



LONDON BOROUGH OF RICHMOND UPON THAMES

Orleans Primary School

Hartington Road, Twickenham TW1 3EN

Approved Minutes of Full Governing Body meeting held on
Wednesday 7th December 2022 at 6.30pm at school

Constitution, Membership and Attendance –

LA - 1	PARENTS - 2	CO-OPTED - 8	STAFF – 1 + Headteacher
Anthony Bendelow (AB)	Caroline Green (CG) (Vice Chair)	Alex Axiom (AA) (Chair)	Pip Utting (HT)
	Julia Shute (JS)	Mark McKiernan (MMK)	Alex Jones (Acting HT)
		Dinaz Zaq (DZ)	Loretta Lau
		Philip Moshi (PM)	
		Yervand Sarkisyan (YS)	
		Alan Watkinson (AW)	
		Lucy Bassett (LW)	

Also attended: Julie Duffy (Clerk), Rosalind Orchard (Observer and potential new Chair)

ITEM	DISCUSSION	ACTION
1.	Apologies: Apologies from Caroline Green and Mark McKiernan.	
2.	Declarations of interest: There were no declarations of interest with respect to items on this agenda.	
3.	Membership and constitution: <ul style="list-style-type: none"> a. It was noted that there is one vacancy on the board. b. Regan Prinsloo's term of office had expired and the board appreciates all her work over the past four years. c. Lucy Basset was voted as co-opted governor whose term will run from 7 December 2022 – 6 December 2026. d. Loretta Lau was welcomed to her first FGB meeting as staff governor. e. It was noted that Tony Bendelow's term of office will expire on 31 August 2023. f. Alex Axiom's term of office will expire in October 2023. g. Alan Watkinson had renewed his term of office for a further four years (as this is the minimum requirement) but he may step down at the end of the academic year. 	
4.	Minutes and matters arising: <ul style="list-style-type: none"> a. Governors approved the minutes of the previous meeting on 19th October 2022 as an accurate record. The minutes would be signed by the chair on Governor Hub. 	Approve

	<p>b. The actions from the previous meeting were discussed and completed with the exception of the following matters arising:</p> <p>The Governors decided to share a master list of potential Ofsted questions on a shared drive and allocate them to link governors. ACTION: Clerk to share list of Ofsted questions as a Google doc.</p> <p>The governors discussed the process of governor visits and agreed that it would be useful to share information on which governor is visiting the school and on which date. One possibility would be for the clerk to create and update a central live document (possibly using Google docs) at the start of each term to share governor visit dates with the other governors. This led to a discussion about having a Governor visit week rather than ad-hoc visits. ACTION: Clerk to create central shared document ACTION: AA to speak to new HT about potential governor week.</p>	<p>Clerk</p> <p>Clerk AA</p>
5.	<p>Headteacher's report: The report had been circulated in advance and was taken as read.</p> <p>The governors felt the school was presenting a thorough plan in terms of RWM and English but there was some concern with regards to PE and it was felt that this area needs some work particularly as this is a requirement of the Sports Premium grant. The HT explained that the PE Lead, Kate Palczewski had to resign due to unforeseen circumstances and had planned on leaving the school at Xmas so it had been difficult to plan ahead for PE. AJ will take PE back in the New Year and will take this going forward.</p> <p>The governors had a confidential discussion around a student who left earlier this term and the HT informed the governors that there was nothing they needed to be aware of.</p> <p>Q: Looking at the new report, there seems to be a rise in negative behaviour –why is this? A: The behaviour at Orleans is usually very good. CPOMS, an online recording system, has taken over from the old paper-based system. When you document an incident on CPOMS you need to allocate various online categories to that incident. If you allocate more than one category the same incident can have 3 or 4 ticks and this then counts as a separate incident. Therefore one incident can appear as multiple, separate records of behaviour. This is a reporting/training issue and is being addressed.</p> <p>Q: Who is reviewing CPOMS from a school's perspective? A: Lorna Barks does a half termly review and the HT report includes this data.</p> <p>Q: Two racist incidents were noted. Have they been resolved? A: These incidents were dealt with accordingly.</p>	<p>Challenge</p>

	<p>The governors felt that it was difficult to monitor the CPOMS data as they did not have anything to compare it to.</p> <p>ACTION: HT Report to include a comparison with the previous term's CPOMS data for governors.</p> <p>Q: The Hounslow Library Service are culling unsuitable books from the school. What constitutes as unsuitable?</p> <p>A: As we had too many books, school staff and subject leaders made the decision to cull some old and out of date books. Some books still had 'Orleans Infants' stamped inside them, showing that they were over 12 years old. Some books were presenting outdated language and imagery with society as it is now. In non-fiction, books such as Atlases, have now become out of date. The PTA are aware and they are raising funds for new library furniture first, then they will fundraise for new books. The library will be closed until new furniture and books arrive, and some existing books will be allocated to classrooms according to suitability.</p> <p>Q: Have you included an allocation of books for advanced readers?</p> <p>A: Yes, they have access to more advanced books – an extra box of books. Books for classes are allocated with specific age ranges (and also include some challenging books).</p> <p>Q: Are we confident we have the right resources and skills to tackle the problems with writing?</p> <p>A: This was covered in Q&S. Assessments and a thorough data drop have been done and pupil reviews will take place this week following assessment week. There is a clear action plan and we are looking into finding a fresh writing intervention. The National Tutoring Programme will stay. The school is focussing on writing within every year group, not just year 2 and year 6.</p> <p>Q: Does the writing lead have enough time to focus on the plan?</p> <p>This was covered in Q&S. There are three English leads and leadership time is given to Kate Sanderson-Turner. On Mondays she works as a school-based advisor which is hugely helpful for her in terms of developing her own skills and knowledge. Governors will review the results of the recent assessments in January.</p> <p>Q: How is staff wellbeing?</p> <p>A: Christmas is always a very busy time. There has been a lot of staff illness and cover has been difficult. The school have started a new staff shout out on Fridays. Members of staff get a thank you in the Friday morning meeting and they enjoy getting this positive feedback. Orleans support staff are very resilient and it is good to praise them. This initiative is having a positive impact.</p> <p>The HT told governors that finger guards were being added to all doors in nursery, Reception and KS1. This is a huge cost but it is necessary. WR has ordered the first batch of guards to cover the reception area. This is a requirement for under 7s. All rooms including the halls and office, where under 7's access - need finger guards.</p>	<p>Challenge</p> <p>Challenge</p>
--	--	-----------------------------------

	<p>ACTION: Finger Guards to be monitored in F&P.</p> <p>PU told the governors that medical information should be added to the Head's report e.g., how many children in the school are diabetic, or have epilepsy etc or any severe conditions so that governors can ask questions about training.</p> <p>ACTION: Medical conditions to be added to HT report.</p> <p>Q: What is the status of staff performance management?</p> <p>A: We started the academic year afresh. The documents are ready for the midway review point in February.</p>	HT
6.	<p>Strategic vision:</p> <p>Orleans SEF</p> <p>The governors noted the updated SEF. The governors challenged the rating of maths on the SEF and felt it had been recorded incorrectly within the maths section. The HT agreed to look at the data and move it to the quality of education section.</p> <p>Autumn SIP</p> <p>The governors discussed the IDSR data and shared the query around the extra funding (of around ¾ million) that was being received by Orleans in comparison to other schools and wanted to know if this figure was accurate. This would be investigated. This report also shed light on middle attainers who had made negative progress between KS1 and KS2. The results of the recent assessments will show if the school's response is working.</p> <p>ACTION: Investigate ¾ million funding figure in IDSR report</p> <p>Governance Committee</p> <p>The governance committee have been recruiting in an ongoing basis. There had been five interested parties so far who were interviewed over the telephone and face-to-face.</p>	<p>Challenge</p> <p>Challenge</p> <p>HT/WR</p>

7.	<p>Committees and panels:</p> <p>The draft minutes were received and taken as read. The Chairs summarised:</p> <p>PC&C:</p> <ul style="list-style-type: none"> • The committee had covered the personnel side and staff and parent exit surveys are now ready to go as google documents and the responses would go to governors. • There had been around 46 responses to the Ofsted survey and most responses were positive. https://parentview.ofsted.gov.uk/parent-view-results/survey/result/2182/13 • It was felt that the school could help parents with the cost of living crisis by signposting parents to help that was available. Lorna Barks is working on this and will be at the parent forum tomorrow. There will also be a slot in the parent newsletter giving help and advice. • The Single Equality policy had been discussed but was retracted as it needs a lot of work including this year's objectives and a new, stand alone section on the website. • ACTION: Add Single Equality policy to the next PC&C meeting. <p>Governance Committee:</p> <ul style="list-style-type: none"> • There was a discussion around the governors visit policy and it was agreed there should be more questions on inclusion and single equality. The SDP could have an equality objective under each item. • ACTION: AB to speak to CG about addressing equality in the governors visit policy. <p>F&P:</p> <ul style="list-style-type: none"> • There was a small reserve in the budget of £8.5K but by the end of the year we should break even with a slight overspend of a few hundred pounds. • The staff pay increases have been covered and the government have now announced funding for this which will help us to break even. • The governors had discussed ways of monitoring the debit card spending and a solution had been found involving 3 members of staff. • The school are working on a new accident management system. It is currently paper-based. 	AB/CG
----	---	-------

	<ul style="list-style-type: none"> The energy cost estimate has been reduced by around 65% as we fixed the rates from November. There had been a discussion around ways of encouraging PPG pupils to attend more clubs and a solution that worked well at Burlington was to create club opportunities and have parents opt out. Lorna Barks will look at Autumn attendance levels to make sure all PPG could attend a club over the academic year. The SEND shortfall was discussed. After the census has been taken, any child with a new EHCP will not be allocated the notional 6K until the following year. It always takes time to get a new EHCP and the school has to show they have exhausted every possibility and spent the first 6K. ACTION: Ask Steve how other schools manage notional SEN support. <p>Q&S:</p> <ul style="list-style-type: none"> Kate Sanderson Turner had attended and had given an in-depth overview of the writing plan. The focus on writing would be throughout the school and not just in year 2 and 6. The November assessment results would be the first indication of improvements. Kate Sanderson Turner will attend every other Q&S meeting to keep governors updated on progress. Future Q&S meetings would feature other staff members. Marie Hedges would cover maths next time. There is an Inset day on 3rd January focussing on Writing. AB may attend. 	<p>LB</p> <p>Clerk</p> <p>KST</p> <p>MH</p>
8.	<p>Safeguarding:</p> <p>Safeguarding Audit The report was commissioned by AfC. They commissioned Ann Marie at the time but Emma Clark is now in place.</p> <p>AA and CG have completed a safeguarding visit and went through the audit line by line to ensure the school is following its recommendations. Governors were pleased to note that the audit reported that staff's knowledge of safeguarding procedures was excellent.</p> <p>Governors have all read KCSIE (Part 2)</p>	
9.	<p>Policies:</p> <p>The following policies had been approved at committees and are on the school website:</p> <ol style="list-style-type: none"> Supporting Pupils with Medical Conditions (F&P.) Freedom of Information Policy (F&P) Staff Code of Conduct (PC&C) 	Approve

	<ul style="list-style-type: none"> d. DBS policy (PC&C) e. Induction (PC&C) f. Internal Communications (PC&C) g. Nursery Behaviour (PC&C) h. Paternity Leave (PC&C) i. Pay Policy for Support Staff (PC&C) j. Performance Appraisal for Teachers (PC&C) k. SMSC Policy (Q&S) l. History Policy (Q&S) m. Geography Policy (Q&S) n. English Policy (Q&S) 	
10.	<p>Link governor reports:</p> <p>The governors had received the following visit reports:</p> <ul style="list-style-type: none"> a. Mathematics (Julia Shute) b. Writing (Antony Bendelow) c. Diminish the Difference (Mark McKiernan) d. Reading (Alan Watkinson) e. Safeguarding (Alex Axiom/Caroline Green) f. PSHE (Alec Axiom) <p>There was a discussion around the importance of pupil voice and how important it was to include this in governor visits.</p> <p>There was a query around the safeguarding visit report. What is a '128 check'?</p> <p>ACTION: Clerk to ask CG to clarify.</p>	Clerk/CG
11.	<p>Governor Training:</p> <p>Governors had attended the training below and gave a brief summary of what they had got from the training. They will share any relevant slides or information with other governors.</p> <ul style="list-style-type: none"> • Leading in Governance - Developing Chairing Skills (JS) • Focussed Governor Visits (JS) • SEND Futures Conference 2022 (PM) • Chairs' Network (CG) • Ofsted Training (DZ) <p>ACTION: Clerk to add Phoebe du Parcq as second approver in AfC training.</p>	Clerk
12.	<p>Chair's report:</p> <p>The chair had no local authority information to report and there had been no emergency actions.</p>	
13.	<p>Termly Business:</p> <p>The clerk reminded the governors about the new AfC training portal: https://afclearningportal.co.uk</p> <p>AfC are now able to offer historical training records so the clerk had put in a request to access that data for Orleans.</p>	
14.	AOB:	

	<ul style="list-style-type: none"> There was a brief discussion around lengthening school hours. This discussion would be carried on with Phoebe du Parcq. There had been a positive response from parents regarding extending the nursery hours. PU told governors the electronic gate in the car park had broken and would need to be fixed. This will be costly. The governors thanked PU for her contribution to the school. <p>ACTION: Clerk to add electronic gate to F&P agenda</p>	Clerk
15.	<p>Self evaluation:</p> <p>Governors had a brief discussion on what they had achieved at this meeting to help improve the education of the children at the school.</p>	
16	<p>The meeting ended at 8.15pm</p> <p>Date of next meeting: 6.30pm Wednesday 8th February 2022</p>	

Action items arising:

Item	Action	By Whom	By When
4b.	Share PU's list of Ofsted questions as a Google doc.	Clerk	Spring 1
4b.	Create central shared document for Governor Visits	Clerk	Spring 1
4b.	AA to speak to new HT about potential governor week.	AA	Spring 1
5.	HT Report to include a comparison with the previous term's CPOMS data for governors.	HT	Spring 1
5.	Medical conditions to be added to HT report.	HT	Spring 1
5.	Add Finger Guards to F&P agenda.	Clerk	Spring 1
7.	AB to speak to CG about addressing equality in the governors visit policy.	AB/CG	Spring 1
7.	Add Single Equality policy to the next PC&C meeting.	Clerk	Spring 1
7.	Ask Steve how other schools manage notional SEN support/add to F&P agenda.	Clerk	Spring 1
10.	Clerk to ask CG what a '128 report' is.	Clerk/CG	Spring 1
11.	Clerk to add Phoebe du Parcq as second approver for AfC training	Clerk	Spring 1
14.	Clerk to add electronic gate to F&P agenda	Clerk	Spring 1