



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

**Approved Minutes for Full Governing Board meeting held on
 Wednesday 22nd March 2023 at 6.30pm in the school**

Constitution, Membership and Attendance

LA - 1	PARENTS - 2	CO-OPTED - 8	STAFF – 1 + Headteacher
Tony Bendelow - TB	Caroline Green – CG	Alex Axiom - AA	Phoebe Du Parcq PD (Headteacher)
	Julia Shute - JS	Mark McKiernan - MM	Loretta Lau – LL*
		Yervand Sarkisyan - YS	
		Alan Watkinson - AW	
		Dinaz Zaq - DZ	
		Lucy Bassett – LB*	
		Rosalind Orchard - RO	
		Philip Moshi - PM	

Apologies: Lucy Bassett, Loretta Lau

Remote: Yervand Sarkisyan

Also attended: Julie Duffy (Clerk), Alex Jones AJ (Deputy HT)

Papers circulated for review:	<ul style="list-style-type: none"> • FGB draft minutes 8 February 2023 • Governors Training Spreadsheet • HT report • Budget Monitoring • SFVS
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ITEM	DISCUSSION	ACTION
1.	<p>Apologies: Apologies were accepted from Lucy Bassett. Loretta Lau was absent due to a conflict of interest.</p> <p><i>*Due to the nature and content of the agenda, the Headteacher and Chair agreed in advance with the staff governors, that due to the potential conflict of interest of the agenda items, they would be best placed not to participate in this FGB meeting.</i></p>	
2.	<p>Declarations of interest: There were no declarations of interest with respect to items on this agenda.</p>	
3.	<p>Membership and constitution:</p> <ul style="list-style-type: none"> • It was noted that Antony Bendelow's terms of office expires on 31 August 2023 but that he would renew his term of office for another 4 years. • Alex Axiom's term of office ends in October 2023. 	

	<ul style="list-style-type: none"> • AW will step down at the end of this academic year. <p>The Governance Panel is involved in the recruitment of new governors but they are now one person down as the previous governor's term had ended. PM and RO agreed they would be part of the interview panel along with CG and AB.</p>	
4.	<p>Minutes and matters arising: The governors approved the minutes of the last meeting held on 8th February 2023 as an accurate reflection of the meeting. The minutes will be signed by the chair on Governor Hub. ACTION: Chair to sign minutes on Governor Hub.</p> <p>The actions of the previous meeting were discussed or were covered in this meeting.</p>	Clerk/AA
5.	<p>Headteachers report: The new format report, which is more data driven, was circulated to governors before the meeting and was taken as read. The governors commented that they liked the format of the report and found it easier to understand the data when it was presented this way although they noted that the SEN attendance was not on the document as it did not feed in from the new format report. ACTION: PD to manually add SEN attendance to the HT report.</p> <p>Pd told governors that pupil numbers had remained fairly static and that since September 20 pupils had joined and 22 had left (two from oversubscribed year groups).</p> <p>PD informed governors that attendance followed the national picture (which is still low, post Covid) very closely apart from the first week in September when there were lots of unauthorised absences. The governors asked PD to double check the percentages on the report as they didn't quite add up. ACTION: PD to check percentages on HT attendance report.</p> <p>Q: Have those families who have left been sent an exit survey? A: Yes, all have been sent the survey, but none have responded. ACTION: AJ to send AA a test exit exit survey.</p> <p>The governors discussed the mayor's announcement that all children schools would possibly receive free school meals (FSM) for the academic year 2023/2024. The funding of this was discussed and governors were concerned that the school would have to fund the brunt of this. PD informed governors that there were rumours that the FSM entitlement from the mayor will be fully funded at £2.65 per meal which would cover the costs adequately. Munira Wilson, the local MP, had discussed this in her calls with governors and has sent out a survey to local schools. AA had sent an email to Munira Wilson to inform her of the school's financial concerns regarding the FSM rollout.</p> <p>The governors wanted to know if there had been an improvement to a behaviour issue that had occurred with one particular child. PD informed governors that the day-and-a-half suspension was effective.</p>	<p>Challenge</p> <p>Support</p>

	<p>This is on a child's record and this was a wake-up moment for that child and that they understood the seriousness of the issue now.</p> <p>The governors discussed the nursery provision which would be moving to a full time offering from September. Concerns were raised about how places would be allocated by the local authority (LA) as it is important that the nursery is full for both mornings and afternoons and there is the potential to offer 16 full-time places but anything less would not be financially viable. PD is discussing these concerns with the SIP and would keep governors updated.</p> <p>ACTION: PD to inform governors of any updates on the LA admission process for nursery.</p>	PD
	<p>The governors had a brief discussion about the school website and were informed by AJ that it is compliant. There was a conversation about how the website could be improved and the governors agreed there is a lot of extraneous information on the website and a lot of overlap with Google Classroom. The governors discussed ways of managing website updates whilst keeping costs down and some suggestions were made including asking children from Orleans Park do it as part of a DofE volunteering programme.</p> <p>ACTION: PD to look into managing low-cost website updates.</p>	PD
	<p>PD informed governors that we need to look at the photographs on the website as we may not have consent to use images of children once they have left the school. Governors debated this point and decided that as it is a data protection issue the data protection officer should be consulted.</p> <p>ACTION: PD to check with data protection officer re photographs on the website.</p>	PD
	<p>PD discussed told governors that a member of the admin team would be leaving at the end of the spring term. PD informed governors that there may be part-time staff already working in school who could take on an additional part-time role. She would advertise internally for someone to help for 14 hours a week to help alleviate pressure on the office during the morning rush.</p> <p>Q: Can anything be done in terms of processes to alleviate the morning pressure on the office?</p> <p>A: Yes. Currently if anyone falls over they are sent to the office. There would be less interruptions for the office staff if some of the other first aiders were called on during these hours. We are also looking at some of the systems in the office and looking to streamline these.</p>	Challenge
	<p>PD informed governors that the staff survey had been sent to all teachers and governors felt it should be sent to everyone. PD told governors that most teachers have said they are staying in the next academic year, but one part-time member of staff is definitely moving away from London. The teaching staff deadline to hand in notice is 31 May whereas TAs only need to give one month's notice around 1st August.</p> <p>ACTION: Staff survey to be sent to all staff including TAs and lunchtime staff.</p>	Challenge
6.	Strategic:	PD

	<p>SEF: PD informed governors that the SEF would be condensed to two pages for the next school year and that School Improvement Partners are working on a template that they think contains all the info that should be in a school development plan. This document is much more effective in terms of actually reviewing progress as it is more data driven and has more objective criteria.</p> <p>SDP: PD informed governors that she would look at the SDP by the end of term and although the content won't change, the document will be rag rated to show progress. ACTION: PD to send rag rated SDP to governors by end of term.</p> <p>Q: Is everything progressing as it should be? A: We have discussed different aspects of the SDP in the various committees and progress is being documented on the committee minutes.</p> <p>The governors raised concerns that committee minutes were not being shared in a timely way before the FGB meeting and it was agreed that next year there would be significant gap between the committee meetings and the FGB meeting to allow time for the minutes to be written, approved and circulated. ACTION: Meeting dates 2023-2024 to allow more time for minutes to be circulated.</p> <p>The chair informed governors that there had been a good response to the list of Ofsted questions that had been divvied up and circulated. These would be discussed with PD and AJ when completed. ACTION: Governors to complete questions by end of term.</p> <p>Governors had a discussion around the strategic aims of the school and it was agreed that Ofsted would want to see that each school has a very determined vision of what they want and that governors have agreed to uphold the vision of the school and consider the vision when setting the governor goals. Governors agreed to discuss this in full at the end of the summer term. ACTION: Strategic aims of the school and vision statement to be discussed in summer 2. ACTION: MM to share Vision and Values document.</p> <p>The governors had a brief discussion about a possible future Ofsted visit. PD informed governors that as a new HT to the school she had spent a lot of time focussing on staffing and finances but is also focussing on the curriculum. Governors hoped that staff did not feel under too much pressure about a future visit.</p> <p>It was agreed that the agenda item 'Governors to review how documents like PPG are monitored' should be discussed at committee level. ACTION: Governor monitoring of PPG to be discussed in PC&C/F&P</p>	<p>PD</p> <p>Clerk/chair</p> <p>Governors</p> <p>Clerk MM</p> <p>Support</p> <p>Clerk</p>
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7.	<p>Finance: There is a projected budget deficit and the school is looking at ways of mitigating this and is working closely with the LA on a deficit recovery plan. The governors had a confidential discussion around the school's finances (minuted in Part II – Confidential Items of these minutes).</p> <p>The SFVS had been shared and was discussed at F&P and governors were invited to ask AA if they had any questions or queries about this.</p>	
8.	<p>Reports from committees: The chairs summarised each meeting:</p> <p>F&P:</p> <ul style="list-style-type: none"> • This had been discussed in depth during item 7, Finance. <p>PC&C:</p> <ul style="list-style-type: none"> • Staff wellbeing was discussed. • The school is now part of mental health support teams (MHST). • The HR provider has changed and the new one will give more support. • Teaching staff survey had gone out to teachers (there were 14 responses). • The survey would go to all staff by the end of the year. • Children's attendance had been discussed. • The school twitter account is being used as a useful link to the community. • Regarding the SDP, Leadership and Personal Development were relevant to PC&C and were covered in the meeting. • The admissions policy (with reference to the nursery) was discussed. • The behaviour principles written statement had been updated (from The Key) however we need to consult with parents so will add a question into the parent survey. <p>ACTION: Question regarding the behaviour statement to be added to the parent survey (usually sent in summer).</p> <p>Q&S:</p> <ul style="list-style-type: none"> • Governors were given a thorough presentation on the Writing Action Plan by Kate Saunderson-Turner (KST). • Governors are very happy with KSTs plans. • Governors would receive the assessment results at the next meeting. • Moderation with other schools has shown they are all having similar problems with the same Cohorts and this was probably Covid related. 	

	<ul style="list-style-type: none"> • KS1 are behind where they were last year as they were very strong last year. This is the cohort who missed nursery and reception due to Covid. • Governors were given a Healthy Schools presentation and the Action Plan would be shared with governors when completed. • AJ had talked to Moormead Park in an attempt to cut PE costs, but there is no space as other schools are using it. • Rebecca Johnson gave governors a very brief update on SEND. She is almost finished her course. • Concerns were raised about Autoclaved aerated concrete (AAC) concrete, lead paint and the boundary fence and were being investigated. 	
9.	<p>Governor Visits:</p> <p>The chair noted that many governors have been in for visits and thanked them for that. There were no visit reports yet but they would be available at the next meeting. AB had added in a point regarding pupil voice to the report document. There is a link from the key which shows good questions to ask when talking to the children.</p> <p>ACTION: AB to circulate link to the document from the Key.</p>	AB
11.	<p>Policies: The following were discussed and approved at committee level:</p> <ul style="list-style-type: none"> • Freedom of Information (F&P) • Medical Needs Policy (F&P) • Admissions Policy (PC&C) • Behaviour Policy Written Statement (PC&C) <p>The following policies had been reviewed at committee level and were ratified by the FGB.</p> <ul style="list-style-type: none"> • Children with Health Needs who Cannot Attend School (PC&C) • First Aid (PC&C) 	
12.	<p>Governor training and development:</p> <p>The training spreadsheet had been updated and the chair asked governors to look where there was gaps before undertaking training.</p> <ul style="list-style-type: none"> • ACTION: A governors' skills audit was discussed and would be undertaken by the clerk. • ACTION: Following her training RO had agreed she would write a small piece for the school newsletter about what governors do (font 11, Calibri with pictures). 	Clerk RO
13.	Chair's actions: There were no chair's actions.	
14.	Termly business: There was no LA information	
15.	<p>AOB:</p> <ul style="list-style-type: none"> • Local authority admission arrangements had been published on the school website. • The meeting finished at 8.50pm 	
16.	Date of next meeting: Wednesday 24 May 2023	

Action items arising:

Item	Action	By Whom	By When
4.	Chair to sign minutes on Governor Hub.	Clerk/AA	31 March
5.	PD to manually add SEN attendance to the HT report.	PD	Summer 1
5.	PD to check percentages on HT attendance report.	PD	Summer 1
5.	AJ to send AA a test exit exit survey.	AJ	Summer 1
5.	PD to inform governors of any updates on the LA admission process for nursery.	PD	When possible
5.	PD to look into managing low-cost website updates.	PD	Summer 1
5.	PD to check with data protection officer re photographs on the website.	PD	Summer 1
5.	Staff survey to be sent to all staff including TAs and lunchtime staff.	PD	Summer 2
6.	PD to send out rag rated SDP to governors by end of term.	PD	31 March
6.	Meeting dates 2023-2024 to be planned to allow more time for minutes to be circulated ahead of the FGB.	Clerk/AA	Summer 2
6.	Governors to complete questions by end of term.	Governors	31 March
6.	Strategic aims of the school and vision statement to be discussed in Summer 2.	Clerk	Summer 2
6.	MM to share Vision and Values document.	MM	Summer 2
6.	Governor monitoring of PPG to be discussed in PC&C/F&P	Clerk	Summer 1
8.	Question regarding the behaviour statement to be added to the parent survey (usually sent in summer).	AA/PD	Summer 2
12.	Complete a governors' skills audit.	Clerk	Summer 1
12.	RO to write a small piece for the school newsletter for the start of term about governors (font 11, Calibri with pictures).	RO	Summer 1