



LONDON BOROUGH OF RICHMOND UPON THAMES

Orleans Primary School

Hartington Road, Twickenham, TW1 3EN

**Approved Minutes for Full Governing Board meeting held on
Wednesday 8th February 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: Alan Watkinson, Dinaz Zaq and Loretta Lau

Absent: 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 7 December 2022 F&P draft minutes 27 January 2023 PC&C draft minutes 1 February 2023 Governors Training Spreadsheet
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ITEM	DISCUSSION	ACTION
1.	Apologies: Apologies were accepted from Alan Watkinson, Dinaz Zaq and Loretta Lau. Yervand Sarkisyan was absent.	
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"> Headteacher Phoebe Du Parcq was welcomed to her first FGB meeting and new governor Rosalind Orchard was formally welcomed to her first FGB meeting as governor (she had previously attended as observer). It was noted that Antony Bendelow's terms of office expires on 31 August 2023 and Alex Axiom's term of office ends in October 2023. AW had renewed his term of office for 4 years but he has confirmed that he will step down at the end of this academic year. 	
4.	Minutes and matters arising:	

	<p>The governors approved the minutes of the last meeting held on 7th December 2022. To be signed by the chair on Governor Hub.</p> <p>ACTION: Chair to sign minutes on Governor Hub.</p> <p>The actions of the previous meeting were discussed and were either completed or will be covered in this meeting.</p>	Clerk/AA
5.	<p>Headteachers report:</p> <p>PD gave governors an overview of her first few weeks and informed them that she had spent a lot of time on the curriculum and SDP priorities. She gave an overview of safeguarding and CPOMS, SEN, Sports Premium funding, Pupil Premium, medical conditions and attendance. Highlights included:</p> <ul style="list-style-type: none"> • Inset days for the rest of the year to be set with a focus on writing. • There is a School Improvement Partner (SIP) visit on Tuesday 21 February, looking at writing. • The Red, Amber, Green (RAG) rated School Development Plan (SDP) is on the school website and will be updated after half term. • Performance management mid-year reviews to be done after half term. • Autumn term results look strong except for writing in years 4 & 5. • The writing lead has plans in place to look at cross-school moderation/assessment and to get external expertise. • Therapeutic dogs will be coming in to school. • The Pupil Premium Statement had been amended to reflect what was actually being done in school and is now on the website. • Some of the Sports Premium Funding would be used in Early Years to build core development as this helps writing technique. • Marble Hill Park costs have been raised again. • Year 5 students with dyslexia are now using Chrome Books. • There are two new staff members. • The nursery will operate on a full-time basis from September. • A KS2 parent forum will be arranged for after half term. <p>Q: Has there been a change to interventions?</p> <p>A: Interventions are now more teacher-led and there is more consistency and ownership from the teachers and there is a more collaborative approach. Support staff now work with the same children all the time. This approach is working well and is getting positive feedback.</p> <p>Q: What was wrong before, why did it change?</p> <p>A: The Autumn saw lots of staff illness and interventions were not getting done consistently. There is now a consistent, collaborative approach.</p> <p>Q: Are we cutting back on some subjects to give more time for writing?</p> <p>A: The curriculum is already weighted toward the core subjects of maths and English.</p> <p>Q: The year 6 targets look extremely high, why is that?</p> <p>A: These targets are based on the end of KS1 prior attainment results. They are very ambitious targets and the school maintain really high expectations</p>	<p>Challenge</p> <p>Challenge</p>

	<p>for the children. We are seeing some children taking mock SATs are making small mistakes in the test by doing the correct calculations but recording the wrong answer. We need to find the balance between teaching and exam technique.</p> <p>ACTION: Clerk to add agenda item to F&P to check if sports premium is continuing.</p> <p>The governors had a discussion around the costs of sport at Marble Hill. It was agreed that PM would speak to one of the trustees of English Heritage's Friends of Marble Hill to see what can be done to reduce costs. ACTION: PM to speak to trustee of Friends of Marble Hill.</p> <p>The governors had a discussion on what could be done to advertise the nursery places still available and it was decided that social media and word of mouth would work well.</p>	<p>Challenge</p> <p>Clerk</p> <p>Support</p> <p>PM</p>
6.	<p>Strategic: PD informed governors that the SEF would be condensed to two pages.</p> <p>The governors discussed the list of questions from Ofsted and it was agreed that these would be put on a shared document for all governors to access and that AA would assign 3 questions to each governor to answer. ACTION: AA to allocate Ofsted Questions to governors, Clerk to set up shared google doc.</p>	Clerk/AA
7.	<p>Finance: There is a projected budget deficit and the school is looking at ways of mitigating this and is working with the LA. The governors had a confidential discussion around the school's finances (minuted in Part II – Confidential Items of these minutes).</p>	
8.	<p>Reports from committees: The draft minutes were received for F&P and PC&C and chairs summarised for each meeting:</p> <p>F&P:</p> <ul style="list-style-type: none"> • Caterlink would be putting school meal prices up imminently. It was agreed that a decision would be made about passing on those price rises to parents in due course as the school could not afford to fund it. • The PPG expenditure report had been discussed in the meeting. • There will be a mini financial audit in march. DZ will give an overview of any follow ups to governors at the next meeting. <p>PC&C:</p> <ul style="list-style-type: none"> • The single equality policy will be rewritten and put on the school website. As governors, single equality should always be at the back of our minds. • Staff wellbeing had been covered in detail. • The Cost of Living crisis was discussed and what could be done to help the community. <p>Q&S:</p> <ul style="list-style-type: none"> • Writing was discussed and questions were raised about the data. 	<p>Support</p> <p>Challenge</p>

	<ul style="list-style-type: none"> The governors will see the Writing Action Plan before the next Q&S meeting when it will be presented to them Lots of issues around writing, especially in years 4 and 5. PD will arrange a look book visit for governors. 	
9.	Governor Visits: The governors had a discussion with PD about the best approach for arranging governor visits. It was agreed that one visit per term was the target, but that some of these could be a walk, a look book visit or helping at school events. Equality in governors' visits was raised and governors felt it was difficult to measure if equality was being achieved. AB informed governors there is a good article on the Key about this and this link would be circulated and added to the Governors Report document. RO was made link governor for Early Years. ACTION: AA send PD list of link governors. ACTION: AB to circulate link to the document from the Key.	
10.	Policies: The following were approved at committee level: F&P: Financial Management; Lone working; H&S policy PC&C: Alcohol & Drug Abuse; Anti-Bullying; Single Equality; Whistleblowing Q&S: Curriculum; Assemblies & Collective Worship; Maths; Most Able; Teaching & Learning	
11.	Governor training and development: <ul style="list-style-type: none"> ACTION: The governors' training spreadsheet was discussed and would be updated by the clerk. ACTION: Clerk to speak to AfC regarding authorisation for governor training and the possibility of adding AJ as second authoriser. ACTION: RO had undertaken New Governor training and felt it gave a good overview. It was agreed she would write a small piece for the school newsletter about what governors do (font 11, Calibri with pictures). JS had undertaken Getting it Right as a Parent Governor. 	Clerk Clerk RO
12.	Chair's actions: Term dates for 2023/24 had been revised and aligned.	
13.	Termly business: There was no LA information	
14.	AOB: Strikes due for 2 nd March, 15 th March and 16 th March.	
15.	Date of next meeting: Wednesday 22nd March 2023	

Action items arising:

Item	Action	By Whom	By When
4.	Chair to sign minutes on Governor Hub.	AA	Spring 2
5.	F&P agenda item: Is sports premium funding continuing?	Clerk	Spring 2
5.	Speak to Friends of Marble Hill Park trustee.	PM	Spring 2
6.	AA to allocate Ofsted Questions to governors, Clerk to set up shared google doc.	AA/Clerk	Spring 2
9.	AA send PD list of link governors.	AA	Spring 2
9.	Clerk to circulate link to the equality document from the Key.	AB/Clerk	Spring 2
11.	Governors' training spreadsheet to be updated by the clerk.	Clerk	Spring 2
11.	Speak to AfC regarding authorisation for governor training and the possibility of adding AJ as second authoriser. DONE	Clerk	Spring 2

11.	RO to write a small piece for the school newsletter about what governors do (font 11, Calibri with pictures).	RO	Spring 2
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