

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

**Minutes of Full Governing Body meeting held on
Wednesday 25 May 2022 at 6.30pm at school**

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	Wendy Rochester– (School Business Manager) - WR
		Yeing-Lang Chong – Y-LC	
		Yervand Sarkisyan – YS	
		Alan Watkinson – AW	
		Dinaz Zaq - DZ	
		Reegan Prinsloo – RP	
		Philip Moshi – PM	

Apologies: Yervand Sarkisyan, Alan Watkinson
Absent without apologies: None
Also attended: Sarah Parsons – Deputy Headteacher
Julie Duffy –Clerk

1.	Apologies for absence (Statutory): Apologies for absence as shown above were accepted.	Actions
2.	Declaration of Interests (Statutory): None declared.	
3.	Membership and constitution (Statutory) a. It was noted that Yeing Lang-Chong’s term of office ends on 22 July 2022. b. – WR has volunteered to cover the staff vacancy. Induction to be done (ACTION) c. – Sibel Tunali’s appointment begins on 1 st September 2022. d. – It was noted that the following governor’s terms of office expire in the next academic year: <ul style="list-style-type: none"> • Reegan Prinsloo – 4 December 2022 • Tony Bendelow – 31 August 2023 	
4.	Minutes of previous meeting and matters arising: The minutes of the last meeting were agreed. The action points were addressed during the meeting. For a summary on the action points	

	<p>please see the table at the end of this document.</p>	
<p>5.</p>	<p>Headteacher’s Written Report:</p> <p>The HT gave a verbal report to governors.</p> <p>a. Admissions and attendance</p> <p>The HT told the governors that attendance for the whole academic year is now at 94.79% which is below what it is expected to be (95 or 96%). She explained that one EHC plan pupil’s attendance is at 88% but when you drill down it is 1 pupil with medical issues.</p> <p>Governors’ questions on the headteachers included:</p> <p>Q So as this pupil skews the attendance should this data be set aside to highlight what the issue is here?</p> <p>The HT explained that the inspectorate will look at the overall attendance and then drill down to find this.</p> <p>Q How is the new EWO (Educational Welfare Officer) working out?</p> <p>The officer is helpful as she has come up with useful and useable advice. The school will continue with the red-hot list – on monthly basis – including those kids whose attendance has fallen below expectation. We look below 95% but below 90% triggers phone calls and letters going home. The EWO looks at print outs and underlying features as to why this is.</p> <p>Q Attendance was one of the subjects at last night’s chair’s network and it was noted that a couple of schools are introducing fines. Should we be doing this?</p> <p>It was noted that this could fund children to attend free breakfast club. The LA gets the money. The EWO very keen on this idea. She has worked at other schools and this has worked well to improve attendance. The HT explained that it would need to be written into the attendance policy and we would need to be very clear about this. There has been some research on how many children nationwide who have not gone back to school after covid Around 100,000 have just not gone back to school. There is a big push for those schools with over 25% persistent absence. This will be monitored through the school census twice a year. That persistent absence is a key factor within inspections. ACTION governors to discuss absence fines with new HT.</p> <p>Q what is our percentage of persistent absence?</p> <p>The HT explained that ours is around 9 or 10% - much lower than other schools.</p> <p>What is the usual fine?</p> <p>The standard fine is £60 per day per parent, per child.</p> <p>Q Are there any other issues around these absent children? Are</p>	

they safe? Are they a family in social care or are there other safeguarding factors coming into this?

The HT explained that there can be other issues and for the school the cost, when those children do come back, can have an impact on the budget for the extra support. This can eat into school resources.

There are 23 PPG children (31 including nursery and reception). There are 36 on the SEN support register (this has just now gone up to 40).

There are 40 languages spoken throughout the school.

Q: Does the SEN register include adopted children?

There are 5 children who are adopted but we have no looked after children, however, this will change as two children have been identified as looked after and we need to find a place in reception and the current year 4. Both years are full so we will need to go over the numbers. We have no choice in this. We will look at the year 4 teachers and classes and decide which has the least amount of need within classes.

Q: How many lunchtimes exclusions have there been?

The HT explained that there have been two exclusions across this half term. The children were taken off the playground. It was two different children.

The HT gave an update on pupils' wellbeing. Amanda Johnson has completed the ELSA (Emotional Literacy Support Assistant) training and we will look at playtimes and lunchtime as some children are finding the playground quite busy. AJ will be able to have an impact after June when she has had a supervision meeting with an educational psychologist, and this will fit in to the layered mental health plan discussed in PC&C. She is an important asset to the school, and parents know that she is there and ask to speak to her if they feel their child needs that extra support. She still needs to be developed, but this is in place. She is here 5 days but in middle of the day. The HT advised the governors that it would be advisable to think about training a few more staff in ELSA. She advised that it is an expensive course but it should be picked up next year.

ACTION: Look at ELSA training for further staff in autumn 1

Q How long is the training for ELSA?

There are six sessions spread over 5 or 6 months on a Thursday – which take all of her working hours on that day. The sessions are every 4 weeks.

Q Are things ok with the Russian pupils?

Everything is fine with these children now and there have been no further issues.

d. Curriculum update

The HT gave a curriculum update. RE was discussed in depth in the

Quality & Standards meeting. The SACRE (Standing Advisory Council on Religious Education) doc is the curriculum produced for Richmond & Kingston. The RE website has been audited. Cathy Brook does this well.

e. Extra curricular clubs

SBM is looking at extra-curricular clubs and the possibility of a Saturday letting.

Q How are things with Energy Kids?

Energy Kids is working fine –there are no issues with staff turnover as we had before. It is the same team. This conversation needs to happen to ensure we retain staff for next year – the children knowing the staff is a key factor.

f. Staff wellbeing

The HT explained that staff wellbeing was discussed in PC&C. She said that it is a busy year with change afoot but that the biggest factor/concern for staff is that we are due an Ofsted Inspection. Lots of staff realise that the HT won't be there to guide that Ofsted Inspection.

Q What are the consequences for staff if the Ofsted report isn't good?

The HT pointed out that there has been some sensationalism surrounding reporting on schools that have been downgraded. Staff work really hard for the children and a lot of personal care goes into their work so a negative report is very hard for staff to deal with. Two days isn't really enough to tell exactly how a school is doing. Inspectors are just people doing their jobs but there are horror stories around. The inspection framework has changed. They made it clear that 5 or 6 years ago they made too many 'Outstanding' schools. They have since done a whole new batch of training and have new inspectors. This is what is causing the fear factor.

The governors discussed the possibility of sending a letter to parents explaining that Ofsted has changed and many schools have gone down a grade, but it doesn't change the school itself. Governors discussed the need to reassure staff & parents about the possibility of being downgraded.

AfC recently sent round something. One story concerns an infant school which went from outstanding to inadequate. The issue was that the leadership of the school had changed the DBS procedure but had not taken this to Governors.

Q When do they come back after a negative report?

They come back within a year.

Q How much notice do you get?

Half a day's notice is given.

	<p>g. Data Protection The HT informed the governors that there have been no data breaches. There was one freedom of information request and one subject access request. These have been dealt with.</p> <p>Q Can you say what freedom of info was regarding? It was regarding a pupil with a plan. The information was handed over. It was not linked to a specific concern or complaint.</p> <p>Transition The HT advised governors that OPS have spoken to year 6 teachers. They will come back in and do work with pupils. RTS and Waldegrave have also been in touch. 48 out of 60 children are going to OPS. The HT explained that the borough-wide transition day is 4th July</p>	
6.	<p>Strategic</p> <p>a. & b. Headteacher recruitment</p> <p>The governors had a confidential discussion around headteacher recruitment which referred to specific individuals and the possibility of a part-time HT for one term with a part time deputy/interim HT for the other days during that term. There was a long discussion about which days would work best for the HT to be present and how that would impact the school week.</p> <p>.</p> <p>Q Will having an interim HT have an impact on staff moral... what do we need to consider? There was a discussion around what was required of an interim HT and some concerns that the pace of moving forward might slacken. It was pointed out that the candidate was a successful HT and it was pointed out that the interim HT would be a caretaker HT. The governors discussed the need to ensure that the FGB know what the interim head's role is – namely to hold things as they are until new HT is in place and to focus on safeguarding etc.</p> <p>Q Is there a job description for interim head? This is where the FGB becomes important in terms of vision and strategic direction. FGB will encompass staff, parents and children's views. Some of the feedback is really interesting. Wellbeing is mentioned a lot.</p> <p>The governors discussed the HT Recruitment pack and the vision & strategic direction. All governors were encouraged to have the opportunity to give input. This concerns the vision of the school as a whole and feedback from stakeholders. There was some discussion about the details around the recruitment pack and it was felt that the photographs included were not representative of the diversity and community spirit of the school as they were taken before lockdown. T</p>	

	<p>governors agreed the recruitment pack but the photographs need to be updated. ACTION CG to update the photographs on the recruitment pack ACTION FGB to see next version of the HT recruitment pack.</p> <p>b. White & green papers – move to Summer 2</p> <p>c. SIP report on maths visit.</p> <p>The SIP report had been shared with governors.</p>	
7	<p>Compliance</p> <p>a. To review changes and approve final budget 2021/2022 as recommended by F&P</p> <p>CG gave an overview of the key points in the draft budget. In line 1 in staff costs increase of 17k this is because the Senco role will go from 3 to 5 days. There will be additional LSAs required but at the moment this is unknown – we will need an additional number but not sure how many hours.</p> <p>CG explained that we have moved from draft 2 to draft 3 of the budget. Energy costs have now been increased to cover the rise in energy prices. CG explained that there have been ongoing discussions with energy providers to secure a fixed rate for the next few 3 years with various costs per unit depending on commitment. It was financially more viable to commit for 3 years and get a better deal. The governors discussed the issues around this and agreed the SBM could go ahead with this fixed deal for 3 years as it was easier to plan around fixed costs (provided she checked the get out clause).</p> <p>The draft budget had been reviewed at the F&P meeting. It was noted that year 3 is currently at minus. If year 2 is minus, we need to write a school improvement plan. The governors discussed the budget and the possibility of going into deficit for year 2. The end of year carry-over of 8k has been added into the budget. Year 2 is currently showing as minus and the governors agreed that we need to get this into a positive. Year 1’s energy costs are closer to £45k (than the budgeted £60k) which potentially adds £15k on which then has a knock-on effect. Don’t yet have a full picture of staffing as the last day for staff notices is 31 May. SL to look at this from staffing viewpoint plus implications for new HT costs. ACTION SL to look at budget from staffing viewpoint.</p> <p>Q Can school hall rental costs be increased? The governors discussed letting costs and noted that lettings had recently increased but not by very much. It was agreed that people who rent from schools usually have small margins. They would have to pass on any increase to parents. Something for SBM to look at. ACTION</p>	

	<p>Q Wil the government help schools with energy costs? This is causing a massive problem for schools but it is unlikely that the government will help. Perhaps there will be grants or loans.</p> <p>Q Do new schools have less costs than old schools? The work done here 10 years ago has proved that newer classrooms are more eco-friendly.</p> <p>Q: Have we considered increasing the price of school meals to help with catering costs? The cost takes in to account payment for the meals of £49k. There will be food price increases but it will be offset except by the free school meals. School meals income is at £57k. This covers paid meals but not entirely.</p> <p>It was agreed that the latest draft of the budget (with small changes) would be circulated via email. Governors to review so that the budget could be submitted by end of June? ACTION Budget to be revised and circulated to governors after 31 May.</p> <p>Q The parent fund was high for next year but then it drops off. Why? CG explained that this covered voluntary income and PTA income. Voluntary income is fairly constant. The PTA income is exceptionally large for the first year because of incoming money that has been granted but hasn't been paid yet in e.g., stuff like the nursery garden which is not yet built. Fundraising happens not in line with the financial year so it is out of kilter. This has been looked through several times. Grants come in at different times. ACTION: Draft a governors' letter to tie in with transition meetings about relaunching the voluntary fund.</p> <p>Q Should the SBM track the usage of the fuel rather than just the cost? SBM is looking into this. We have multiple meters with different thermostats. Retraining is in place to cover this. Covid didn't help with costs as we needed windows open for ventilation – heating on and windows open.</p>	
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<p>9</p>	<p>Reports from Committees:</p> <p>F&P The F&P committee had discussed the work being done around school including walkway and reception garden.</p> <p>A mini audit needs to be conducted to go through all of the finance points. There is a checklist that needs to be redone and comments fed back to the auditor Janet Reynolds. SBM has organized a time for Janet to come in. DZ to complete mini audit before 8th June.</p> <p>There had been an unannounced environmental health inspection as a result of which two stars were lost. Hoping to get them back as there were lots of easily fixable things, not important issues, but minor such as someone having a tea towel tucked into apron. It had come to light that there was some nervousness around answering questions that had had an impact on the result.</p> <p>Q. Should we inform the parents of this? It was decided not to inform parents at this stage as although restaurants are duty bound to show ratings, school canteens are not. These are all minor issues which should all be fixed when they revisit. Visit is hopefully taking place this half term.</p> <p>Q&S There had been a presentation about RE from the RE lead Rebecca Johnson RJ. Q&S are deep diving into one subject for each committee meeting. The key points were that there are a variety of religions covered in the curriculum. RE knowledge maps/curriculum maps are going to go on the school website for parents to get a better understanding what is being taught. There is much confidence of the RE teachers in their subject matter and there are many online resource available to them. The teachers aim to create an environment of tolerance where pupils can share views & learn to be critical thinkers. The school allows the right of parents to withdraw child from RE and it was noted that one child had withdrawn.</p> <p>There had been a discussion around Reading Writing and Maths results. Science & Geography could be a possible focus for Ofsted. Overall there was strong attainment progress. Year 6 looked very strong, especially the SEND pupils whose progress was highest across the school. Focus areas were writing which is consistently lower than reading and maths in terms of subject groups. Phonics was around 90% on track to pass the phonics screening.</p> <p>There were discussions around the data and the usefulness of data. For example, with EAL groups at over 40% of the school, it would be good to have more insight to understand which pupils should we be focusing on. The usefulness of ethnicity data was discussed and how to make it more useful. There were discussions around those pupils within bottom 20% (not in PPG groups) and discussions on</p>
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<p>how to focus on them.</p> <p>There were discussions around the SEN report and it was noted that the numbers overall will be increasing up to 40 on the SEN register. There are 9 EHC plans at the moment with 6 more in the pipeline. There were discussions around what this means in terms of recruiting LSAs and the difficulty we have had in the past with doing this.</p> <p>PC&C</p> <p>Staff wellbeing had been discussed and it was noted that there were concerns from staff around any Ofsted review and possibility of not being Outstanding. PC&C decided to create a draft letter to parents (PM to do a first draft of this) which aims to make sure parents are aware of the recent changes in Ofsted inspections.</p> <p>Staffing levels were discussed.</p> <p>Attendance had been discussed (as above).</p> <p>There were two staff exit interviews with no significant issues. Children’s wellbeing was discussed and it was agreed that the SATS were successful. Children were well prepared by teachers and they were not fazed by the exams. It was an enjoyable week for some of the children. Everything went smoothly. There were no moderation visits this year and we did everything according to the guidance. There was a relaxed atmosphere and it was well run by staff. Pulled staff from elsewhere to support and everyone was generous in giving their time. After having no formal SATs for a few years, it was nice to get back to normal.</p> <p>The complaints policy had been discussed. The advice is always to follow the policy so it is important to ensure it is right. The policy covers everything including recent DFE guidance – everything they recommended is in our policy. It was noted that complaints shouldn’t be made to individual governors – there is a complaints policy which has to be followed. The procedure is to raise with the class teacher firstly. If it needs to be escalated the policy is on the website. Governors only get involved at the appeals process, unless the complaint is about the HT, in which case the chair of governors deals with the complaint.</p> <p>Disciplinary policy had been discussed.</p> <p>The exclusion policy had been discussed and internal and external exclusions were touched upon and it was noted that there hasn’t been an exclusion since 2016.</p> <p>All policies are now clear and easy to follow.</p> <p>Q Is it wise to send a letter to parents about Ofsted? It may come across as though we are not confident.</p>	
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	<p>It may sound as though governors are worried about the upcoming changes. This is an emotive subject as ‘Outstanding’ is part of school’s reputation. It was explained that it is an emotional subject for people who work in schools. Staff don’t enter into school careers for the money. The reports help to show that staff are doing their best. It was pointed out that the Ofsted reports name exactly which staff members have lost points and so it becomes very personal.</p> <p>Q Do we need to give comfort to the teachers that there will be no repercussions? This needs to come from the LA. Parents will read the Ofsted report and some pressure comes from the parents. Sometimes the criteria Ofsted are demanding is not achievable. This level of achievement will drive people out of the profession.</p> <p>There was some discussion around sending a leadership transition letter and the timing of when to send this. There were concerns that parents could be panicking already about forthcoming changes in leadership. It was thought that it may be a good time to end this letter after announcing good SAT results? ACTION: Letter from governors about leadership transitions to be drafted</p> <p>Q What do the unions think about Ofsted reports? Concern has spread throughout the unions. Unions provide wellbeing support. A lot of staff are currently struggling. Schools and teachers always want to do the best for their pupils but the reports are causing stress.</p> <p>Q Is this covered in teacher training? Yes, but it is theoretical. Training is generic. In the business world the CEO or MD would talk to their managers. They would then do one-to-one meetings with people to give coaching. Ofsted will be looking at LSA and support staff as well, not just teachers.</p> <p>Q What is being done to prepare? From September 2019, before covid, we were doing curriculum work. We were ahead of a lot of the schools and we had changed our policies to link in. Karen Feeney our SIP has done a review Ofsted inspection. The school talks about it In staff meetings. We also discuss with LSAs and lunchtime supervisors and touch upon what they might be asked. However, it is different talking to your colleague than an inspector. Coaching is in place and Karen is very particular on how to word things. The SLT sat through questions on reading, phonics and maths.</p>	
10	<p>Governor visits Ying’s verbal report. It was worth minuting the hard work of Marie Hedges on maths since 2014. She has driven Maths Mastery forward. The success is down to her expertise. Staff have got such faith and trust in her. The governors thanked her for this.</p>	All
d.	Governor training and development	

	<p>New Governors - Understanding your Role (Governors) Julia Shute, Dinaz Zaq, Philip Moshi</p> <p>Behaviour and Attitudes Briefing for Governors (Governors) Philip Moshi</p> <p>School Financial Management (Governors) Dinaz Zaq Introduction to Governance (The Key is excellent)</p> <p>Other CPD included attendance at the Chairs Network.</p>	
e.	<p>Chair's actions No action had been taken.</p>	
f.	<p>Termly business Update from Clerks briefing</p>	
14.	<p>AOB AOB</p> <p>White /green papers Trusts and academies - does it make sense financially? It doesn't for lots of the schools in this borough. There are no clear benefits. The government are making economies of scale at the expense of a few other things. ACTION subcommittee needed on Trusts/Academies.</p>	

The meeting ended at **8.45pm**

Signed by the Chair _____ Date _____

Summary of Actions

Item number	Action	Responsible person
30 March	It was decided that rather than change the presentation of the current attendance data (which doesn't give analysis), this should be something for the new HT to consider.	Clerk – Move to autumn 1
30 March	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? There is a date in the diary to discuss this.	JE/SP Move to summer 2
30 March	To pick up on the likely carry-over areas in the SDP when populating the governor strategy document. TB and CG to work together to come up with strategy and additional questions to consider	CG / TB Move to summer 2.

	in the evaluation and strategy document. Document to be circulated before summer 2 meeting.	
30 March	<p>To have a follow up discussion regarding the SEF section relating to SEN.</p> <p>The governors talked about updating the SEF. It was felt that some high-level statements around it were needed, possibly end of year results. SP that within SEN there is a big variety of needs compared to PPG group or EAL group. SP advised that it should include statements with regards to attainment and progress but also about how the children are performing in other areas to balance this with social and emotional and mental health.</p>	JE/MM Move to summer 2.
30 March	To follow up regarding the role of Eco monitors in school.	JE To be done
30 March	To follow up with energy broker regarding further details on fixed prices available and flag any other options.	WR Budget discussion
30 March	To send plans for garden to TB bearing in mind his link role with Early Years	JE/LD Done – contractor is in but timeline TBC discussion if this will be completed by start of September... borough looking at this favourably.
25 May	Induction to be done for WR as staff governor.	Clerk?
25 May	ACTION governors to discuss attendance fines with new HT.	Clerk to add to Autumn 1 agenda
25 May	Look at ELSA training for further staff in autumn 1	Clerk add to autumn 1 agenda
25 May 6.	ACTION CG to update the photographs on the recruitment pack	CG
25 May 6.	ACTION FGB to see next version of the HT recruitment pack.	CG to share with FGB
25 May 7.	ACTION: CG to speak to SBM about the costs of cancelling the deal early.	CG to share with FGB
25 May 7.	ACTION SL to look at budget from staffing viewpoint after 31 May.	SL

25 May 7.	ACTION Budget to be circulated to governors after 31 May.	SL
25 May 8.	ACTION: Draft a governors' letter to tie in with transition meetings about relaunching the voluntary fund.	AA?
AOB	ACTION subcommittee needed on Trusts/Academies.	