



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

**Draft Minutes (Part I) of Full Governing Board meeting on
 Wednesday 7th February 2024 at 6.30pm in the school**

Constitution, Membership and Attendance

LA - 1	PARENTS - 2	CO-OPTED - 8	STAFF – 1 + Headteacher
Vacancy	Caroline Green – CG	Rosalind Orchard - RO (Chair)	Phoebe Du Parcq PD (Headteacher)
	Julia Shute - JS	Yervand Sarkisyan - YS	Loretta Lau - LL
		Zoe Lane -ZL	
		Dinaz Zaq - DZ	
		Philip Moshi - PM	
		Rob Long – RL	
		Simonti Basu – SB	
		Zenab Barry – ZB	

Apologies: Simonti Basu, Alex Jones (AJ) (Deputy HT and associate member), Yervand Sarkisyan
Also attending: Julie Duffy (Clerk), Matt Brown (MB) (OPPTA), Jodie Chippindale (JC) (OPPTA)

Papers circulated for review	<ul style="list-style-type: none"> • Draft minutes 13 December 2023 • HT Report (Spring 1) • Q&S Draft minutes • F&P Draft minutes (part I) • Health & Safety policy • Safeguarding Action Plan • SDP Update
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Item	Discussion	ACTION
OPENING ITEMS		
1.	Apologies: <ul style="list-style-type: none"> • The chair received and accepted apologies from SB and AJ. • YS was absent without apologies. • PM was in attendance until 7.42pm 	
2.	Declaration of interest: <ul style="list-style-type: none"> • Governors confirmed they had no declaration of interest with respect to items on this agenda. 	
3.	Matt Brown and Jodie Chippindale Co-Chairs of OPPTA: OPPTA is the Parent Teacher Association for Orleans Primary school. MB told governors that OPPTA work with all parents, teachers and children of the school and their aims are: <ol style="list-style-type: none"> 1. Enhance the educational needs of the children 2. To foster relationships within the school community 	

	<p>MB told governors that OPPTA had raised £39,000 on average in the last four years and in 2022 they raised £52,000. They currently have £43,000 in the bank. MB asked governors what OPPTA can do to help the school and what barriers currently preventing this from happening. There was a discussion to see what could be done to allow the school to work more closely with OPTTA.</p> <p>MB told governors that OPTTA meet with PD and AJ once per term. OPPTA are audited annually and must have receipts for any work that is done. Governors explained that requests from the school were being debated by OPPTA and given a response, which caused extra work to manage. Governors explained that often jobs have to be scheduled urgently, so there is no time to request approval from OPPTA in advance.</p> <p>Governors were concerned that parents would not want to contribute to fixing mundane things such as the school toilets but rather see their money spent on 'extras' for the school. Governors wondered if they should be more transparent with parents about the school's current dire financial circumstances. PD explained that currently most schools in the borough are struggling financially and need all the support they can get.</p> <p>Various solutions were suggested such as:</p> <ul style="list-style-type: none"> • Scheduling a regular OPPTA item on F&P. • Having an OPPTA member as an associate governor. • Varying funding requests between playground equipment, curriculum expenditure and school maintenance. • Creating a big OPPTA wish list for the school. <p>PD told governors that OPPTA had recently painted the staffroom which gave a boost to staff morale and had also supplied chalk for the children to use at playtime which had been a great success.</p> <p>MB and JC left at 18.55</p> <p>ACTION: Consider solutions to enhance school/ OPPTA relationship</p>	RO/CG
4.	<p>Membership and constitution (Statutory):</p> <ul style="list-style-type: none"> • Zoe Lane was welcomed to her first meeting as to co-opted governor from staff. Her term runs from 1st January 2024 until 31 December 2028. • RO told governors that Tony Thamia had to resign due to a change in his personal circumstances. • The LA governor vacancy would be advertised and it would be helpful to have someone with an educational background. 	
5.	<p>Minutes of the previous meeting and matters arising: The minutes of the meeting on 13th December 2023 were approved and would be signed by the chair on Governor Hub. ACTION: RO to sign minutes on GH.</p> <p>The action points from the previous meeting were discussed and are either completed or were covered in this meeting. Any unresolved action points are listed in the table at the end of this document.</p>	Approve RO
STRATEGIC ITEMS		
6.	<p>Strategic: The Headteacher's report had been shared and was taken as read.</p>	

	<p>Admissions: PD told governors that 23 pupils had left this academic year and 23 had joined. There is a waiting list in every year of approximately 20 pupils. The mobility is extraordinary and most pupils relocate overseas. Many leavers go to private school after year 2 or year 5. A lot of the new admissions tend to be new to country and so are EAL pupils. For example, in year 6 this year, there are three children who are new to country with no English.</p> <p>Q: Are the EAL numbers accurate or are those families bilingual (which is different from having no English)? A: This data comes from self-assessment by the families who have to identify themselves as EAL or bilingual.</p> <p>Q: What is the school strategy to support EAL children? A There is a process that each child will go through. They are silent for a long time at school whilst they absorb the new language. Then they adopt 'playground' English which is social English. The final stage is to absorb the technical vocabulary used across the curriculum. Children are like sponges. There is currently no EAL teacher and no funding attached to it. The school has specific interventions to support these children and the lower attaining children in each year group.</p> <p>Q: As there is currently no funding could this be OPTTA funded? A: The school currently has two people in half a day a week specifically to support EAL pupils.</p> <p>Governors noted that the change in cohort affects the SAT results. PD told governors that in the past, those who arrived in a school after year 5 were disallowed from SATS.</p> <p>Q: Have we asked the LA about what resources they have for EAL students? A: There are resources for refugee children but not EAL. ACTION: PD to double check with LA about EAL funding.</p> <p>Q: There are programmes that translate in real time so can we use them for lessons? A: This too risky because how could we quality control that translation? For example, rogue swear words may appear in the text.</p> <p>Attendance: Attendance is below where we would like it to be. There has been a lot of unauthorised absence this term but within each year group we compared well nationally.</p> <p>Confidential minutes: The governors had a confidential discussion which is covered in part II of these minutes.</p>	<p>PD</p>
<p>7.</p>	<p>Safeguarding Update:</p> <ul style="list-style-type: none"> • There were no safeguarding incidents this term. • RO and CG would undertake a Safeguarding visit next half term and would check the clubs' spreadsheet. <p>PD clarified the colour code on the Safeguarding Action Plan:</p> <ul style="list-style-type: none"> • Green: completed. 	

	<ul style="list-style-type: none"> • Amber: actioned but not yet completed. • Red: not yet actioned. 	
8.	<p>Committees and panels: F&P and Q&S minutes had been shared in advance of the meeting. The chairs gave a brief summary.</p> <p>F&P</p> <ul style="list-style-type: none"> • In December, the Budget Monitoring Report showed a deficit less than originally thought of £19,000, however the budget had absorbed it back to minus £87,000 after the January payroll which included the backdated staff pay awards and as a result increased national insurance and pension payments. • CG told governors that the budget is run as a live picture so payroll has an impact. • There is an £18,000 energy refund due but not yet received. • CG told the governors that the variance in year 2 is predicted to be minus £8,745 and in year 3 positive £57,609. • The Wendy Rochester, the school business manager (SBM) is working on a premises estate management document as part of a more long-term strategy. <p>Q: Do we need a better budget modelling system? A: Steve Llewellyn (SL), the school financial advisor, understands what we need. It is not a perfect system but for the next two years we need to stick with this as the local authority (LA) are monitoring us every month.</p> <p>Q: Would it help if SL shared notes with the numbers? A: This is in place and the F&P committee can see when things have changed but it doesn't address the issue that things can appear that require immediate action such as floods or drain blockages.</p> <p>ACTION: F&P to ask how they can better forecast budget changes.</p> <p>Q&S</p> <ul style="list-style-type: none"> • There had been a lot of discussions around the progress <u>scores</u>. • There were some anomalies in boys writing results in years 4 & 5. • A writing review with an expert in the field is scheduled for after half term to pinpoint problems and work on strategies. • Last year the school's writing expert Kate Sanderson-Turner (KST) was working for the LA one day a week which meant she was in class only 3-and-a-half days. This year she is in school 100% of the time which will have a huge impact. • KSL is upskilling all the staff in the school so that progress is made throughout KS2 and is not a 'sprint to the finish' in year 6. • Girls in maths in year 6 was a slight concern after last year's results. <p>Q: What is the school's approach regarding girls in maths? A: ZL told governors that there is a huge range of abilities within the cohort and there are also SEND and PPG children. They are supporting the lowest 25% of pupils with everything they have including pre-teaching, individual tutoring and interventions. Some pupils are more than capable but can be anxious in exams. Some students have EHCPs and may not even sit the SATs. Some are working below year 6.</p> <p>Q: Would more resources help? A: We are doing all that we can within the time frame to help every child reach their full potential. We already have 14 children coming in to pre-teach. Some are getting an hour of tutoring a week with an outside tutor.</p>	Clerk

	<p>Bear in mind that more than a quarter of the cohort in year 6 were not at Orleans Primary in KS1.</p> <p>The PC&C committee would meet on 8th March.</p>	
9.	<p>Strategic review: RO proposed that if governors had any questions around the next steps in the SDP they should email her.</p> <p>ACTION: Governors to contact RO with questions around next steps.</p> <p>Governors requested that a key be added to the SDP because red usually means something is offtrack but that is not the case here.</p> <p>SDP Key:</p> <ul style="list-style-type: none"> • Green = Done. • Orange = In progress. • Red = Not yet started. 	Governors
10.	<p>Governor Visits:</p> <ul style="list-style-type: none"> • PM had completed a behaviour visit with a report to follow. • DZ had completed a H&S visit this term with a report to follow. <p>ACTION: RO to circulate the governor visits tracker.</p>	RO
11.	<p>Policies:</p> <ul style="list-style-type: none"> • The Assemblies and Collective Worship policy had been approved at committee level. • The Nursery Admissions policy had not yet been finalised. • The Health & Safety policy had been approved at committee level and was ratified by the FGB. 	Approved
12.	<p>Governor training and development:</p> <ul style="list-style-type: none"> • JS had undertaken the AFC safeguarding training recommended it to governors. • RL had undertaken Primary School Curriculum - The Governor's Role (AFC course) and an online safeguarding course. • Ofsted Readiness: CG and RO to allocate questions to governors <p>ACTION: Governors to look at and consider the Ofsted questions.</p>	Governors
13.	<p>AOB: Governors suggested that PD write a letter to parents to better explain the results. PD is impressed with the results and thinks it is a brilliant testament to children and staff. However, lots of parents don't feel the same and there is a small vocal group. Governors supported PD and noted that the results are significantly above national and local in most cases.</p> <p>Q: Within the last HT report staff morale was an issue. How is it now? A: Morale is still down, and workload is heavy as we have lost a lot of support staff. PD would love to be more visible in the school but there is lot happening. It is difficult to know how to boost moral but is telling people to hang on in there. JS said last year the difference is noticeable in the quality of the children's work. PD hopes the parents are giving the staff that positive message too.</p> <p>The meeting finished at 20.11</p>	Support

14.	The next meeting is: Wednesday 27 March 2024	
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Item	Action	By Whom	By When	Status
3.	Consider how to enhance school / OPPTA relationship.	RO/CG	Spring 2	Initial action complete but will be ongoing
5.	Chair to sign minutes on Governor Hub.	RO	Spring 2	Done
5.	Email governors re adding DBS to Governor Hub.	Clerk	Spring 2	JD to do by 22nd
5.	Letter to parents re the free school meals scheme.	PD	Spring 2	
5.	School Vision and Values to be moved to Summer 2	Clerk	Summer 2	Done
5.	David Coy report to be added to PC&C (summer).	Clerk	Summer 2	Done
6.	PD to check with LA about EAL funding.	PD	Spring 2	
8.	F&P to ask how they forecast budget changes.	Clerk	Spring 2	Done
9.	Email RO with any questions around SDP next steps.	Governors	Spring 2	Done- no questions received
10.	RO to circulate the governor visits tracker.	RO	Spring 2	Done
12	Consider the Ofsted preparation questions.	Governors	Spring 2	Roz to send by Friday 22