



LONDON BOROUGH OF RICHMOND UPON THAMES

**Orleans Primary School**

**Hartington Road, Twickenham, TW1 3EN**

**FINAL APPROVED**

**Minutes of Full Governing Board meeting on  
Wednesday 18<sup>th</sup> October 2023 at 6.30pm in the school**

Constitution, Membership and Attendance

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

**Apologies:** Philip Moshi, Dinaz Zaq, Yervand Sarkisyan, Tony Thamia

**Also attending:** Alex Jones AJ (Deputy HT), Mark McKiernan (associate member), Julie Duffy (Clerk)

Papers circulated for review	<ul style="list-style-type: none"> <li>• Agenda 18 October 2023</li> <li>• Draft minutes FGB 12<sup>th</sup> July 2023</li> <li>• Instrument of Government</li> <li>• Membership 2023-4</li> <li>• Governor Monitoring and Evaluation 2023-4</li> <li>• Constitution</li> <li>• Terms of Reference for all committees and panels</li> <li>• Governor Code of Conduct</li> <li>• Privacy Notice</li> <li>• Governor Visits Policy</li> </ul>
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	<ul style="list-style-type: none"> <li>• Acceptable Useage Policy</li> <li>• Safeguarding and Child Protection</li> <li>• Behaviour Policy</li> <li>• SEND Policy</li> <li>• SEND Information Report</li> <li>• Disciplinary Policy and Procedure</li> <li>• Grievance Procedure</li> <li>• F&amp;P Draft Minutes for 12<sup>th</sup> October</li> <li>• Q&amp;S Draft Minutes for 3<sup>rd</sup> October</li> <li>• Governor Contact Details</li> <li>• HT Report Autumn 1</li> <li>• Meeting dates 2023-4</li> <li>• Non-negotiables</li> <li>• Skills Audit FGB May 2023</li> <li>• Virtual Meetings Policy</li> <li>• Parents survey results June 2023</li> <li>• SDP, SEF and SIP report</li> </ul>
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Item	Discussion	ACTION
<b>OPENING ITEMS</b>		
1.	<b>Election of Chair and Vice Chair (statutory):</b> <ul style="list-style-type: none"> <li>• The clerk confirmed that nominations had been received for RO as chair and CG as vice chair. Unanimous agreement led to RO as Chair to take effect as of 30 October and CG as vice chair.</li> <li>• The membership and constitution were reviewed and approved.</li> </ul>	Approve
2.	<b>Apologies:</b> <ul style="list-style-type: none"> <li>• The chair received and accepted apologies from DZ, PM, YZ and TT.</li> <li>• SB arrived at 18.48.</li> <li>• CG arrived at 18.55.</li> </ul>	
3.	<b>Declaration of interest:</b> <ul style="list-style-type: none"> <li>• Governors confirmed they had no declaration of interest with respect to items on this agenda.</li> <li>• All governors confirmed they had completed their annual Declarations of Interest on Governor Hub (GH) apart from the new governors who were awaiting school email addresses.</li> <li>• <b>ACTION: Clerk to follow up on new governor confirmations.</b></li> </ul>	Clerk
4.	<b>Membership and constitution (Statutory):</b> <ul style="list-style-type: none"> <li>• The board renewed <b>Alex Axiom's</b> term of office from 16 October 2023 – 15 October 2027.</li> <li>• Mark McKiernan stepped down as governor but would remain as <b>associate member</b> until the end of the year.</li> </ul>	

	<ul style="list-style-type: none"> <li>Based on the skills required and recommendations of the board at Orleans Primary School, Achieving for Children Governor Support, working on behalf of the London Borough of Richmond upon Thames Local Authority, formally nominates <b>Tony Thamia to the position of LA governor</b>. The term of office is for four years ending on 17<sup>th</sup> October 2027. The board formally ratified Tony Thamia (in absentia) to the position of LA governor.</li> <li>Based on the skills required and recommendations of the board at Orleans Primary School, the board appointed a further <b>three new co-opted governors</b> whose term of office ends on 17<sup>th</sup> October 2027: <ol style="list-style-type: none"> <li>Simonti Basu (co-opted)</li> <li>Rob Long (co-opted)</li> <li>Zenab Barry (co-opted)</li> </ol> </li> <li>The board approved the <b>Instrument of Government</b>.</li> <li>It was noted that the chairs of committees have a casting vote if there is a tie in any vote.</li> <li>The <b>contact details</b> for all governors had been updated and are now in Governor Hub/Governor Evidence folder.</li> <li>PD informed governors that there had been no update on the <b>appointment of a staff member</b> to the board. (Loretta Lau is staff governor but previously an additional Orleans' staff member has been on the board as a co-opted governor which has worked well).</li> </ul> <p><b>ACTION: Create pen portrait of governors for the newsletter.</b>  <b>ACTION: Governors' photos to be taken when in school next and to be part of the entrance lobby staff and governor photos.</b>  <b>ACTION: PD and AJ to continue to promote the benefits to staff of becoming a governor and encourage them to volunteer when a vacancy arises.</b></p>	<p>Approve</p> <p>CG/PD All</p>
5.	<p><b>Procedural matters (statutory):</b></p> <ul style="list-style-type: none"> <li>Governors agreed that <b>open meetings</b> would be permitted if committees were notified of observers in advance.</li> <li>Governors agreed that <b>in-person meetings</b> worked best for the full board and committee meetings, but virtual meetings could take place for smaller panels. In-person meetings with only one person dialling in did not work so would not be permitted.</li> <li>The <b>Governors Code of Conduct</b> was approved.</li> <li>Governors agreed to abide by the <b>Privacy Notice</b>.</li> <li>Governors agreed to abide by the <b>Virtual Meetings Policy</b>.</li> </ul>	<p>Agree</p> <p>Agree</p> <p>Approve Agree Agree</p>
6.	<p><b>Minutes of the previous meeting and matters arising:</b>  The minutes of the meeting on 12<sup>th</sup> July 2023 were approved and would be signed by the chair on Governor Hub.  <b>ACTION: AA to sign minutes on GH.</b></p>	<p>Approve</p> <p>RO</p>

	<p>The <b>action points</b> 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> <ul style="list-style-type: none"> <li>• FSM letter to parents suggesting contribution to OPSF.</li> <li>• Safeguarding visit to school to talk to a provider (JAG).</li> <li>• Vision and Values relaunch to move to S1.</li> <li>• CG to investigate OPSF fees (new log in required).</li> <li>• Add minutes from 2021-22 to GH.</li> </ul> <p>The SDP had been circulated and governors' comments had been incorporated.</p> <p><b>ACTION: Final version of the SDP to be shared.</b></p>	<p>PD CG Clerk CG Clerk</p> <p>AJ/PD</p>
7.	<p><b>Committees:</b> <b>The following panels were agreed and approved:</b></p> <ul style="list-style-type: none"> <li>• <b>Governance Panel:</b> CG, RO and RL.</li> <li>• <b>Pay Panel:</b> CG, DZ and SB.</li> <li>• <b>HT Appraisal Committee:</b> RO, PM and TT.</li> <li>• <b>Pay Appeal Committee:</b> TT, RO and PM.</li> <li>• <b>Terms of Reference</b> for all committees (apart from PC&amp;C which would be covered in the November meeting) were agreed.</li> <li>• It was decided that the <b>Pay Panel</b> should meet after the appraisal process was complete in November (or possibly directly after F&amp;P on 7th December).</li> <li>• A slight change was required to <b>Q&amp;S ToRs</b> to reflect that F&amp;P deal with PPG and sports premium expenditure and Q&amp;S deal monitor their impact.</li> <li>• <b>ACTION: Clerk to update Q&amp;S and F&amp;P ToRs</b></li> </ul> <p>The <b>committee reports</b> had been circulated in advance and were summarised by chairs:</p> <p><b>Q&amp;S:</b></p> <ul style="list-style-type: none"> <li>• Governors in Q&amp;S had discussed what data was required for Q&amp;S meetings. It was agreed that PD would give governors a holistic summary of what the school was doing including: selected data; interventions and their impact; look books; pupil monitoring; pupil progress meetings and case studies on PPG.</li> <li>• Writing was the only subject that saw a rise in attainment from last year (it was a significant rise and governors commended the school on that). However, despite the significant rise in attainment, there was a negative progress measure for writing. The only positive progress measure was seen in Reading.</li> <li>• Governors noted that they would like to understand this further.</li> <li>• <b>ACTION: PD to share information to aid understanding progress measures.</b></li> <li>• <b>ACTION: Q&amp;S to dig deeper into progress scores once IDSR data becomes available.</b></li> </ul>	<p>Approve</p> <p>Clerk</p> <p>Commend</p> <p>PD AJ/PD</p>

<ul style="list-style-type: none"> <li>• Last year the focus had been on writing and boys in writing would remain a focus. However, this year it would be more on maths, particularly girls in maths.</li> <li>• Staff would concentrate on the curriculum on the Inset day on Friday 20<sup>th</sup> October.</li> <li>• <b>ACTION: Curriculum maps for foundation subjects to be shared with governors.</b></li> <li>• Governors were invited to attend a ‘curriculum market place’ where staff could present their subjects to governors.</li> <li>• <b>ACTION: Curriculum Marketplace TBC (one Wednesday in December during the 3.30-5pm staff meeting)</b></li> <li>• Value-added progress data was covered in Q&amp;S. Of the current year 6 only 75% had been at Orleans from year 2 (25% had since left). The current year 3 and year 4 cohort had taken year 2 SATS but the current year 5 &amp; 6 didn’t do SATS so there is no national data for them. Progress was negative in maths (minus 6 on maths but this was, in part, down to one paper which didn’t go well).</li> </ul>	<p>All</p> <p>Challenge</p>
<p><b>Q: Is it ok for progress to be negative because we have high pupil turnover or is it an unusual year?</b></p> <p>A: Zero is the target baseline but results can be cohort driven (Covid home-schooling could still be having an impact here). Also, we know that for those children with EHCP one child didn’t access SATS at all (which was right for that child). However, she did KS1 SATS so her progress data will be very low. Therefore, we do have to look at the context. We will focus on the teaching and learning of all aspects of maths which will help to drive improvement.</p> <p><b>Q: Do we have national level maths data?</b></p> <p>A: The data has been released but not validated.</p>	<p>Clerk</p> <p>Challenge</p>
<p>Governors had an in-depth discussion about value added progress data but the chair was conscious that there were more agenda items to be covered and felt that this discussion should continue at Q&amp;S.</p> <p><b>ACTION: Maths value-added progress discussion to be continued at Q&amp;S.</b></p>	
<p><b>Q: How long will it take for the curriculum update to be completed?</b></p> <p>A: The current curriculum doesn’t fully meet the requirements of the new framework (which is now 4 years old). DfE gave schools a grace period to develop their curriculum which was extended during covid. We didn’t do that at the time so we are now focussing on it. Everyone has to be on board, but we have fantastic staff here and there is a buzz around it which will be the focal point of the inset day on Friday. We can’t put an exact time on this but we will get it done within the year.</p>	
<p><b>F&amp;P:</b></p> <ul style="list-style-type: none"> <li>• The fences had now gone up and the perimeter is secure.</li> <li>• The nursery underfloor heating needs to be fixed but the quote is under £1k.</li> </ul>	<p>AJ/CG</p> <p>DZ</p>

<ul style="list-style-type: none"> <li>• There has been a bid put to the LA to fix the drainage problems in the playground.</li> <li>• There is still some work to be done around the school premises. There is some budget for this but some will come out of next year's budget.</li> <li>• The Sports Impact document for 2022-3 was done.</li> <li>• <b>ACTION: AJ &amp; CG to review Sports Impact 2023-4.</b></li> <li>• Governors noted there had been a few broken bones from playground accidents. The had also been fingers trapped in a door.</li> <li>• <b>ACTION: H&amp;S visit to cover playground &amp; finger-guards.</b></li> <li>• The resources from the solar panels are being investigated.</li> <li>• The introduction of the New Management Information System (MIS) had gone well with 99% parents now using it and the office supporting those parents without access.</li> <li>• The rollout of FSM had gone well although there had been some issues around providing Halal meal plans as the school had no capacity for storing additional meals so could not offer this option. This had been raised with Munira Wilson who would flag this.</li> <li>• The PPG document had had a couple of changes to costs so would be resubmitted.</li> <li>• <b>ACTION: PPG document to be resubmitted.</b></li> <li>• The SEN info report had been discussed and governors wanted visibility regarding the income and expenditure on SEN. The F&amp;P committee would look at this in A2 and minute this.</li> <li>• <b>ACTION: F&amp;P to look at SEN income and expenditure.</b></li> <li>• The deficit recovery plan had been submitted to the LA who had formally accepted it on 9<sup>th</sup> August. The school are now meeting with the LA on a monthly basis.</li> <li>• There had been some changes to the budget monitoring document since the F&amp;P meeting and things were slightly better.</li> <li>• In terms of the deficit, the budget was negative £96k, and about £75k of this was down to back-dated teachers' pay. The remainder of it was a combination of an overspend on SEN, an interim HT (and a lack of continuity) and expenditures being approved then not pulled in until later. There had also been a recoding exercise that had affected the bottom line. Historically the school has used a reserve each year but there were no extra funds this year.</li> <li>• The school would move to BACS at the end of this term and away from the cheques system which would speed up the flow of payments. For example, the PTA owes the school £20k but cannot pay this because there is a back log with the SBM who has not submitted the invoices.</li> <li>• <b>ACTION: Office support for WR with creating invoices (possibly from Sam from the LA?).</b></li> </ul> <p>Governors asked PD if she was getting the support she needed. She said that the decisions were around expenditure and cover</p>	<p>PD</p> <p>Clerk</p> <p>WR</p> <p>Support</p>
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	<p>problems were arising because the school hasn't replaced support staff who have left. There was no slack in the system because if someone is off sick, someone else has to cover, so the office staff were then covering other things and not doing office work. Interventions were not always happening due to absence and DP and AJ were not doing strategic work. For example, this week they had to clean the dining hall.</p> <p>PD informed governors that a teacher was resigning at the end of term and she would look to save money by recruiting a teacher at an earlier stage of their career.</p> <p><b>Q: Is this reduction on spend having a negative impact on the students?</b> A: No because we are moving to a model that most other schools are already working within and it can be done successfully.</p> <p><b>Q: What impact will this have on provision?</b> A: The budget does not allow us to increase anything, so we must improve the quality of education through the curriculum.</p> <p>Governors were concerned about the impact the resourcing constraints were having on the HT and DHT needing to spend their time firefighting and not being able to focus the time they wanted to on strategic issues.' There was a discussion on what could be done to raise more funds for the school and PD told governors that the nursery fees would increase in the following academic year from £100 a week to £140 a week to cover supervision during the lunch break which was in line with other local nurseries.</p>	<p>Challenge</p> <p>Challenge</p> <p>Support</p>
<b>STRATEGIC ITEMS</b>		
8.	<p><b>Headteacher's report:</b> The HT report had been circulated in advance and was taken as read.</p> <p>Governors commended the school on the fantastic attendance of 97% this term.</p> <p>The new governors asked about the acronyms in the reports. <b>ACTION: Clerk to send list of acronyms to new governors.</b></p> <p>The governors had a discussion around the <b>Mockstead</b> day when the LA came in to review the school (at the school's request). The school realised that areas of improvement included empowering teachers to talk about their subjects with more confidence and to include more on the rational of <i>why</i> topics had been chosen and <i>why</i> things were being done in a certain way. Governors felt that they also needed a better understanding of the curriculum. <b>ACTION: Governors to undertake Ofsted group training.</b> <b>ACTION: Ofsted checklist for governors to be read.</b> <b>ACTION: Parent survey results to be moved to PC&amp;C.</b></p>	<p>Commend</p> <p>Clerk</p> <p>All All Clerk</p>
9.	<p><b>Strategic:</b></p> <ul style="list-style-type: none"> <li>The SDP had been updated with governors' input and was approved.</li> </ul>	

	<ul style="list-style-type: none"> <li>The SEF is a working document to be updated termly.</li> <li>The SIP report had been sent to all governors and there were some questions to consider.</li> <li><b>ACTION: PD to (re)send the responses to SIP questions that had been allocated to be addressed through a written response to the Q&amp;S committee</b></li> <li>The monitoring and evaluation schedule was a working draft and RO would speak to governors after the meeting about areas of interest.</li> <li>The Governor Visits policy was approved.</li> </ul> <p>The governors discussed visits and the types of questions they could ask. PD and AJ would liaise to arrange contacts for the link governors.</p> <p><b>ACTION: RO to send email after half term with more guidance on visits.</b></p>	<p>PD</p> <p>RO</p>
10.	<p><b>Strategy and Self-evaluation:</b></p> <ul style="list-style-type: none"> <li>An update from the governance panel chair would be sent by email (<b>ACTION</b>)</li> </ul>	CG
11.	<p><b>Safeguarding Update:</b></p> <ul style="list-style-type: none"> <li>All Governors confirmed they had read and understood all of KCSIE 2023</li> <li>All governors agreed to abide by the Acceptable Use Policy</li> </ul>	<p>Confirm</p> <p>Agree</p>
12.	<p><b>Policies:</b></p> <p>The following were approved:</p> <ul style="list-style-type: none"> <li>Child Protection &amp; Safeguarding policy</li> <li>Behaviour policy (FGB to approve statement)</li> <li>SEND Policy</li> <li>SEN Information Report</li> <li>Staff discipline</li> <li>Staff Grievance</li> </ul> <p><b>ACTION: Pay Policy for Teachers to be reviewed at PC&amp;C</b></p>	<p>Approve</p> <p>Clerk</p>
13.	<p><b>Governor training and development:</b></p> <ul style="list-style-type: none"> <li>CG had undertaken Sports Impact training</li> <li>The chair reminded governors that they are required to attend minimum of one training session per year</li> <li>Governor meeting attendance for the previous academic year had been shared</li> <li>The FGB skills audit had been updated in May prior to recruiting the new governors</li> </ul>	
14.	<b>Termly business:</b> None	
15.	<p><b>AOB: The meeting finished at 20.23.</b></p> <p><b>Meeting dates for this academic year:</b></p> <ul style="list-style-type: none"> <li>Wednesday 13 December 2023</li> <li>Wednesday 7 February 2024</li> <li>Wednesday 27 March 2024</li> <li>Wednesday 22 May 2024</li> <li>Wednesday 17 July 2024</li> </ul>	

<b>Item</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>
3.	Check new governor confirmations on GH.	Clerk	A2
4.	Pen portrait of new governors for the newsletter.	CG/PD	A2
4.	Governors photograph to be taken during visits.	All	A2
6.	Sign approved minutes on GH.	RO	A2
6.	FSM letter suggesting contribution to OPSF.	PD	A2
6.	Safeguarding visit to include talking to JAG.	CG	A2
6.	Vision and Values relaunch to move to S1.	Clerk	S1
6.	Investigate OPSF fees (new log-in needed).	CG	A2
6.	Add minutes from 2021-22 to GH.	Clerk	A2
6.	Final version of SDP to be shared.	AJ/PD	A2
7.	Clerk to update Q&S and F&P ToRs.	Clerk	Done
7.	Share information to aid governor's understanding of progress measures.	PD	Done
7.	Q&S to dig deeper into progress scores once IDSR data becomes available	Clerk	A2
7.	Curriculum maps to be shared with governors.	AJ/PD	A2
7.	Curriculum Marketplace date TBC	All	A2
7.	Maths value-added progress discussion	Clerk	A2
7.	Review Sports Impact 2023-4.	AJ/CG	A2
7.	H&S visit to cover playground and finger-guards	DZ	A2
7.	PPG document to be resubmitted.	PD	A2
7.	F&P to look at SEN income and expenditure.	Clerk	A2
7.	WR office support needed (regarding invoices)	WR	A2
8.	Clerk to send list of acronyms to new governors (and add to Governor Evidence in GH).	Clerk	A2
8.	Governors to undertake Ofsted group training.	AA/RO	A2
8.	Read the Ofsted checklist (shared by DZ).	All	A2
9.	SIP governor questions/answers to be shared.	PD/All	A2
9.	RO to send email after half term with more guidance on governor contacts and visits.	RO	A2
10.	Governance panel email update.	CG	A2
12.	Teachers' Pay Policy to be reviewed in PC&C.	Clerk	A1