



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

**Approved Minutes for Full Governing Board meeting held on
 Wednesday 12th July 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 Parqc - PD (Headteacher)
	Julia Shute - JS	Mark McKiernan - MM	Loretta Lau - LL
		Yervand Sarkisyan - YS	
		Alan Watkinson - AW	
		Dinaz Zaq - DZ	
		Rosalind Orchard - RO	
		Philip Moshi - PM	
		Lucy Bassett - LB	

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

Papers circulated for review:	<ul style="list-style-type: none"> • FGB draft minutes 24 May 2023 • FGB Agenda 12th July • HT report • Budget Monitoring Report Govs Final Summary 2023 • 2023 National Data • Letter from Mayor of London (UFSM) • Letter from Deputy Mayor for Children & Families (UFSM) • Draft PC&C Minutes 5th July 2023 • Draft F&P Minutes 30th June 2023 • OPSF end of year accounts 2021-2 • OPSF trustees report • Governor Strategic Goals and Evaluation • Governor Visit Mathematics • Governor Visit Leadership & Management • Governor Visit Safeguarding Report • Pupil Survey Results summer 2023 • Orleans Vision and Values document • Clerk's briefing summary • Policies questions from Clerk's Briefing
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ITEM	DISCUSSION	ACTION
1.	Apologies: Apologies were accepted from Philip Moshi and Yervand Sarkisyan.	
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"> TBs term will end on 31st August and the governors thanked him for his contribution to the school over the past four years. AW stepped down as governor after one year into his third term and was thanked for nine years of service to the school. The governors noted that it was LB's last meeting as she was leaving the school and they thanked her for her contribution. It was noted that AA's term of office ends in October 2023. <p>RO informed governors that there had not been much interest in the advertised governor role and asked governors to share it on social media. One local applicant would be interviewed.</p> <p>ACTION: Governors to share job ad on social media: https://www.orleans.richmond.sch.uk/page/?title=Vacancies&pid=249</p>	Governors
4.	Minutes and matters arising: <ul style="list-style-type: none"> Governors approved the minutes of the last meeting held on 24th May 2023. The outstanding action points were discussed during the meeting. All other action points are either completed or will be covered in this meeting. PD updated governors that she had found someone within staff to update the school website on Monday afternoons. An attendance expectations letter would be sent out in the autumn term and would feature on the newsletter. No date had yet been given for the external SEN review. The parent survey had just been done. Results to be shared in PC&C ACTION: Share results of the parent survey in PC&C Autumn 1 The OPSF letter via twitter did not go out and leaflets on seats during the transition sessions did not happen. ACTION: Meet with the OPSF committee to relaunch in 2023-4. The HT advised governors that the mayor's expanded FSM offer could be used as an opportunity to ask parents to contribute to the school fund from the money they are saving on school meals. ACTION: Letter to parents re FSM to include link to OPSF. 	<p>Approve</p> <p>PD/Clerk</p> <p>PD/Clerk</p> <p>PD</p>
5.	Headteacher's written report: The report is in Governor Hub and was taken as read. The governors discussed the report and raised some questions. Q: Did we check that all leavers were given the exit forms?	Accountability

	<p>A: This is standard practise now and they are automatically sent. The year 6 leavers were also given surveys and some of the responses were very sweet.</p> <p>Q: What is the attendance rate expected by Ofsted? A: They expect at least 95% attendance. 97% is our ambitious target. We have had the best three or four weeks of attendance for the whole year after sending out the attendance expectations letter.</p> <p>Q: It came up in parent rep. meetings that it would be good to plan school trips and visits across each year group. Is there a plan to do this next year? A: Yes. Subject leaders need to say which trips are best for which year groups to tie in with topics they are covering. Ideally there will be a trip every half term. The difficulty with planning is that lots of opportunities come up that are time limited so we have to grab them when we can. The trips will be booked on INSET day and communicated to parents early in the autumn term.</p> <p>PD informed governors that the SAT results had just come in (yesterday). She said the SAT three-year trend is impossible to track as there is no data for two years ago and the data from now to 2019 is not comparable.</p> <p>She said the biggest headline is writing which had a significant jump from 62% to 81% this year. Reading is also strong and compares favourably with the national results (49% exceeding at reading). GPS is still strong but slightly down. These results are cohort driven.</p> <p>PD asked governors to note that the % of pupils reaching the expected standard in maths had gone down significantly by 10%. She also advised that the gender gap be addressed. This is the biggest gap in the school and will be a big focus for next year. Science was 88% this year versus 78% last year so the results are very strong but there are some gaps that need to be investigated: SEN, PPG and girl mathematicians.</p> <p>The HT informed governors that there would be no progress data until the autumn when these results are validated however, Karen Feeney is doing a SIP visit on Monday and will bring indicative progress data for the school.</p> <p>The governors had a discussion around how they can best monitor children with PPG and SEN. This had been discussed in depth at Q&S and it was agreed that <i>progress</i> as well as attainment should be acknowledged. The governors wanted to know how they could ensure pupils are meeting the targets set for them. This would be discussed further in Q&S.</p> <p>ACTION: Governors to monitor PPG and SEN progress and/or attainment.</p>	<p>Accountability</p> <p>Challenge</p> <p>Challenge</p> <p>Clerk</p>
6.	<p>Safeguarding:</p> <ul style="list-style-type: none"> CG and AA had conducted a Safeguarding visit a few weeks ago and the report had been shared. PD informed governors that there was nothing new to report with regard to safeguarding. Lunchtime play is the focus at the 	<p>Support</p>

	<p>moment as more incidents happen during that time. The school are working with the support staff on appropriate responses in order to ensure children feel listened to at all times. PD hopes to empower the children by making them realise the school are proactively listening. Feedback from the pupil voice survey was that some children felt there was no point in raising issues as nothing is done. PD said that work was being done on clarifying what bullying is and what bullying isn't. The word is sometimes used for one off-incidents which are not necessarily bullying. Work will continue on this next year.</p> <ul style="list-style-type: none"> Regarding safeguarding CG told governors that the link with clubs and the afterschool provider had been discussed in F&P. As governors, we need to ensure we know what is going on with the after-school clubs from a safeguarding point of view. ACTION: Arrange safeguarding visit after school to talk to a provider. PD told governors that they are re-doing the lettings policy to ensure that everyone including after-school staff have DBS clearances. 	<p>Inform</p> <p>Support CG/AA</p>
6.	<p>Strategic:</p> <p>SDP: Next year's SDP would be in a different format which would be more strategic and more measurable as there would be key milestones for each priority. Under each Ofsted area would be priorities and objective milestones. Each step has a line for governors to comment and put next steps. This format would be much more collaborative.</p> <p>ACTION: Chairs to look at SDP key priorities to see how they impacts their committee and feedback comments to PD by September.</p> <p>ACTION: Clerk to share 2023-4 SDP with governors via email.</p> <p>ACTION: Governors to review progress against SDP in the second meeting of each term and give feedback. Clerk to add to 2023-4 agendas.</p> <p>Q: When will the 2023-4 SDP be ready? A: The data is just in, so we will work out what our priorities are. It will be completed at the beginning of the autumn term and will include what we expect to see, what we will measure and specific data targets.</p> <p>SEF: AJ and PD have started working on this but it is data driven. PD will circulate the completed 1-page SEF along with the SDP at beginning of next term.</p> <p>ACTION: PD to circulate SDP and SEF in early September.</p> <p>Q: The SDP is tailored around the data but could there be areas we may have missed as a result of it being data based? Can governors feed into the SDP discussion in areas that aren't reflected in data but we may want to push forward on, such as oracy? A: There is a whole school review on 13 September which is almost like a mock Ofsted and will be beneficial for us. Some specific targets will come from that. It will include softer skills, things we don't measure with data, many from the Ofsted IDSR. We will look and say what are we</p>	<p>Chairs</p> <p>Clerk</p> <p>Clerk</p> <p>PD</p>

	<p>going to do to target these things in our Quality First teaching and the universal offer we aim to provide. Speaking and Listening will be prominent in this too.</p> <p>Review governing board performance and procedures: The governors had a discussion around each of the goals. The key areas are:</p> <p>Strategic goal 1: Support the Senior Leadership Team of the school during a time of change, enabling them to continue making Orleans Primary an outstanding school and drive the school forward. This was discussed in PC&C. Although not all KPIs had been met, each action had been done. GREEN</p> <p>Strategic goal 2: Support the school to diminish the difference in the lowest achieving 20% of pupils, including PPG, SEND, EAL. This had been discussed in Q&S. Although not achieved governors felt this KPI was not the right target and that <i>progress</i> should be the focus instead of attainment. PD advised governors that many SEN children were out of their chronological year group, having started a year later. Governors will monitor this and the change of SEN provision next year in Q&S. There were further discussions around what data was needed here and it was agreed to continue this discussion in Q&S. AMBER ACTION: Area of focus to be reworded away from ‘Diminish the Difference’ and instead look at progress and to build a strategic goal around inclusion/SEN for next year.</p> <p>Strategic Goal 3: Ensure a healthy school budget. In light of the school’s finances it was agreed that this was AMBER. The governors were concerned that they did not foresee the deficit and felt improvements were needed in terms of monitoring the budget. ACTION: Comments required against every change in the budget to ensure governors clearly understand financial changes. ACTION: The financial print-out that WR discussed in F&P had not yet been received by CG. CG to follow up on this.</p> <p>Governors’ Self-evaluation: The governors had a discussion around what has worked well and what can be improved this year. It had been a disruptive year and the HT recruitment had required lots of extra hours. It was felt that it would be easier to set goals next year. Writing had been the main focus last year and the outcome had been positive.</p> <p>Governors reflected that there had been some overlap of F&P and Q&S in the last round of meetings. It was felt that the responsibilities of each committee should be clarified using the Terms of Reference (TOR) documents. It should be updated with stricter eyes and more clearly adhered to in 2023-2024. ACTION: Clerk to update TORs and share with governors.</p> <p>School vision and values: A presentation had been circulated that had been done by the previous HT a few years ago. PD told governors that the focus now should be on Quality First teaching. She felt that there were too many values and that</p>	<p>F&P CG</p> <p>Clerk</p>
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	<p>we need to relaunch our vision and values with some strong easy-to-understand key words.</p> <p>ACTION: Feedback in autumn with a plan of action to include governors and the community and to share ideas.</p>	PD
7.	<p>Finance:</p> <ul style="list-style-type: none"> • PD informed governors that we have not yet had an official response to the deficit recovery plan. Every school in the borough has submitted a deficit. We got an extension to submit our plan a week late and it was submitted within that window. There was a two-year deficit. We would break even at £0 by the end of year three. There is still lots of work to do to keep costs down. • The budget had been delegated to F&P and had been approved. • Governors were concerned by the fees totalling £2,000 in the OPSF end of year accounts which seemed to include £1,280 banking and transaction fees from Just Giving and Santander and a £400 accountancy charge. • ACTION:CG to Investigate OPSF fees. 	<p>Inform</p> <p>Approve</p> <p>Challenge</p> <p>CG</p>
8.	<p>Reports from committees:</p> <p>The PC&C and F&P minutes had been circulated in advance of the meeting and were taken as read.</p> <p>DZ gave governors an update on Health & Safety (H&S). Tamara Clare had completed a H&S report in November 2022. DZ and WR revisited this report to ensure that everything had been done. Most tasks had been covered, but there was still some training and logging to be done such as keeping track of the perimeter fence and car park gates. The gates had been done but the cage which encases the gates has still to be done. Service/maintenance contracts for the automated equipment should be put in place. There is no big financial implication and it should be possible to tick off a lot of the outstanding actions. WR will go through the report and get everything done by the beginning of next week. She will then clarify what has been done and what is pending. DZ will then share this with governors so that we have a list of what is pending.</p> <p>ACTION: Follow up on H&S report check list in Autumn 1 at F&P.</p> <p>JS gave governors an update on the Q&S meeting as the minutes had not yet been shared. Governors had seen the SAT results ahead of the meeting (on 11th July) and were very impressed. They wished to extend their congratulations to the year 6 team and noted that everyone has worked tirelessly to get these fantastic results.</p> <p>The focus of the Q&S meeting on 7th July had been the KS1 results and Contextualising those results (as SATS results had not been released at that point). During the meeting governors discovered that there were nine children with EHCP /SEN who skewed the results when comparing with the previous year. There would be a change in SEN provision in the coming next year and Q&S were going to monitor that. The meeting had been dominated by discussions around what data governors need to see which doesn't cause too much workload for the teaching staff to generate. The discussion was difficult to conclude and would be picked up early next year. JS reiterated that governors don't want to create</p>	Clerk

	<p>work for teachers but, in terms of governance, they need to find the best way to monitor these children. Governors' want to ensure PPG pupils who don't have SEND don't fall through the cracks and benefit from PPG funding.</p> <p>The Read, Write, Inc phonics tutoring programme had been very successful and would continue next year with new children.</p>	
9.	<p>Governor Visits:</p> <ul style="list-style-type: none"> • The chair thanked governors for their visits. • All visits to be shared in a dedicated area of Governor Hub so that everyone could see what visits were being planned. • The governors noted that the transition meetings had been very well attended and thoughtfully put together. • OPSF isn't in the transition presentation so governors attended the event to raise awareness of governance and OPSF. • Next term, visits will be around SDP priorities (SEN and safeguarding would be a focus as well) • AA reminded governors that a list of questions and a checklist was available as a guide on the back of the visit report. • PD told governors that the LA will be doing a 'Mocksted' review on 13th September and invited governors if they were available. • ACTION: Governors to check availability on 13 September • ACTION: Clerk to create Visits folder in Governor Hub 	<p>Support</p> <p>All Clerk</p>
11	<p>Policies:</p> <ul style="list-style-type: none"> • The pay policy was still with HR. It had previously been approved subject to detail being agreed at PC&C. • ACTION: Raise Pay Policy at PC&C Autumn 1 • Charging and Remissions policy had been discussed in F&P and recommended for approval by the FGB as it was not quorate at the time of review. Governors approved this policy. 	<p>Clerk</p> <p>Approve</p>
12	<p>Governor Training and Development:</p> <ul style="list-style-type: none"> • RO had completed Financial Management • RO had completed Safeguarding online. • CG & RO had completed How to Assess the Curriculum <p>NB: A Governor Hub folder containing slides from AfC training was created during the meeting with the aim of sharing learning and information across the governing board.</p>	
13	Chair's actions: None	
14	<p>Termly Business:</p> <p>The clerk had attended the Clerk's Briefing. One school had recently been asked by Ofsted to provide the last two years of meeting minutes.</p> <p>ACTION: Clerk to clarify with AfC if it is possible to upload minutes on to Governor Hub retrospectively for ease of access.</p>	Clerk
15	<p>AOB:</p> <p>Two letters from the mayor's office had been circulated and were taken as read. They confirm the increase in universal Free School Meal (FSM) and infant FSM from £2.41 to £2.53 per meal. The new KS2 FSM will be £2.65 per meal. We will receive funding for 90% assumed take up and they won't recoup this money if it is less than 90% take up. If there is more than 90% take up they will top up this fund. However, there is a slight concern in that if we get a greater take up we will need to extend</p>	

	<p>lunchtime by half an hour. Schools should not be charging eligible families for meals but voluntary contributions are acceptable. PD will contact parents to say that if you can afford to pay for part, or all, of the FSM then contribute to OPSF.</p> <p>AA will send an end of year letter from Chair of Governors which would commend the great SAT results and remind parents about OPSF. Action: AA to do write letter to parents.</p> <p>The meeting finished at 20.15</p>	<p>Support</p> <p>AA</p>
16	Date of next meeting: Wednesday 18 th October at 6.30pm.	

Item	Action	By Whom	By When
3.	Governors to share job ad on social media.	All	Autumn 1
4.	Share results of the parent survey in PC&C Autumn 1.	PD/Clerk	Autumn 1
4.	Meet with OPSF committee to relaunch early in 2023-4.	PD/Clerk	September
4.	Letter to parents regarding FSM to include link to OPSF.	PD	July
5.	How can governors monitor PPG & SEN progress? (Q&S)	Clerk	Autumn 1
6.	Arrange safeguarding visit for after school / clubs.	CG/RO	Autumn 1
6.	Chairs to look at SDP key priorities and feedback to PD.	Chairs	September
6.	Clerk to share 2023-4 SDP with governors via email.	Clerk	DONE
6.	Governors to review SDP progress in the 2nd meeting of each term.	Clerk	September
6.	PD to circulate SDP and SEF in early September.	PD	September
6.	Build a strategic goal around inclusion/SEN for next year.	AA	September
6.	Comments required against every change in the budget.	CG	In place
6.	Follow up on the financial printout WR discussed in F&P.	CG	September
6.	Clerk to update TORs and share with governors.	Clerk	September
6.	Create a plan of action for the Vision and Values relaunch.	PD	September
7.	ACTION:CG to Investigate OPSF fees.	CG	July
8.	Update on H&S report checklist in Autumn 1 at F&P.	Clerk	Autumn 1
10.	Governors to check availability for 'Mocksted' on 13.9.23	All	September
10.	Clerk to add Visits folder in Governor Hub.	Clerk	September
11.	Pay Policy to be added to PC&C agenda .	Clerk	Autumn 1
14.	Clerk to clarify with AfC if it is possible to upload minutes on to Governor Hub retrospectively for ease of access.	Clerk	July
15.	AA to write end of year letter to parents.	AA	July