over the past four years. The new School Business Manager will begin after the Easter holidays.</p> <p>It was noted that there will be a staff election required next term.</p> <p>Action JE to advertise internally those interested can put</p>	JE

	themselves forward for election.	
4.	<p>Minutes of previous meeting and matters arising: The minutes of the last meeting were agreed.</p> <p><i>Item 4:</i> The safeguarding training session with JE for governors including online safeguarding had taken place. JE was thanked for organising the session. CG explained that progress was ongoing regarding the tool for governors with strategic goals to assist them in overseeing key school priorities. An Excel spreadsheet had been put together and will be populated. TB, RP and CG are working on this.</p> <p><i>Item 5:</i> AA will be looking for opportunities to highlight School Fund in parents communications as agreed.</p> <p><i>Item 6:</i> Proposed term dates had been shared and would be discussed on the agenda today</p> <p><i>Item 10:</i> AA had circulated the presentation on British Values and also the proposed link governor visits.</p>	
5.	<p>Headteacher's Written Report: This report had been circulated to governors for review.</p> <p>A new governor asked for some clarification about the purpose of the Head teacher report and how this fitted with the School Improvement Partner (SIP report) also circulated for this meeting which JE explained.</p> <p>Governor questions on the headteacher's report included: Q Would it be useful to have attendance data shown over time – to help identify dips or patterns? JE asked for clarification about what data it would be useful to present. She explained that in the past year-to-date information had been presented to governors but this was less helpful during the pandemic. Action JE to consider how best to present attendance data for the next headteacher's report.</p> <p>Q Which area should be our main focus when it comes to reviewing the attendance data? JE said that if attendance was falling below 95% this meant it was below the national average. A further area to be mindful of would be unauthorised absence (37 days showing in the report). She explained this is often the results of parents taking their children out of school for holidays.</p> <p>Q Do you have concerns about the level of holidays? JE explained that absence due to unauthorised holidays had ceased to be an issue over the pandemic but now was becoming apparent again. The need for parents to take family holidays within the 13-week school holidays was emphasised.</p> <p>It was suggested it might be useful to remind parents of this in the planned letter regarding the new Ofsted Education Inspection</p>	JE

	<p>Framework.</p> <p>JE updated governors that the school now has a new Education Welfare Officer (EWO) working with the school in relation to attendance.</p> <p>Q I notice that you have ten Russian speakers. Has there been any tension in view of current world events? JE explained there had been a single, isolated incident involving a Russian pupil and another child which had been resolved to the satisfaction of both parents and with the children's involvement.</p> <p>Q Do we know what proportion of those pupils as having English as an Additional Language (EAL) are eligible for the catch-up funding for closing the gap?</p> <p>Action JE and SP to look at this when they review data next week.</p>	<p>JE/SP</p>
<p>6.</p>	<p>School Development Plan and School Improvement Partner report</p> <p>School Development Plan (SDP) This had been reviewed at the Q and S Committee (minutes to follow) – and those points which were amber in the RAG rating considered.</p> <p>There was a short discussion about which areas of the SDP would be likely to carry forward into future academic years. JE explained her current view <i>Reading:</i> will carry forward, following the introduction of Read Write Inc, staff training etc. and need to embed <i>Writing:</i> may carry forward – the relevant data will be reviewed <i>Diminishing the Difference</i> – will carry forward <i>Developing Leadership and Management Capability</i> – will carry forward. This would be important for future proofing the Senior Leadership team. <i>Mental health</i> – will carry forward. JE gave an update on the mental health course she is on, highlighting the fact that the associated initiatives will take time to roll out.</p> <p>Action CG to pick up on the likely carry-over areas in the governor strategy document discussed under item 4 on the agenda.</p> <p>Q Where are Special Educational Needs (SEN) picked up in the SDP, would this be part of part of diminishing the difference? JE clarified this was the case. The school would be reviewing end of year data and incoming needs for next year – nursery/reception and mid-year arrivals.</p> <p>There was a question raised regarding the need to buy in support from the AfC SEN team and whether historically this would have been the case. JE explained how the Service Level Agreement works in this area, for example in relation to Educational</p>	<p>CG</p>

	<p>Psychologist hours. Many councils have now moved to this model.</p> <p>Self Evaluation report (SEF) This report had been reviewed at the last Q and S Committee. JE gave an overview of the purpose of this document for the benefit of new governors and explained the process used in school to keep this document up to date (conducted termly).</p> <p>Action JE to follow up with MM regarding the SEN section.</p> <p>There was some discussion on the length/format of the document and whether there were any options in terms of managing staff time spent updating the SEF. JE said she had investigated with the Senior Leadership Team in the past how other schools manage this process and there is a danger the format can become quite complex. She would not currently like to make any changes to the way this document is managed.</p>	JE/MM
7.	<p>Safeguarding Update from Head JE, Designated Safeguarding Lead, gave an update on Safeguarding. Points raised included:</p> <ul style="list-style-type: none"> • No Single Point of Access (SPA) referrals had been made this half term • No referrals have been made to LADO referrals had been made (allegations against staff). • The online safety group is up and running. The school is working towards an Online Safety Award which is helping provide a rigorous approach and a framework to approach this issue. An online safety workshop had taken place this term with Peter Cowley from AfC. • Supervision for those members of staff involved with Safeguarding is ongoing (JE and SP have had both had 2 x supervisions which they both found very helpful) • Contextual safeguarding was discussed (an approach to understanding/responding to young people’s experiences of significant harm beyond their families). Internal Team Around the Child meetings are continuing • All policies are up to date and the Safeguarding Action Plan is in place. <p>An external audit of safeguarding practice with an expert consultant via Achieving for Children has been arranged for May 23rd.</p> <p>Governor questions included: Q What can the school do about contextual safeguarding? For example if parents are allowing children to play computer games with inappropriate age ratings? JE said that in line with DfE guidance, where there is a risk children come to harm, they need to contact parents and follow up. She drew governors’ attention to the fact they have an attached Met Police Officer for the school who can support work in this area.</p>	

	<p>There was some discussion about the migration from written records to the CPOMs system, and how the school would be ensuring the integrity of records kept. The new CPOMs system can be used to monitor a range of data including behaviour incidents, first aid as well as child protection. The system will be used initially for first aid, to pick up any issues before moving onto other areas.</p>	
8.	<p>Compliance Draft budget The draft budget had been reviewed at the F&P meeting. LG gave an overview of the key points in the draft budget</p> <ul style="list-style-type: none"> - It takes into account the 1.75% support staff pay rise now agreed and backdated to April 2021. - It includes a new grant intended to cover rises in National Insurance as well as certain other costs such as energy. This grant will be built into the Designated School Fund in time. - It includes a speculative 3% increase in teaching staff costs commencing in September 2022. <p>Governors devoted some time to discussing energy costs. The draft budget had not been updated to reflect increasing energy costs. LD explained that the school would be protected in the short term by a fixed tariff lasting until October 2022. She had been in touch with their current energy broker for a quote for fixed prices for gas and electricity.</p> <p>Governor questions included: Q Has there been any advice on this issue from AfC? LD said there had not been any advice but Orleans and other schools in the borough had been asked to fill in a questionnaire to share the situation for their school.</p> <p>The school to following up planned training for caretaker and other staff on efficient use of the school central heating system</p> <p>Q Can anything else be done to manage energy consumption in school? Eg insulation, valves installed etc. LD said that some recommendations had been made a few years ago by a 'save carbon' company. However the difficulty was that many of these suggestions had a cost attached and the issue had been pushed back due to Covid. There was a suggestion from a governor regarding the role of pupils as 'Eco monitor' as a step which could be taken to help drive small changes.</p> <p>Action School to follow up class 'Eco monitors', a role which had been in place pre-pandemic</p> <p>Action LD to seek further clarification from their current broker on the fixed costs quotation she had outlined and the proposed start date. She would also flag any other options and seek information from price comparison websites. This would be circulated as soon as possible to governors to email their responses.</p> <p>Based on the discussion, it was felt it was not possible to reach a</p>	<p>JE</p> <p>LD</p>

	<p>decision in the meeting regarding fixing energy prices based on the information available.</p> <p>Governors agreed to submit the draft budget without changes as the deadline is 31st March. The new SBM will investigate further prior to the final budget being submitted in June.</p> <p>Schools Financial Value Statement (SFVS) The SFVS had been approved by governors via email. This decision was ratified.</p> <p>Term dates The proposed term dates for 2023/24 (including Inset days) were shared with governors and were approved.</p>	
9.	<p>Reports from Committees: All minutes were circulated prior to the meeting and taken as read.</p> <p>F&P The main item had been the draft budget There was positive news on the reception garden – with a mid-June start date to commence works. Action JE/LD to send plans for garden to TB bearing in mind his link role with Early Years.</p> <p>Q&S There had been a presentation by the science lead who had shared work in this area and responded to questions from governors. There had been a delay in the assessment data for review which would be carried forward to the next meeting. The School Improvement Partner had made a maths ‘deep dive’ visit. The SDP and SEF had been discussed.</p> <p>PC&C Staff wellbeing had been discussed – in particular in relation to parent communication with school. Subsequently a letter to parents has been sent highlighting the school’s values of respect and partnership. The behaviour tracker was reviewed – which showed a decline in incidences recorded through the school year.</p>	JE/LD
10.	<p>Governor visits Y-L C had joined the School Improvement Partner (SIP) Karen Feeney for the Maths ‘deep dive’ visit. She gave an overview of the visit which had involved visiting all year groups and included time talking to pupils. Y-L C had also joined the staff feedback session which had been very positive.</p> <p>AA had circulated a document with proposed governor visits. Action All governors to review and make contact as early as possible in the term with the lead for their area.</p>	All
11.	<p>Governor training and development AA thanked JE for organising the safeguarding training session which had been beneficial for new and long serving governors</p> <p>Other CPD included attendance at the Chairs Network and</p>	

	training on the Education Inspection Framework and Disciplinary Panels. New governors should now be able to see and book AfC training via their AfC cpdonline accounts.	
12.	Chair's actions No action had been taken.	
13.	Termly business Update from Clerks briefing Topics covered at this briefing included parent elections (and a suggestion for an online option via an external provider), the complaints process, and Ofsted. AfC distribute the briefing notes.	
14.	AOB: It was noted that a formal complaint was raised at the beginning of the term. It has been dealt with.	

There being no further business the meeting ended at **8.35pm**

Signed by the Chair _____

Date _____

Summary of Actions

Item number	Action	Responsible person
5	To consider how best to present attendance data for the next headteacher's report.	JE
5	To look at what proportion of pupils with English as an Additional Language (EAL) are eligible for the catch-up funding for closing the gap?	JE/SP
6	To pick up on the likely carry-over areas in the SDP when populating the governor strategy document	CG
6	To have a follow up discussion regarding the SEF section relating to SEN	JE/MM
8	To follow up regarding the role of Eco monitors in school	JE
8	To follow up with energy broker regarding further details on fixed prices available and flag any other options.	LD
9	To send plans for garden to TB bearing in mind his link role with Early Years	JE/LD