



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

**Approved Minutes of Full Governing Board meeting on
 Wednesday 13th December 2023 at 6.30pm in the school**

Constitution, Membership and Attendance

LA - 1	PARENTS - 3	CO-OPTED - 8	STAFF – 1 + Headteacher
Tony Thamia – TT	Caroline Green – CG	Alex Axiom - AA	Phoebe Du Parcq PD (Headteacher)
	Julia Shute - JS	Yervand Sarkisyan - YS	Loretta Lau - LL
		Rosalind Orchard - RO	
		Dinaz Zaq - DZ	
		Philip Moshi - PM	
		Rob Long – RL	
		Simonti Basu – SB	
		Zenab Barry – ZB	

Apologies: Caroline Green, Mark McKiernan (associate member)

Also attending: Alex Jones AJ (Deputy HT and associate member), Zoe Lane, Julie Duffy (Clerk)

Papers circulated for review	<ul style="list-style-type: none"> • Agenda 13 December 2023 • Draft minutes FGB 18th October 2023 • Autumn SIP report 2023 • Appraisal Policy • Pay Policy 2023-4 • Clerk’s briefing summary • SSP 2023-24 • F&P Draft Minutes for 7th December 2023 • Q&S Draft Minutes for 21st November 2023 • PC&C Draft Minutes for 15th November 2023 • Governors Questions • Governor Priorities • HT Report Autumn 2 • Ofsted Training Record • OPFS letter • Orleans’ Vision & Values • Safeguarding Visit Report
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Item	Discussion	ACTION
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OPENING ITEMS		
1.	<p>Apologies:</p> <ul style="list-style-type: none"> The chair received and accepted apologies from CG and MM. 	
2.	<p>Declaration of interest:</p> <ul style="list-style-type: none"> Governors confirmed they had no declaration of interest with respect to items on this agenda. New governors confirmed they had completed their annual Declarations of Interest on Governor Hub (GH) ACTION: Clerk to check GH to confirm 	Clerk
3.	<p>Membership and constitution (Statutory):</p> <p>Membership</p> <ul style="list-style-type: none"> Zoe Lane volunteered to be co-opted governor from staff. Governors approved her appointment from 1st January 2024 until 31 December 2028. Alex Axiom retired as co-opted governor (previously chair). The board thanked her for her huge contribution to the school over the last 12 years. Mark McKiernan retired as associate member. The board thanked him for his contribution to the school over the last 6 years. <p>Some of the new governors had been having trouble accessing the school email. PD will arrange for Click IT to get in touch the following day. RO will send information on how to add the school account to personal email accounts for ease.</p> <p>ACTION: PD to arrange for Click It to call new governors. ACTION: Share details on how to add school email account.</p>	<p>Approve</p> <p>PD RO</p>
4.	<p>Minutes of the previous meeting and matters arising:</p> <p>The minutes of the meeting on 18th October 2023 were approved and would be signed by the chair on Governor Hub.</p> <p>ACTION: AA to sign minutes on GH.</p> <p>The action points from the previous meeting were discussed and are either completed or will be covered in this meeting. Any unresolved/outstanding action points are listed in the table at the end of this document.</p> <p>A 'pen portrait' of the new governors would appear in the newsletter.</p> <p>ACTION: New governors to email mini biography to clerk. ACTION: FSM/School fund contribution letter to be resent. ACTION: Progress scores to be discussed in Q&S.</p> <p>PD commended WR for the work she had done to get invoicing work. The school would move to BACS at the end of the month. The WR is investigating anew accounting system called Access to help manage the invoicing.</p>	<p>Approve</p> <p>AA (done)</p> <p>New governor/ Clerk PD</p>
STRATEGIC ITEMS		
5.	<p>Strategic:</p>	

<p>The Headteacher’s report had been shared and was taken as read. PD informed governors that it was the longest term of the year and very busy with lots of community engagement, activities and trips. There is a focus on professional development and many teachers have opted to do National Professional Qualifications (NPQs) which are fully funded. Attendance is down slightly but that is normal for the time of year.</p> <p>Q: Previously you had been monitoring the lowest attenders. How did that work out?</p> <p>A: We are now at 100% for those children and there have been some real success stories. Arbor allows parents to see attendance. Seeing 100% helps, and is motivating. PD commended the children and parents for turning this around.</p> <p>Q: What worked well?</p> <p>A: Rigorous monitoring and referrals to the local authority (LA) where necessary. We took a hard line and we had the support of our Education Welfare officer (EWO). This year we have one family who are out of the borough and it is difficult to get here because public transport is so unreliable. In response we gave suggested they come in early and read in the library and this is working well.</p> <p>PD told governors that in the past 2 weeks, reception and year 1 had low attendance due to seasonal illnesses but KS2 was strong. Weekly attendance is shared with parents in the newsletter and the governors had been sent an attendance link.</p> <p>Q: There was a safeguarding incident. What procedures were followed?</p> <p>The safeguarding incident came to the school’s attention via another school where a sibling is educated. A child had made a disclosure to the adults in their class. The school followed the procedures as set out in the safeguarding policy. The school are monitoring that child at the moment.</p> <p>Q: Has FSM had any noticeable improvement in children’s behaviour?</p> <p>A: There is nothing tangible but we do not have a massive uptake. The uptake is 90% across London but Orleans is below this. Any changes would be more noticeable in schools with 100% uptake.</p> <p>ACTION: AJ to ask the office to add governors to the newsletter list.</p> <p>Q: How easy is it for you to respond to freedom of information (FOI) or Subject Access Requests (SAR).</p> <p>David Coy our Data Protection Officer (DPO) deals with any SAR or FOI requests and he responds to them all. Our annual review was this afternoon when David Coy came in and spoke to WR. We had a couple of SARs last term but no FOIs.</p> <p>ACTION: Check David Coy’s letter covers what governors need to see.</p> <p>Q: The behaviour policy has changed recently. Is it embedded yet?</p> <p>A: We are getting there. We are seeing less repeat offenders. We now have a more restorative approach and we are seeing children taking</p>	<p>AJ</p> <p>RO</p>
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	<p>more responsibility and accountability for their actions. It has also helped to whittle out the difference between behaviour and children who have emerging needs.</p> <p>ACTION: Incorporate behaviour policy changes into the behaviour governor visit.</p>	YS
6.	<p>Safeguarding Update:</p> <p>RO gave a summary of the safeguarding visit. There was a focus on the annual safeguarding audit and reviewing the safeguarding action plan. All items tagged through the audit as partially met were reviewed. There had also been a review of clubs and lettings including speaking to JAG. Finally, KCSIE filtering and monitoring processes were reviewed too.</p> <p>In the safeguarding audit there were some questions that the school responded to as partially met in relation to the curriculum especially around gangs, LGBTQ+. AJ and PD are following up to understand what is age appropriate in terms of primary school children on these topics to ensure compliance. There will also be a CPD session on privately fostered children to address that gap. One item in the safeguarding audit that was marked as partial was having a fully qualified SENCO. It was noted that the SENCO is in process of qualifying and the website will be updated this week to ensure the safeguarding information is clear.</p> <p>H&S was noted as partially met because of the follow up actions needed from the H&S report. There is an action to schedule a visit from Tamara Clare as it has now been a year since the last external H&S audit and report</p> <p>ACTION: Schedule a visit from Tamara Clare</p> <p>PD clarified that AA and CG were part of the safeguarding audit last term and the focus this term is the action plan which the LA provides a template for.</p> <p>ACTION: Put the safeguarding action plan on GH for governors to see.</p> <p>DZ questioned whether the school should be doing more on filtering and monitoring. Pupils can't access sites that they shouldn't at school but perhaps the school could be advising parents as to how they can fix their home internet settings with a child lock feature. AJ informed governors that the school put a lot of information like this on the newsletter and transition with parents covers this.</p> <p>The H&S walk revealed that there was a little bit of access around the fence at the side of the reception garden (not the new fences).</p> <p>ACTION: Add a nursery fence fix for to next year's budget.</p> <p>Q: The budget is looking better that it was – can we do this now? A: The budget is looking better but cash flow is the difficulty as the school have no charge card. This year the budget is still in deficit.</p>	<p>PD</p> <p>AJ</p> <p>Challenge</p>

	<ul style="list-style-type: none"> • Collaboration • Compassion <p>Governors discussed these and how they related to the areas of strength and development areas for the school</p> <p>PD told governors that the school motto of 'Love of Learning for Life for All' would also be updated when revisiting the Vision and Values in the new year. Governors commented that the sentiment of the motto was one they felt it was important to keep.</p> <p>JS asked how the values related to 'Ready, Respectful and Safe' PD told governors that 'Ready' 'Respectful' and 'Safe' are the behaviour golden rules and the children know them now.</p> <p>The rag rated SDP was discussed and PD was confident the school were on track. The document had been rag rated with a running commentary by PD and governors could now put in the next steps such as noting any visits that had been done.</p> <p>ACTION: PD to share a Word version of SDP. RO to then share SDP document so that governors can write notes.</p> <p>Q: If something is amber on the SDP does it mean you are behind where you wanted to be?</p> <p>A: Not necessarily as Quality-First Education goes on for the <i>whole</i> year so it will be green at the end of the year. Amber reflects that the action has been started, green reflects that it has been completed.</p> <p>The governors had a discussion about the governors' priorities document which RL, CG and RO had drafted and which had been shared. Governors indicated their agreement with the priorities.</p> <p>The latest SIP report had been shared and was taken as read. RO will look at the questions for governors that are in the SIP and will do a either put them to committees or send to governors for written responses.</p> <p>ACTION: RO to allocate SIP questions for governors.</p>	<p>PD/ RO</p> <p>RO</p>
<p>7.</p>	<p>Committees and panels:</p> <p>The minutes had been shared in advance of the meeting and the chairs of each committee gave a brief summary.</p> <p>PC&C had looked at the Terms of Reference document to ensure they were covering what was on there. Personnel had lots of sickness and attendance data had been looked at in some detail. There was lots of activity going on in the community. Winter Wonderland was well planned and the feedback from OPPTA was that it was a great success and they were grateful to have free reign to go in early and set up. The Pay policy was covered in some detail. CPOMs behaviour trends were discussed. Low level concerns were raised and there is an add-on to</p>	

	<p>CPOMs that could monitor this for safeguarding purposes to ensure we have a system in place.</p> <p>In F&P the Budget monitoring showed a deficit less than originally thought of 19k, and the pay awards are incorporated into this. There is a saving of £3.5k for staff changes which will have a good impact long term. The budget looks fine and is getting better. There is a shortfall in building maintenance fund and not much money left in the pot. So although the budget looks better, if something needs fixed urgently it could have an impact. Smaller items such as cleaning and caretaking costs were high and these were down to sickness and cleaning. SEN expenditure was reviewed. PD has done great work trying to ascertain the right pupils get the level of SEN that they need. Regarding SEN, there is always overspend compared to what we get funding for. WR shared the SBM report. Lettings looks good and nursery places look better than we were envisaging in the past. Nursery admissions policy was approved with a £40pwk increase. Sports premium was reviewed.</p> <p>There has been a governor change on Q&S and PM will take over from MM to monitor PPG and SEN. Q&S have found a new way of monitoring progress. PD gives a holistic overview of quality-first teaching and tells governors how it is being monitored. PPG data showed that the higher up the school, the less targets were being met. FFT data was looked at and Orleans are comparable nationally and locally but maths is a concern. There was one SAT paper with a few girls who normally score around 90% suddenly dropping to 80%. Teachers are undertaking quizzes to identify gaps. Q&S will keep an eye on progress. They have decided that an abundance of data is not needed: instead, Q&S will focus on the progress of key groups.</p> <p>The Pay Panel approved the pay decisions. MM had submitted a suggestion by email that non staff governors should have a written record of the outcome of the pay panel. ACTION: CG to circulate to non-staff governors The Governance Panel had met as has been mentioned above.</p>	CG
8.	<p>Policies:</p> <p>The following had been approved at committee level to be ratified at FGB:</p> <ul style="list-style-type: none"> • Pay Policy for Teachers (PC&C) • Performance Appraisal Policy (PC&C) 	Approve
9.	<p>Governor training and development:</p> <ul style="list-style-type: none"> • The chair reminded governors that they are required to attend minimum of one training session per year • Three key learnings should be shared from each. • Training slides could be stored and shared on GH. 	
10.	<p>Governor Visits:</p>	

	<ul style="list-style-type: none"> The Curriculum Marketplace had been a success and it was agreed this was a great way for teachers and governors to meet. <p>ACTION: RO to circulate a template for governors to record key notes in</p>	RO
12.	<p>Termly business: The clerk had attended the Clerk’s Briefing and the minutes had been shared with governors. There had been discussions around collecting and publishing board diversity as per the DfE recommendation. RO explained that GH could be used for governors to record their diversity data and asked governors to consider completing on a voluntary basis.</p> <p>ACTION: Governors to consider recording (anonymous) diversity info on GH.</p>	
13.	<p>Self-evaluation: The governors discussed a number of questions and felt that although the meeting had slightly overran, the discussions were meaningful and useful.</p>	
13.	<p>AOB: The FGB minutes from 2021-2 had been moved to GH and signed by the chair.</p> <p>The meeting finished at 7.30pm.</p> <p>The next meeting is: Wednesday 7 February 2024</p>	

Item	Action	By Whom	By When
2.	Check all new governors info is on GH	Clerk	S1
3.	PD to get Click IT to call new governors.	PD	Done
3.	RO to share details on how to add school email account.	RO	Done
4.	Biography from new governors for the newsletter.	Clerk	ZB Done
4.	Sign approved minutes from 18 th Oct on GH.	AA	Done
4.	FSM letter suggesting contribution to OPSF to be resent in January.	PD	S1
4.	Vision and Values relaunch to move to S1.	Clerk	Done
4.	Q&S to dig deeper into progress scores once IDSR data becomes available in January	Clerk	Done
5.	Ask the office to add governors to newsletter list.	AJ	Done
5.	Check David Coy’s letter covers what governors need to see.	RO	S1
5.	Incorporate behaviour policy changes in to the behaviour governor visit.	PM	S1
6.	Schedule a safeguarding visit from Tamara Clare	PD	S1
6.	Put the safeguarding action plan on GH for governors to see.	RO	Done
6.	Add a nursery fence fix for to next year’s budget.	PD/WR/F&P	S1
6.	Parental behaviour strategy to be developed and added to next PC&C meeting agenda	Clerk	Done

6.	Complaints policy to be reviewed regarding minor complaints (in March – clerk to remind governors)	Clerk	Done
6.	RO to share SDP document for governors' notes.	PD/ RO	Done
6.	Allocate SIP questions to governors or committees.	RO	S1
7.	CG to send a note to FGB (non-staff governors) on outcome of pay panel	CG	S1
10.	RO to circulate a template for governors to record key notes in	RO	S1
12.	Governors to add diversity info to GH (optional)	All	S1