



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

Minutes of Full Governing Board Meeting held on
 Wednesday 19th October 2022 at 6.30pm in the school

Constitution, Membership and Attendance (Bold = absent)

LA – 1	PARENTS – 2	CO-OPTED – 8	STAFF – 1 + Headteacher
Tony Bendelow TB	Caroline Green CG	Alex Axiom AA	Wendy Rochester (School Business Manager)
	Julia Shute JS	Mark McKiernan MM	Pip Uttings (Interim HT)
		Yervand Sarkisyan YS	
		Alan Watkinson AW	
		Dinaz Zaq DZ	
		Reegan Prinsloo RP	
		Philip Moshi PM	

Apologies: Philip Moshi was unwell. Wendy Rochester could not attend.

AW arrived 18.44pm.

Absent without apologies: None.

Also attended: Alex Jones (Acting Deputy Head), Julie Duffy (Clerk).

Item no.	Discussion	Action by
1.	Election of Chair and Vice Chair: Alex Axiom was re-elected as Chair and Caroline Green as Vice Chair.	
2.	Apologies for absence (statutory): PM was ill, WR could not make the meeting.	
3.	Declaration of Interest (statutory): a) There were none in relation to this meeting. b) Governors had signed the annual Declaration of Interests on Governor Hub apart from those which the clerk will prompt in the following week.	Clerk
4.	Membership and Constitution (statutory): a. It was noted there is one vacancy for a Co-opted Governor and it was agreed that it would be ideal if this person could take on the role of chair. b. The Instrument of Government was agreed. c. It was noted that Reegan Prinsoo's term of office ends in December 2022, Tony Bendelow's in August 2023 and Alex Axiom in October 2023. d. The constitution of the Pay Committee was discussed and it was agreed that it works best if there is someone from PC&C and someone from F&P. The pay committee have one meeting a year following teacher appraisals. Dinaz Zaq and Antony Bendelow will join the Pay Committee along with Mark McKiernan who was already a member.	

e.	<p>PU informed governors that the teachers' appraisal cycle starts in September and finishes in July. These were not completed prior to the head leaving at the end of the summer term. PU informed governors that a new document is in place and the process has started for 2022-23 so that this year's appraisals are on schedule for completion in July 2023.</p> <p>The constitution of the Full Governing Body was discussed and it was agreed that, due to heavy workload, Wendy Rochester would step down as staff governor. Alex Jones will ask for a support staff member to replace her. Lucy Basset will take over from Reegan Prinsloo when her term ends in December.</p> <p>ACTION: AJ to speak to teaching staff about becoming Staff Governor.</p> <p>Yeing-Lang Chong was appointed as associated governor for the term of four years in July (to assist with recruiting new HT), however now that task has been fulfilled she has given her resignation.</p> <p>Governors' contact details, as per the document circulated by the clerk, were confirmed.</p>	AJ
5.	<p>Procedural Matters (statutory):</p> <p>a. To adopt Standing Orders: It was noted that the Standing Orders has changed to a Terms of Reference (ToR) document for the FGB. Governors agreed to adopt the ToRs.</p> <p>The governors discussed the limitations placed on the board by only allowing governors to sit for two terms. It was agreed to remove this limitation. ACTION: Clerk to amend ToRs to reflect that governors can sit for more than two terms.</p> <p>b. Governors Code of Conduct: The Governors agreed to adopt the Code of Conduct and had signed this on Governor Hub apart from those who would be prompted by the clerk.</p> <p>c. Open and Closed Meetings: It was agreed that the parent body should be invited to attend committee meetings to encourage parents to step forward as governors. ACTION: PU to include parent invitation in next newsletter ACTION: PU to inform clerk of forthcoming parent observers in advance of each committee meeting.</p> <p>d. The Virtual Meetings Policy was agreed and signed (via Governor Hub as above). It was noted that all meetings are now in person at the school, unless due to exceptional circumstances.</p> <p>e. The Privacy Notice was agreed and signed via Governor Hub.</p> <p>f. The Governor's Visit Policy was discussed and it was agreed that Governors should visit once per term. PU will share the dates for when core subject leaders monitor. Governors should take the opportunity to walk with subject leaders on these dates as it gives governors a much better overview of, and insight into, the school and how it works. Governors were invited (on rotation) to join the SLT meetings on Wednesdays after school. ACTION: PU to share key release dates with governors for core subject leaders. The chair reminded governors that they should undertake training at least once per year. ACTION: Clerk to send new list of courses to governors.</p>	<p>Clerk</p> <p>PU PU/Clerk</p> <p>PU</p> <p>Clerk</p>

6.	<p>Headteacher's report:</p> <p>The Headteacher gave a verbal report. She told governors that the term had started well and that it was great to see them settling in so well.</p> <p>The HT informed governors that the school had hosted a very successful maths morning inviting parents into the school. Future open mornings should be divided into lower school and upper school mornings to avoid overcrowding.</p> <p>The HT discussed the amount of extra-curricular clubs available to children in this school and said that they had an impressive selection covering sports, music and languages.</p> <p>The HT felt that the staff at Orleans are stable and there is very little illness cover required. There had been a recent recruitment of a new Welfare officer. New appointments are temporary, for two terms only, to allow the new HT to make long term decisions once she is on site. Lorna Barks will train to be an ELSA and she will be someone who can follow up on child protection concerns, early help and pastoral care.</p> <p>The school are currently interviewing for a temporary position in the office which is for 4 days per week (2 days in the office and 2 as PA to the HT). This will also allow current admin staff to support the School Business Manager with finances and paperwork.</p> <p>The HT reported that some urgent maintenance work around the school has been completed. She explained that a site like Orleans needs work done all the time to keep it looking good.</p> <p>The HT pointed out that the new play area is tucked out of the way so needs to be supervised carefully from a Health & Safety perspective. The school are looking at the logistics to manage this and cannot open this area until they can manage the staffing around it, plus the company need to finish a snagging list.</p> <p>The HT informed governors that performance management targets have been set for all staff. There was a deep dive into writing and a safeguarding audit. PU will share these findings with governors.</p> <p>ACTION: PU to share findings of writing deep dive and safeguarding with Governors.</p> <p>The HT informed governors that SP is about to schedule meetings for all phase leaders so that she can start a piece of work for prepping around Ofsted examinations.</p> <p>SP has done an amazing job on policies. There were lots of out-of-date policies that had to be updated. Some have been quick fixes which will need a proper review this time next year. CG had gone through all the policies reviewed by Governors and made a working list. JD to finish updating this list.</p> <p>ACTION: CG, Clerk and SP to liaise regarding policies.</p> <p>Q: How has PU found the school in her first term as interim HT?</p> <p>A: PU has been impressed by the school's stable staff who know school well and who are very self-motivated. This strong staff has enabled PU to get on with performance management, site management, office matters and setting the agenda for SLT and staff meetings. The pupil's behaviour at OPS is exemplary: there are lots of engaged, motivated children who want to learn. The parents have been great too in welcoming her.</p>	<p>PU</p> <p>CG, SP, JD</p>
----	---	-----------------------------

	<p>A Parent's Survey will be sent after half term asking for parental feedback on how Reception children have settled in. PU advised governors to send an Ofsted parent survey in January (Ofsted Parent View). She explained that if more than 10 responses were received then all responses became visible. However, PU had had a stronger response from parents at her own school when she sent the same questions but via google forms.</p> <p>The governors discussed the proposed letter to parents to manage forthcoming Ofsted expectations which had been drafted by PM. It was agreed to hold that letter until after Karen Feely visited the site after half term to re-evaluate the school for her autumn SIP.</p> <p>ACTION: PM to review letter to parents after Karen Feely visit</p>	PM
7.	<p>Minutes and matters arising (statutory):</p> <p>a. The minutes of the previous meeting on 13 July 2022 were approved. It was agreed that going forward, all minutes would be signed on Governor Hub.</p> <p>b. Matters arising were discussed and resolved. The only outstanding action was for WR to check with the caretaker that the carbon monoxide monitor was now installed.</p> <p>ACTION: WR to check on carbon monoxide monitor</p> <p>c. The minutes of the meeting on 28 September 2022 were approved. To be signed on Governor Hub.</p>	
8.	<p>Committees and Panels (statutory):</p> <p>a. Formal appointment of committee members and Chair/Vice Chair agreed.</p> <p>b. Election of Pay Panel, Headteachers Appraisal Committee, and Pay Appeal Committee.</p> <p>c. The ToR for the FGB were agreed. ACTION: Clerk to check exactly which documents are needed (can ToR replace Standing Orders?)</p> <p>d. The ToR for the Governance Committee were agreed.</p> <p>e. The ToR for the Pay Panel were agreed.</p> <p>f. The ToR for the Appeals Panel were agreed.</p> <p>g. The ToR for the HT Appraisal Panel were agreed</p> <p>h. Committee reports were summarised by the relevant chairs:</p> <p>i) Q&S Committee Report (Draft minutes received)</p> <ul style="list-style-type: none"> The Q&S committee looked at agenda planning for the year. The focus is on writing. Kate Sanderson-Turner, the writing lead, will now attend one Q&S meeting per term. The Q&S committee will receive headline reports from subject leaders with data attached (to allow less data analysis within meetings and more discussion) Governors will attend SLT meetings on rotation. SLT meetings take place straight after school on a Wednesday. There was an outstanding item from the minutes of the previous Q&S meeting regarding governor consultation if a child with an ECH plan is 	Clerk

	<p>refused a place at the school. It was agreed that RJ will notify governors if this happens.</p> <ul style="list-style-type: none"> • The Q&S performance data covered was from summer term. As requested, AJ looked at the bottom 20% who are not captured by SEN PPG or EAL groups. There are 20 pupils across the school in this category, all of whom have interventions to support them. • There was an in-depth conversation about writing. KST has introduced the same TAF assessment data as year 2 and 6 across school so that all year groups have the same measuring standards. • The SEN policy was approved and sent to FGB. It was noted that there is a new SENCO undertaking mandatory SENCO qualification (a one-year course). The PPG SEND info report was reviewed. <p>ii) PC&C Committee Report (Draft minutes received)</p> <ul style="list-style-type: none"> • The PC&C committee had discussed the proposed letter to parents to managed Ofsted expectations. • There was an in-depth discussion about staff wellbeing and September inset days and the governors heard that INSET days will now balance setting class up with staff training. • ELSA training was discussed and a new welfare officer is currently being trained. • Staff exit interviews were on the PC&C agenda and it was felt that governors should take this over from the school. It was agreed that the clerk should send staff exit interviews and share responses with the Chair and Vice Chair. If there was a cause for concern a meeting could be arranged. <p>ACTION: AJ to share form and let Clerk know when staff leave.</p> <ul style="list-style-type: none"> • Pupil exit interviews are currently owned by WR but this will move to the new office administrative assistant who is currently being hired. <p>ACTION: PU to add this to the job description.</p> <ul style="list-style-type: none"> • It was noted that an ongoing issue from the parent exit interviews is how much interaction there is between teachers and parents. This could be a hangover from Covid. Currently there are twice-yearly parent evenings. PC&C had a conversation about inviting parents in to the school so they feel more engaged. PU suggested arranging a parent forum morning with the reps to invite parents to the school to discuss key issues such as the cost of school trips. The first forum would be arranged for after half term. <p>ACTION: PU to arrange parent forum date.</p> <ul style="list-style-type: none"> • PC&C noted there is a staff shortage within the school office and that CG has been supporting the school by undertaking website updates. • PC&C noted that the current French teacher is an agency teacher. However, the new HT will have ideas around PPA cover and how it is delivered so it was agreed to wait until she is on board to take this further. <p>Q: Do we have a full complement of staff /have we got a designated LAC lead? A: We are currently recruiting for office admin staff. LAC falls under AJ who is the DSL. The website is currently up to date with a family tree of who is who within the staff.</p> <p>iii) F&P Committee Report (Draft minutes to be sent)</p> <ul style="list-style-type: none"> • The F&P committee had an in-depth analysis of the school budget. There is a predicted deficit at the end of the year as the recent pay rises have not yet been funded by the government. 	<p>AJ</p> <p>PU</p>
--	--	---------------------

	<ul style="list-style-type: none"> Various maintenance work needs to be done around the school and the costs of this were discussed. There is an ongoing list of works to be done in terms of priority levels. It was agreed that governors would send another letter to parents regarding the school fund as this money is now sorely needed. Before the summer the SBM had negotiated a good 3-year energy deal starting in November which has saved a lot of money. It was noted that there were issues around controlling the heating over the weekend and these were being investigated. Lettings fees will be staying same for this year and will be reviewed in 2023. There was a detailed discussion around the nursery which is running at a deficit. The intake happens in March so we need to move quickly so that 2023-4 parents are offered agreed days and times. The new HT will be consulted when she comes in for a handover after half term. She has experience in this area. 	
9.	School Development Plan:	
a.	The SDP has been a committee level discussion and has been agreed.	
b.	<p>SEF: The local authority did a deep dive on writing. The results of the SEF are now rating the school as good rather than outstanding.</p> <p>Q: Rather than state the failings can we add things to work on, such as - ‘What are the next steps and improvements?’</p> <p>A: Yes, under each category where we are not yet outstanding, we need to add three steps to take us to that standard. The areas to develop need to tie in to this.</p> <p>ACTION: Add a ‘next steps’ box to the SEF.</p>	SP
c.	Monitoring and Evaluation Schedule: This has been distributed via email - the chair assigned a governor to each area.	
d.	<p>Visit policy: The visit policy was discussed and will be changed slightly to ask governors to each area and asked that all governors conduct a visit before the end of term.</p> <p>ACTION: Governors to email staff to see if there is there an event coming up that governors can tie their visit to.</p>	Governors
e.	<p>SIP report: This was discussed in Q&S. PU proposed that she focuses on the governors’ questions two at a time, at each Q&S meeting.</p> <p>ACTION: Clerk to share list of questions to FGB</p>	PU/Clerk
10.	<p>Strategy and Self Evaluation:</p> <p>CG and TB are the Governance Committee. They will circulate the final goals for this year. Writing has been covered in the SDP and Q&S will focus on this. F&P were going to look at networking with other schools to try and find economies of scale when ordering products but the SBM does not have capacity for this.</p>	
11.	Safeguarding:	
a.	<ul style="list-style-type: none"> Health & Safety governor DZ will witness fire drill on 23 November. Currently awaiting the results of the Health and Safety report (booked for 23/11/22). CPOMS is up and running and a safeguarding audit was carried out in September. <p>Q: Do all governors need to do the online safeguarding training?</p> <p>A: All governors need to do annual safeguarding training including online safety at induction. PU assured governors that it is sufficient for a couple of governors to have completed online safety training. There are lots of courses</p>	Head

b. c.	<p>available via AfC or The Key. Peter Cowley visits regularly so we will invite governors to those assemblies also.</p> <ul style="list-style-type: none"> ACTION: Head to invite governors to next Peter Cowley visit. <p>Q: We did have a GDPR governor but her term has ended. Do we need to assign another GDPR governor?</p> <p>A: We do not need a governor for this as we already have a data plan company in place to manage this - it is a huge job. We go to them if there is a freedom of information request or if there is a data breach. This is covered once per term on the HT's report.</p> <ul style="list-style-type: none"> All governors need to read part 2 of Keeping Children Safe in Education (KCSIE) <p>ACTION: Governors to read part 2 of KCSIE and sign on Governor Hub to confirm.</p> <p>Clerk to check everyone has done this.</p> <p>Governors have agreed the Acceptable Usage Policy.</p>	Clerk
12. a. b. c. d. e. f.	<p>Policies:</p> <p>Governors asked whether the changes in KCSIE have been incorporated into the school's policies.</p> <ul style="list-style-type: none"> There have been some changes to the behaviour policy. Some types of abuse are now referred to as 'child on child' not 'peer on peer'. Internet searches are advised to improve safer recruitment. There needs to be a clear system in place for identifying mental health problems. Mental Health funding hasn't come in for this year (previous HT completed a course last year). WE don't yet have funding for this year. <p>ACTION: New admin person to look into mental health training funding.</p> <p>Governors approved the Safeguarding and Child protection policy.</p> <p>Governors approved the Anti-bullying policy.</p> <p>Governors approved the Online Safety policy.</p> <p>Disclosure and Debarring. PC&C approved this. This was ratified by FGB. Note: governors need to sign an annual document to say nothing has changed regarding their DBS check.</p> <p>ACTION: CLERK TO CHECK THIS AND SET THIS UP ON GOVERNOR HUB</p> <p>Health and Safety policy: We currently do not have enough staff that are First Aid trained. There needs to be at least 10 staff members that have done first aid training. In the past teachers have been First Aiders. It is better if it is the support staff. The school will organise a First Aid day in January. ACTION: AJ to Book St. John's Ambulance for January INSET day. Governors approved the Health and Safety policy.</p> <p>SEND policy was approved.</p> <p>It was noted that the pay policy is not changing and that pay scales have gone up and been budgeted for. The old pay policy gave staff the opportunity to go up two points in the pay scale. The new version allows staff to jump just one pay scale.</p> <p>ACTION: Clerk to move Pay Policy to PC&C for discussion</p>	WR/Admin Clerk WR Clerk
15.	Any other business:	PU

	<ul style="list-style-type: none"> • PU to go through fire procedure at the start of the next meeting • There may be strike action including HT unions. NAHT support this. Governors to note that without designated safeguarding lead the school will have to close. 	
17.	The meeting ended at 8.32pm	

Minutes to be signed on Governor Hub once approved.

Actions arising:

Item	Action	By Whom	By When	When due
3	Clerk to check all governors have signed all statutory documents on Governor Hub	Clerk	Autumn 2	Autumn 2
4d.	AJ to speak to support staff about becoming Staff Governor.	AJ	Autumn 2	Autumn 2
5a.	Clerk to amend ToRs to reflect that governors can sit for more than two terms.	Clerk	Autumn 2	Autumn 2
5c.	PU to include parent invitation in next newsletter	PU	After half term	After half term
5c.	PU to inform clerk of forthcoming parent observers in advance of each committee meeting.	PU/Clerk	After half term	After half term
5f.	PU to share key release dates with governors for core subject leaders.	PU	After half term	After half term
5e.	Clerk to send new list of training courses to governors.	Clerk	After half term	Autumn 2
6.	SP to share findings of deep dive and safeguarding with Governors.	SP	Autumn 2	Autumn 2
6.	CG, Clerk and SP to liaise regarding policies.	CG, Clerk, SP	After half term	After half term
6.	PM to review letter to parents after Karen Feeney visit	PM	After KF visit	Autumn 2
7.	WR to check on carbon monoxide monitor	WR	After half term	Autumn 2
9b.	Add a 'next steps' box to the SEF.	SP	After half term	Autumn 2
9d.	Governors to email key staff to see if there is there an event coming up that governors can tie their visit to.	Governors	After half term	Autumn 2
9e.	Clerk to share list of governor questions from PU to FGB	Clerk	After half term	Autumn 2
11a.	Head to invite governors to next Peter Cowley visit.	Head	After half term	Autumn 2
12a.	New admin person to look into mental health training funding.	WR	After half term	Autumn 2
12.	Clerk to move Pay Policy to PC&C	Clerk	After half term	Autumn 2
15.	PU to go through fire procedure at the start of the next meeting.	PU	Autumn 2	Autumn 2