



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

**FINAL APPROVED Minutes (Part I) of Full Governing Board meeting on
 Wednesday 22 May 2024 at 6.00pm 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: AJ, YS, LL, ZL, SB

Also attending: Julie Duffy (clerk)

Item	Discussion	ACTION
1.	<p>Apologies:</p> <ul style="list-style-type: none"> • Apologies had been accepted from AJ, ZL, LL, YS and SB. 	
2.	<p>Declarations of Interest:</p> <ul style="list-style-type: none"> • Governors confirmed that they had no declarations of interest with respect to items on this agenda. 	
3.	<p>Membership and constitution (Statutory):</p> <ul style="list-style-type: none"> • To note YS’s term of office ends on 20th October 2024. • To note that CG’s term of office ends on 6th February 2025. • To agree the appointment of new associate member (of Q&S), Helen Tonge (HT) from 22nd May (for a term of 4 years). • RO told governors that the position of LA governor would be offered to Ashley Waters (AW) once references and checks have been made. (AW will observe until then). • RO told governors that a local parent had expressed interest in becoming a governor and would be interviewed in due course. 	
4.	<p>Minutes of previous meeting and matters arising:</p> <ul style="list-style-type: none"> • The minutes of the previous meeting on 27th March 2024 were confirmed as an accurate record and would be signed by the 	RO

	<p>Chair on Governor Hub.</p> <ul style="list-style-type: none"> • The clerk would add those minutes to the school website. • The chair read through the table of actions from 27.3.24 and these items were discussed or will be covered in this meeting. • PD reported that OPPTA had transferred £17,549.68 to the school to assist with learning materials. • PD stated that the school receives EAL funding but it is not ring fenced. The amount is £649.28 per eligible pupil and for 2024-25 this is £85,664 (based on 131.9 pupils). • RO will take on the role of staff wellbeing governor. • A decision had not yet been made on the UNICEF Silver Accreditation. (This item will remain as an ACTION). • The SIP questions had been covered and PD relayed that she had had a positive meeting with the new SIP, Emma Smith. 	JD
5.	<p>Committees and Panels:</p> <p><i>The minutes had been shared in advance and were taken as read.</i></p> <p>Q&S Committee:</p> <ul style="list-style-type: none"> • Q&S had looked at SEND, specifically those children who were not making progress. • The SEND Advisor Sarah Herbert will come back in June. • PM told governors that he had visited on Monday and spoken to Rebecca Johnson (RJ), the SENCO (report to follow). • Q&S are monitoring the progress of those pupils whose EHCP provision had changed from full-time one-to-one support to support within the classroom. • PD reminded governors that the previous one-to-one support for EHCPs would have been granted by the school on a voluntary basis, and was not statutory. Full-time one-to-one support is not always necessary and can sometimes not be in the child's best interest, especially regarding inclusivity. • JS detailed that the end of year results in year 6 are predicted to be around 80%. • Governors deliberated about how to best manage parental expectations around the year 6 results. <p>F&P Committee:</p> <ul style="list-style-type: none"> • CG covered the F&P committee in the finance section below. <p>PC&C Committee:</p> <ul style="list-style-type: none"> • PC&C are due to meet on Wednesday 12th June at 8.00am. 	
6.	<p>Headteachers report:</p> <p><i>The report had been shared in advance and was taken as read.</i></p>	

	<ul style="list-style-type: none"> • Governors were impressed with the 97% attendance rate and commended the school for their hard work. • PD notified governors that there are currently 4 spaces in the school partly because one family left at the end of spring term (with 3 children). PD is not worried and those places will be filled. • Governors discussed the decline in London pupil numbers (due to the falling birth rate, and other demographic factors). • Governors considered how the school was marketed and mooted different approaches to the school open days. <p>ACTION: JS to share open day best practices from local schools. ACTION: Open day events to be discussed at PC&C.</p>	<p>Commend</p> <p>JS RO</p>
	<p>Safeguarding Update: <i>Safeguarding incidents and priorities were covered in the HT report.</i></p> <p>Q: With regard to safeguarding, has the school learnt anything from the recent incident at Orleans Park School? A: There was no official communication from Orleans Park or the police. An email was sent to parents to say there was no threat to the school.</p> <ul style="list-style-type: none"> • PD told governors that she had received some useful tips from the HT of St. Mary's Primary School about carrying out lockdown procedures with young children. • Drills are usually 2 minutes long, but the recent incident required a 17-20 minute lockdown. • PD informed governors that the lockdown procedure will now be modified in the critical incident policy. • Governors questioned how the school would manage young children's anxieties during lockdown procedures. PD provided some examples from other schools and some governors recalled when previous lockdown drills at the school had included fictional scenarios such as imagining that a lion that had escaped from the zoo and was in the playground. • Governors questioned whether there should be processes in place at a local level to officially notify neighbouring schools of significant incidents instead of hearing it via parents. This would enable clearer communications & assessment of risk of any incident impacting multiple schools. PM explained he was a member of the boroughs police liaison group and would raise there. • PD informed governors that part of the work required on the premises list was to replace the school fire alarm system. • The current fire alarm would cause everyone to evacuate but in the case of a lockdown, pupils would need to invacuate. 	<p>PM PD PD</p>

	<p>ACTION: PM to speak to St. Margarets police liaison group.</p> <p>ACTION: PD to investigate communication between local schools</p> <p>ACTION: PD to consider how to raise a lockdown alarm.</p>	
7.	<p>Strategic: Vision and Values relaunch:</p> <ul style="list-style-type: none"> • The long values list has been distilled into 4 key values. • Governors debated the merits of carrying out the relaunch now or waiting until the full cohort of new staff started in September. • Governors felt the relaunch could be a great opportunity to galvanise the whole community. • Governors mulled over the best way to engage parents around the new values • The parent forum was considered as a means of including the community in the vision and values relaunch • As a stakeholder group governors felt one idea to engage parents on the values in this forum could be to invite parents to contribute a 'word cloud' around the 4 values. • It was agreed that the parent forum and vision and values relaunch would take place in September. • Everyone agreed that the school motto should not change (A love of learning for life for all). <p>ACTION: CG to advise re. marketing (and website updates)</p> <p>ACTION: PC&C agenda item on the parent forum.</p>	<p>Agree</p> <p>Agree</p> <p>CG Clerk</p>
8.	<p>Finance:</p> <p><i>CG gave a summary of the F&P committee's decisions on the budget.</i></p> <ul style="list-style-type: none"> • CG informed governors that the previous draft still had a balance at the end of year 1 of circa negative £62,000. However, when the final end of year closing balance came through, there was less of a discrepancy. This is in part due to staff natural wastage, staff changes, pay award changes, reduction in staff hours and teachers who were leaving being replaced by ECTs. These changes are outlined in the Budget Changes document. • The deficit recovery plan submitted to the LA last year required that the school balance be at zero by June 2026, with a requirement that the school pay back the money it had borrowed over the course of the next 12 months. <p>As a result of the recent changes, the school are in a much better position than previously expected. In summary:</p> <ul style="list-style-type: none"> • Year 1: was negative £62,000 but is now positive £2,152. • Year 2 was positive £52,000 but is now positive £151,839. • Year 3 was positive £180,000 but is now £278,000. <p>Q: does the budget take into account any risks?</p> <p>CG informed the governors that there were significant risks, primary around unplanned maintenance and premises costs.</p> <ul style="list-style-type: none"> • CG reminded governors that a lot of the work that has gone into reducing the deficit is by not back-filling support staff. This has had a negative impact on the school community as a whole (staff and children). These decisions will have an impact on the education of the children but were a financial necessity. In spite of 	<p>Recommend</p>

	<p>this, F&P recommend this budget to the FGB for approval, knowing that there is no slack and there may be surprises and we are not ‘living our best lives’.</p> <ul style="list-style-type: none"> • Governors commended PD, AJ and WR on the work they have done to reduce the deficit and they recognise how stressful this must have been. • Governors conferred on how transparent to be with parents about the school’s budget deficit. • CG advised governors that OPTTA were willing to help raise funds in any way that they can. <p>Q: Can we rent out the school during the holidays? A: Not at the moment because it is used by JAG, however we are looking at renegotiating their contract.</p> <p>Confidential discussion:</p> <p>Governors had a confidential discussion regarding the budget cuts that had been made which is covered in part II of these minutes.</p> <p>After some deliberation governors approved the budget.</p>	<p>Commend</p> <p>Approve</p>
9.	<p>Policies update:</p> <ul style="list-style-type: none"> • The Charing and Remissions policy had been approved at committee level. 	Approve
10.	<p>Governor self-evaluation, training and development:</p> <ul style="list-style-type: none"> • Governors were reminded to complete the FGB skills audit. • RO will share the Ofsted readiness notes. • The proposed changes to FGB and committee meeting cadences had been shared and were approved (dates to be confirmed later) • Governors were asked to update their training on Governor Hub. • Governors were asked to check the governors’ visits spreadsheet. • It was agreed that due to time constraints, Governors self-evaluations should be at committee level in future. (ACTION) 	Approve
11.	AOB:	
12.	Date of next meeting: Wednesday 17 July 2024	

The meeting finished at 7.45pm

Table of actions:

Item	Action	By Whom	By When	Status
1.	Chair to sign minutes on GH.	RO	S2	
2.	Clerk to add minutes to website.	JD	S2	
3.	UNICEF Silver Accreditation – decision needed.	PD	S2	
4.	Share open day best practices	JS	S2	
5.	PC&C agenda item: Open day events.	Clerk	S2	
6.	Speak to St. Margaret’s police liaison group.	PM	S2	

7.	Investigate communication between schools .	PD	S2	
8.	Consider new lockdown alarm.	PD	S2	
9.	Advise re vision & values marketing (and website updates).	CG	September	
10.	PC&C agenda item: parent forum in September.	Clerk	S2	
11.	Agenda item - Governors' self-evaluations at committee level (ongoing).	Clerk	S2	