



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

**Approved Minutes of Full Governing Board meeting on  
 Wednesday 17 July 2024 at 6.30pm in the school**

Constitution, Membership and Attendance

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

**Apologies:** LL, ZL, SB

**Also attending:** Julie Duffy (clerk), Ashley Waters (AW), Kay Thomas (KT)

| Item | Discussion   | ACTION |
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| 1.   | <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>• <b>Apologies</b> had been accepted from ZL, LL and SB.</li> </ul>  |        |
| 2.   | <p><b>Declarations of Interest:</b></p> <ul style="list-style-type: none"> <li>• Governors confirmed that they had <b>no declarations of interest</b> with respect to items on this agenda.</li> </ul>   |        |
| 3.   | <p><b>Membership and constitution (Statutory):</b></p> <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>Ashley Waters</b> to the position of LA governor. The term of office is for four years ending on 16 July 2028. The board formally ratified Ashley Waters to the position of LA governor.</li> <li>• The board agreed the appointment of new governor <b>Kay Thomas</b> who will sit on PC&amp;C and whose appointment runs from 17<sup>th</sup> July 2024 – 16<sup>th</sup> July 2028.</li> <li>• The board would like to thank <b>Zoe Lane</b> for her time as co-opted governor. Zoe is leaving the school and steps down as of today.</li> <li>• The board would like to thank <b>Simonti Basu</b> for her contribution to Orleans as co-opted governor, she also steps down today.</li> </ul> |        |

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|    | <ul style="list-style-type: none"> <li>• There is now one governor <b>vacancy</b>.</li> <li>• <b>Yervand Sarkisyan's</b> term of office ends on 20.10.2024.</li> <li>• <b>Caroline Green's</b> term of office ends on 06.02.2025.</li> <li>• The chair told governors that she would like to move to <b>co-chair</b> or <b>vice chair</b> when CG's term ends in February 2025.</li> <li>• The governor vacancies would be <b>advertised</b> on the school website and governors were asked to share this.</li> </ul> <p><b>ACTION: Governors to share via their social media networks.</b></p>  | All   |
| 4. | <p><b>Minutes of previous meeting and matters arising:</b></p> <ul style="list-style-type: none"> <li>• The minutes of the previous meeting on 22 May 2024 were confirmed as an <b>accurate record</b> and would be signed by the Chair on Governor Hub.</li> <li>• The clerk would add a PDF of the minutes to the <b>school website</b>. (DONE)</li> <li>• The chair read through the <b>table of actions</b> from 22.5.24 and those items were discussed or will be covered in this meeting.</li> <li>• It was confirmed that the <b>UNICEF Silver Accreditation</b> was not attainable for this year. PD told governors that the school had gone through roles &amp; responsibilities for the forthcoming year when and she would work with the incoming rights respecting lead on the Silver Accreditation.</li> <li>• <b>ACTION: PM to speak to St. Margaret's police liaison group regarding communication between schools in the event of an incident.</b></li> </ul>  | RO<br><br>Clerk<br><br><br><br><br><br><br><br><br>PM |
| 5. | <p><b>Committees and Panels:</b></p> <p><i>The minutes had been shared in advance and were taken as read. Chairs gave three brief points from each meeting.</i></p> <p><b>Q&amp;S Committee:</b></p> <ul style="list-style-type: none"> <li>• The Q&amp;S Committee meeting on 11<sup>th</sup> July had been cancelled. The SAT results were discussed in this meeting (item 8).</li> </ul> <p><b>F&amp;P Committee:</b></p> <ul style="list-style-type: none"> <li>• The meeting was not <b>quorate</b>. Governors were reminded to let the clerk know in advance if they could not attend meetings.</li> <li>• The <b>deficit recovery plan</b> and the revised budget has been accepted by the LA.</li> <li>• Next year F&amp;P will focus on <b>premises</b> which has been neglected recently due to budget constraints.</li> <li>• The <b>school budget was projected to be balanced</b> by the end of the year and CG assured governors that F&amp;P were monitoring this closely by following up on every single variance.</li> </ul> <p><b>PC&amp;C Committee:</b></p> <ul style="list-style-type: none"> <li>• At the meeting governors had a discussion around the <b>school open day</b> to ensure we are thinking about this carefully.</li> </ul> <p>The results of the <b>staff wellbeing survey had been reviewed</b> and governors had commended the school on how much pride staff took in</p> | Commend   |

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|    | <p>their roles and for <b>taking quick action</b>. For example, by including tea &amp; coffee in the staff room.</p> <p><b>Q: Have the nursery heating repairs been completed yet as this was an item picked up on the latest EYFS governor visit?</b><br/> A: The nursery heating repairs are booked in for the summer holidays - high level infra-red panels will be installed.</p>  | Commend                         |
| 6. | <p><b>Headteachers report:</b><br/> <i>The report had been shared in advance and was taken as read. The HT relayed some of the highlights.</i></p> <ul style="list-style-type: none"> <li>• It had been a very busy term and lots of school trips and visits had taken place as well as the <b>school sports day</b>, governor visits, an <b>Ofsted visit</b> and the annual <b>SATS</b>.</li> <li>• There had been lots of <b>enrichment activities</b>, such as the open afternoon (open to current parents) which had everyone outside.</li> <li>• <b>Admissions</b> are healthy and <b>attendance</b> is cited as 'exceptional.'</li> <li>• <b>Safeguarding</b> hasn't changed but there has been a lot of activity with existing cases. AJ and PD have had a lot of multi-agency meetings with colleagues, children's services, and the police.</li> <li>• <b>There were 33 SEN children</b>, 11 with an EHCP at the end of this term. Six will be leaving and one will start in reception.</li> <li>• Regarding Health &amp; Safety (H&amp;S) and <b>premises</b>, there is now a RAG rated list of works needing done including works such as the new fire alarm system (which has not been budgeted for), CCTV in the school's outdoor areas some indoor areas, as well as the usual DIY and general maintenance.</li> <li>• There had been a lot of <b>recruitment</b> and the school would have a full complement of staff in the autumn term. There were some great teachers joining the team.</li> <li>• The <b>school business manager</b> (SBM) is leaving and a senior administrator from the office would be appointed as the interim SBM for one year. The recruitment freeze will need to be discussed to replace the office staff if they were recruiting from within.</li> <li>• There were two more pieces of internal recruiting to do - the school are interviewing for two <b>assistant head teachers</b> (AHTs).</li> <li>• RO reminded governors that we will then have an SLT of PD, AJ plus two AHTs which builds capacity for operational people on the ground as the two AHTs will not be in class 100% of the time.</li> </ul> <p><b>Q: Will there be any changes for schools from the new government?</b><br/> A: We do not know yet. Private school VAT was announced today. There is talk of recruiting 6,500 new teachers which would be a boost for schools.</p> <p><b>Q: How will you ensure new staff are up to speed with and are embedding the curriculum?</b><br/> A: This will be done through development training, mentoring and coaching. We will also be linking up with local schools.</p> <p><b>Q: Are we concerned about capacity?</b><br/> A: At this stage no, but this will be a work in progress.</p> <p><b>Q: Do you need to recruit more staff to cover the AHT days out of the classroom?</b><br/> A: We have budgeted for an agency member of staff for three days a week, which is a day of cover for each AHT and a day for ECT mentorship.</p> <p><b>Q: Could the new fire alarm system be funded by the LA?</b></p> | <p>Commend</p> <p>Challenge</p> |

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|    | A: We are still awaiting the decision about the drains.  |                               |
| 7. | <p><b>Safeguarding update:</b></p> <ul style="list-style-type: none"> <li>• RO and CG had undertaken a safeguarding visit earlier in the term focussing on understanding how the school teach children about <b>safeguarding</b>, how the school tackles <b>discrimination</b> and thinking about what <b>support</b> AJ needs to take up the <b>SENCO</b> duties as well as being the <b>designated safeguarding lead</b>.</li> <li>• The visit included an Interview with two staff members who both talked confidently about the <b>safeguarding processes</b> the school has in place for different occurrences. They spoke highly of the school's safeguarding culture and of how much CPOMS (the system used to track safeguarding incidences) has made an impact.</li> <li>• <b>Pupil voice</b> was covered as the governors had met with a handful of students who talked about places in school where they felt safe. Governors were impressed that all the children knew where to go if they were worried about something and they all felt they could speak to their teachers about any issues.</li> <li>• PD informed governors that the school had just completed its annual safeguarding audit for AfC.</li> <li>• School safeguarding training takes place on <b>Tuesday 3<sup>rd</sup> September</b> from 1pm to 3.30pm and all governors are invited.</li> <li>• RO reminded governors that CG's term ends in February and invited governors to come forward if they want be <b>safeguarding</b> link governor.</li> </ul>                                | <p>Commend</p> <p>Commend</p> |
| 8. | <p><b>SATS and unvalidated results:</b></p> <p>The governors had a discussion around the <b>unvalidated SAT results</b> which had been shared in advance.</p> <ul style="list-style-type: none"> <li>• It was noted that the <b>male/female divide</b> has reduced and the school have now closed that gap.</li> <li>• There was praise for the improved <b>writing results</b> as this had been a focus in recent years.</li> <li>• Governors were <b>concerned about the gap with SEND EHCP</b> which comes across throughout as performing below but PD reminded governors that the numbers are small at this school so are more hard hitting (for example, 50% can refer to only two children).</li> <li>• Governors noted that in the <b>general SEN support group</b>, 4 out of 5 children were meeting expectations.</li> <li>• PD informed governors that some scripts had been sent back for <b>remarking</b> so results may change slightly.</li> <li>• PD told governors that the school obtained <b>76% on reading, writing and maths combined</b> (compared with last year's 70%).</li> <li>• This score may increase to 78% due to remarking and because one pupil, who started in the autumn term and was new to country (within the last 3 years) can be removed from the published data set.</li> <li>• The <b>national result is 61%</b> (last year the national was 59%).</li> <li>• PD reminded governors that we don't know the local figures until everything is <b>validated in the autumn term</b>. Last year Richmond borough was 73%.</li> </ul> |                               |



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|     | <p>of items that had become green during the year and agreed that the school has done well to implement a significant change agenda.</p> <p>It was agreed that last year's <b>collaborative process</b> for creating the SDP was very efficient and a google working doc would be created for governors to add their comments. The staff wellbeing survey and feedback on the behaviour policy would be taken into account.</p>   |   |
| 10. | <p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>The current pay policy will govern until new pay policy is finalised after the staff consultation.</li> <li>PD would send out the draft policy to RO and CG.</li> </ul> <p><b>ACTION: PD to send RO and CG pay policy draft.</b><br/> <b>ACTION: Pay Policy final draft to be reviewed at the Autumn FGB</b><br/> <b>ACTION – Improve pay policy timings on agenda planning document to ensure pay panel and timelines PD is working to.</b></p>   | PD<br>Clerk<br>Clerk                                    |
| 11. | <p><b>Governor self-evaluation and training and development:</b></p> <p>Governors reviewed and discussed the consolidated results of the <b>FGB skills audit</b> and reviewed and agreed the RAG rated <b>governor priorities</b> &amp; board self-evaluation.</p> <ul style="list-style-type: none"> <li><b>Quality of Education</b> (Q of E) was RAG rated <b>green</b> because governors have completed a number of training courses.</li> <li>RO has seen increasing confidence in <b>monitoring</b> and Q&amp;S had done good work around data and case studies.</li> <li><b>Effective governance</b> was <b>green</b> down to executing on Ofsted readiness.</li> <li>Effective handover of <b>link governor roles</b> was <b>amber</b> because we have been short on Q of E monitoring (Tony had an education background but had to leave).</li> <li>RO pointed out that not all areas had received a <b>termly visit</b> and it was hoped that the move to one meeting a term would allow governors to prioritise this.</li> <li>F&amp;P had done a great job in monitoring the budget so this was <b>green</b>. It was noted that only two governors in F&amp;P had done financial management training.</li> </ul> <p><b>ACTION: AW to undertake AfC financial management training.</b></p> <p><b>Q: Should we have a link governor for every subject?</b><br/> A: We will need to see the final SDP. Realistically we don't have enough people to give each governor a subject but we could possibly have a <b>rolling programme of spotlight subjects</b>, and next year focus on the other subjects.</p> <ul style="list-style-type: none"> <li>The governors had a discussion around training and the clerk told them that complaints were on the increase and AfC had a training course for this.</li> </ul> <p><b>ACTION: Governors were reminded to send their Chair's evaluation to the clerk.</b><br/> <b>ACTION: Committee chairs to review Terms of Reference in advance of 2024/5.</b></p> | AW<br><br><br><br><br><br><br><br><br><br>All<br>Chairs |
| 12. | <b>AOB:</b>   |   |

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|            | <ul style="list-style-type: none"> <li>• The clerk told governors that the Clerks' Briefing had focussed on complaints in schools which were on the rise.</li> <li>• The clerk relayed information about AfCs complaints training course.</li> <li>• The governors had a discussion around learnings from the recent Ofsted visit</li> <li>• Governors were awaiting the official result of the visit and it was hoped this would be received by the end of term.</li> </ul> |  |
| <b>13.</b> | <b>Date of next meeting:</b> Wednesday 16 October 2024   |  |

The meeting finished at 8.20pm

Table of actions:

| Item | Action  | By Whom    | By When | Status |
|------|---|------------|---------|--------|
| 3.   | PM to speak to <b>St. Margaret's police liaison</b> group regarding school communication                          | PM         | A1      |        |
| .3.  | Governors to share vacancies via their social media networks.   | All        | A1      |        |
| 4.   | Chair to sign minutes on GH.  | RO         | S2      |        |
| 4.   | Clerk to add minutes to website.  | JD         | S2      | Done   |
| 8.   | Look at results for PPG pupils without SEND and PP who are also EHCP.   | Q&S        | Autumn  |        |
| 9.   | ZB, RL and JS to create Parent Forum working group.   | ZB, RL, JS | Autumn  |        |
| 10.  | PD to send RO and CG pay policy draft for review.   | PD, RO, CG | A1      |        |
| 10.  | Pay Policy to be reviewed at A1   | Clerk      | A1      |        |
| 10.  | Improve pay policy timings on agenda planning document. Possibly September to match timelines PD is working to... | Clerk      | A1      |        |
| 11.  | Complete AfC financial management training.   | AW         | Autumn  |        |
| 11.  | Send Chair's evaluation to clerk.   | All        | A1      |        |
| 11.  | Committee chairs to review Terms of Reference in advance of 2024/5.   | Chairs     | A1      |        |