



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

**FINAL APPROVED Minutes of Full Governing Board meeting on
 Wednesday 16th October 2024 at 6.30pm in the school**

Constitution, Membership and Attendance

LA - 1	PARENTS - 2	CO-OPTED - 8	STAFF – 1 + Headteacher
Ashley Waters - AW	Caroline Green – CG	Rosalind Orchard - RO (Chair)	Phoebe Du Parcq PD (Headteacher)
	Julia Shute - JS	Yervand Sarkisyan - YS	Loretta Lau - LL
		Dinaz Zaq - DZ	
		Philip Moshi - PM	
		Rob Long – RL	
		Zenab Barry – ZB	
		Kay Thomas - KT	
		Vacancy	
		Vacancy	

Also attending: Julie Duffy (clerk)

No.	Discussion	ACTION
1.	Election of Chair and Vice Chair (Statutory): <ul style="list-style-type: none"> • The clerk confirmed that nominations had been received for RO as Chair and CG as Vice Chair. • There was unanimous agreement to elect RO and CG. • This would continue until CG's term of office ends in February. • Governors agreed the existing constitution of the FGB • Governors had reviewed the Instrument of Government. 	
2.	Apologies: <ul style="list-style-type: none"> • Apologies had been accepted from KT and YS. • CG arrived at 6.40pm 	
3.	Declarations of Interest: <ul style="list-style-type: none"> • Governors confirmed that they had no declarations of interest with respect to items on this agenda. 	

	<ul style="list-style-type: none"> All governors to confirm annual declarations on Governor Hub. 	
4.	<p>Membership and constitution (Statutory):</p> <ul style="list-style-type: none"> It was noted that there would be two governor vacancies once YS's term of office ends on Sunday. Yervand Sarkisyan's term of office ends on 20.10.2024. Governors thanked Yervand for his contributions. Caroline Green's term of office ends on 06.02.2025. The governor vacancies would be advertised on the school website and governors were asked to share this. Governors with education or financial background would be ideal. <p>ACTION: Governors to share via their social media networks: https://www.orleans.richmond.sch.uk/page/?title=Vacancies&pid=249</p> <ul style="list-style-type: none"> Contact details for governors had been checked and would be uploaded to Governor Hub. 	
5.	<p>Procedural matters</p> <ul style="list-style-type: none"> Governors approved the monitoring and evaluation schedule. Governors were asked to read and sign the code of conduct on Governor Hub. The clerk would get agendas up and running ahead of time by using Agenda Planning 2024/25 which is on Governor Hub. 	
6.	<p>Minutes of previous meeting and matters arising:</p> <ul style="list-style-type: none"> The minutes of the previous meeting on 17 July 2024 were confirmed as an accurate record and would be signed by the Chair on Governor Hub. (ACTION) The clerk would add a PDF of the minutes to the school website (ACTION) The chair read through the table of actions from 17.7.24 and those items were discussed or will be covered in this meeting. 	RO Clerk
7.	<p>Committees and Panels:</p> <ul style="list-style-type: none"> Governors agreed the Terms of Reference for committees and panels (subject to slight amendments regarding panels). Election of Pay Panel, Head Teachers Appraisal Panel, Pay Appeal Panel and Governance Panel. Most committees and panel memberships are the same as last year. The Pay appeal Panel was changed to include governors who are not on the pay panel therefore ZB and KT were added to the Pay Appeal Panel. 	

	<ul style="list-style-type: none"> • The HT Appraisal Panel would consist of RO and PM. <p>Q&S Committee:</p> <ul style="list-style-type: none"> • The Q&S minutes had been shared in advance and were taken as read. JS gave a brief summary. • There had been a change in the data system from Target Tracker to Sonar Tracker. The migration was meant to take place during the summer holiday but was delayed. • SEND would be the focus of Q&S this year along with a couple of the foundation subjects including Geography. • English saw a writing dip in boys writing in year 6. • The greater depth in maths is very high through the school but it drops in Year 6 when the children do SATS. • The new full-time Maths lead is Kate Palczewski who is a year 6 teacher. • Governors had a discussion around triangulation: governors should use also pupil voice and books and not just data,. • Overall SAT results had improved again and we are in good standing compared to other schools locally. We are on a three-year upward trajectory but GDS was slightly lower on the combined. • The governors had mooted the pros and cons of possibly including much more test preparation on the run up to the SATs in order to improve the results but it was decided against. • Governors commended the school on the strong SAT results. <p>F&P Committee: The committee will meet on 5th December but the HT and chair will review the budget monitoring report tomorrow morning.</p> <p>PC&C Committee: The committee will meet on 20 November.</p>	Commend
8.	<p>Headteachers report: <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"> • It has been a long half term and there had been lots going on in terms of class trips and visits. • OPPTA had been given a wish list for the year ahead. • Governors asked about whether OPTTA continue to be supportive of the schools needs in allocating funds raised and the HT said confirmed this was the case • There are lots of Early Career Teachers (ECTs) this term and they bring a fresh pair of eyes. <p>Q: What has been the reception from parents to the ECTs?</p>	Commend

	<p>A: It has been very positive. The school is benefiting from their up-to-date training.</p> <ul style="list-style-type: none"> • AJ is the new SENCO and she has been doing a sterling job. The SEN offer is stronger than it has been for a long time and parents appreciate the face-to-face element of the SEN support. • PD told governors that we are still seeing an increase in social, emotional and mental health (SEMH) needs. At the recent SIP forum it was disclosed that this is the biggest issue in schools at the moment. There are some very vulnerable children at school at the moment. <p>Q: What actions or approach are you taking to help those children feel they can participate in school life?</p> <p>A: We are making adaptations where we can. We need to see what in the school environment may be triggering this. We need to see what is within our control to change. In one class we now have another member of supply staff to work with 3 boys. The boys now each have an individual timetable specific to them and their needs.</p> <p>Q: Have you seen it impact the children's ability to engage with trips and activities.</p> <p>A: No but coming to school is a barrier for some children. Self-esteem can be an issue.</p> <p>ACTION: F&P committee to discuss mental health issues and what resources the school may need in the short term.</p> <p>The governors had a discussion around mental health, touching on SEND, Mental Health Support Teams (MHST) the NHS and Child and Adolescent Mental Health Services (CAMHS) which currently has an 18 month waiting list. Some schools have a counsellor one day a week. The HT would like a therapy room which could be a hub for SEND and SEND extra curriculum input. The governors had a discussion around the rise in dyslexia diagnosis. Adjustments can be made for this, including getting a specialist teacher.</p> <p>ACTION: PC&C agenda item on Mental Health.</p> <p>Attendance had started well but there are skewed numbers if a child has a day off. The school is tracking above national in attendance.</p> <p>There have been two Safeguarding incidents which were reported by outside agencies and the school have been working with social workers and child protection services.</p> <p>.</p> <p>Q: What are the main safeguarding trends at this school?</p> <p>A: Online safety, domestic abuse and neglect.</p>	<p>Clerk</p> <p>Clerk</p> <p>AW/CG</p>
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	<p>ACTION: Behaviour and Safeguarding visit to take place next half term (Behaviour visit to look at CPOMS).</p> <ul style="list-style-type: none"> • Estate management would be a priority this year. • There is lots of work that needs to be done on the premises such as on the top playground which has no tanking. • There are still issues with the drains but the LA will give input after AfC supported the school with this issue. • The nursery heating was completed in the summer. 	
9.	<p>Strategic:</p> <ul style="list-style-type: none"> • A Vision and Values letter went out to parents inviting them to come in on 15th November to participate. The forum should engage parents in the refreshed values, giving them a voice in these and working out how the school can live its values further. <p>ACTION: PD send parents a google form to gauge numbers ACTION: Working Group Governors to prepare the forum session in advance.</p> <p>Q: What is the aim of the parent forum? A: We hope it will bring parent engagement and create open channels for communication.</p> <ul style="list-style-type: none"> • The SEF was approved. • The SDP was approved. • These are live documents and will be updated with RAG ratings throughout the year. • The shortened version goes on the website. • Governors were advised to work out their top priorities for each term. • The SIP report had been covered last term • Governor monitoring and evaluation areas are the same as last year and map to the areas in the SDP. • AW would take up Behaviour from YS. • ZB and KT would visit together on Leadership & Management and Personal Development. • RL would continue to cover EYFS. 	PD All
10.	<p>Strategy and self-evaluation:</p> <p>Governors reviewed and approved the proposed governors strategic priorities including:</p>	

	<ul style="list-style-type: none"> • Building capability to monitor SEND through having three governors to have completed the relevant SEND training - this was noted as already having been covered. • Governors would continue to monitor the embedding of the curriculum. • Community engagement was being covered with the parent forum. • Wellbeing is a focus due to the organisational change and challenges in managing workloads. • Effective governance requires new governors to work through the induction programme. • AW to complete Financial Management training. • Succession planning is monitored in the FGB and committees. • ACTION: CG to update the proposed governors strategic objectives, assigning people and committees to them. 	
11.	<p>Safeguarding update:</p> <ul style="list-style-type: none"> • This had been covered in the HT report. • Safeguarding visit to take place next term with AW and CG and should cover safeguarding audit and action plan as well as using the safeguarding governors monitoring checklist. 	
12.	<p>Policies: The following policies were approved subject to minor amendments such as removing staff names from policies (apart from the SENCO who must be named):</p> <ul style="list-style-type: none"> • Child Protection Policy • Behaviour policy and statement • SEND Policy • SEN Information Report • Staff Grievance • Disciplinary Policy and Procedure • Governors Visit Policy • Online Safety and Acceptable Use Policy • Anti Bullying Policy • EYFS policy <ul style="list-style-type: none"> • ACTION: RO to amend Governor Visits Policy and share. • The governors discussed the SEND Policy, particularly section 11.4 (communication with parents). • The governors discussed the Behaviour Policy and agreed that CPOMS should be covered in the next safeguarding visit. • Governors were asked to raise relevant policies in their visits with staff and to ask staff if the policy still works for them. • Governors asked for more time to read Teachers Pay Policy. • The Communications Policy would be shared with RO for comments and would be raised in PC&C for approval. 	

13.	Governor training and development: <ul style="list-style-type: none"> • Governors were asked to save the handouts from AfC training sessions on Governor Hub. • KT and PM came to whole school safeguarding at the start of term. 	
14.	<p>AOB: Governors agreed that the open meeting principle that had been agreed for last academic year had not worked as planned due to the practicalities of observers only being able to attend for a short time due to confidentiality issues.</p> <p>Governors still felt it was important to be transparent about the board's activities but felt that this could be through providing opportunities for parents and members of the community to engage with governors in different ways such as the parent forum or newsletters. It was agreed that the open meeting principle should not continue. Staff and other members of the community would still be able to attend relevant parts of the meeting if there was a specific agenda item they were expected to contribute to.</p>	
15.	Date of next meeting: Wednesday 11 December 2024	

The meeting finished at 8.06pm

Table of actions:

Item	Action	By Whom	By When	Status
4.	Governors to share vacancies via social media	All	A2	
6.	Chair to sign minutes on GH.	RO	A2	
6.	Clerk to add minutes to website.	Clerk	A2	
8.	F&P committee to discuss mental health issues and funding	Clerk	Autumn	
8.	PC&C to cover Mental Health in schools	Clerk	Autumn	
8.	Behaviour/Safeguarding visit to take place next half term (look at CPOMS).	AW CG	A2	
9.	Send google form to gauge numbers	PD	15 Nov	
10.	Governors to prepare the forum session in advance.	ZB, RL, RO	15 Nov	
10.	Assign people and committees responsible for each governor strategic objective	CG	A2	