



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

**Final Approved Minutes of Full Governing Board meeting to be held on  
 Wednesday 11<sup>th</sup> December 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 (Vice Chair)	Rosalind Orchard - RO (Chair)	Phoebe Du Parcq - PD (Headteacher)
	Julia Shute - JS	Rob Long - RL	Loretta Lau - LL
		Dinaz Zaq - DZ	
		Philip Moshi - PM	
		Zenab Barry - ZB	
		Kay Thomas - KT	
		Vacancy	
		Vacancy	

Apologies: None

Also attending: Julie Duffy (Clerk), Alex Jones (AJ) (Deputy Headteacher), Siobhan Moynihan (SM) (proposed new governor)

Papers issued for review:	<ul style="list-style-type: none"> <li>• Draft FGB Minutes 16 October 2024</li> <li>• Minutes for F&amp;P 5<sup>th</sup> December 2024</li> <li>• Minutes for PC&amp;C 20<sup>th</sup> November 2024</li> <li>• Safeguarding Visit 22<sup>nd</sup> November 2024</li> <li>• Safeguarding Monitoring Checklist Nov 24 Visit</li> <li>• Behavioural Visit 22<sup>nd</sup> November</li> <li>• Orleans SEND Visit</li> <li>• HT Report</li> </ul>
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Item no.	Discussion	ACTION
<b>OPENING ITEMS</b>		
1.	<b>Apologies:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
2.	<b>Declaration of interest:</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	
3.	<b>Membership and constitution (Statutory):</b> <ul style="list-style-type: none"> <li>• Noted there were <b>two governor vacancies</b>.</li> </ul>	

	<ul style="list-style-type: none"> <li>Agreed the appointment of <b>Siobhan Moynihan</b> as new co-opted governor sitting on F&amp;P.</li> <li>CG's term of office ends on 6<sup>th</sup> February when she will then become <b>Associate Member</b> until the end of academic year.</li> <li>KT will take on the role of <b>Chair of Governors</b> and RO will become <b>Vice Chair</b> (from 6<sup>th</sup> February). Governors agreed.</li> </ul>	Agreed  Agreed
4.	<p><b>Minutes of previous meeting and matters arising:</b></p> <ul style="list-style-type: none"> <li>The minutes of <b>16<sup>th</sup> October 2024</b> were approved as an accurate record and would be signed by the chair on governor hub.</li> <li>The actions from the previous meeting were discussed and were either completed or covered in this meeting.</li> <li>There was an action for RO/RL/PD to meet with PD to review whether the recommendations from stage 1 and 2 have been implemented on the SEND policy.</li> </ul>	Approve RO  RO/RL/PD
5.	<p><b>Committees:</b></p> <ul style="list-style-type: none"> <li>The minutes for F&amp;P and PC&amp;C had been shared in advance and were taken as read.</li> <li>KT had taken over as <b>Chair of PC&amp;C</b> and she gave a brief summary: The committee had discussed the <b>parent forum</b> and the dates of the <b>school surveys</b>. The <b>wellbeing survey</b> would be sent in spring/summer and <b>staff survey</b> in autumn.</li> <li>F&amp;P had discussed <b>budget planning</b>. <b>PC&amp;C committee members flagged that an item discussed at PC&amp;C was</b> what could be done to ensure senior leaders had enough admin support for their tasks so they could focus on strategic items and requested this be considered through the budget planning process.</li> <li><b>Mental health funding</b> was discussed and next year the budget might allow the school an in-house counsellor.</li> <li>There was a high <b>overspend on agency staffing</b> which is down to support staff absences, particularly one class.</li> <li>We are in <b>year two of the deficit recovery plan</b>. By June 2026 we should be at zero (for the 2026/7 budget).</li> <li>There are some big issues on <b>premises</b>, including the <b>kitchen boiler</b> and the <b>drains</b>, and F&amp;P are trying to find the money to fund them and time to schedule them in.</li> <li>The <b>school finance officer</b>, Steve Llewyn will send budget monitoring <b>updates</b> to F&amp;P via email so they can keep an eye on how things are progressing.</li> <li>CG met with the acting SBM Marie Simon (MS) to discuss taking responsibility for the <b>Orleans Primary School Fund (OPSF)</b>.</li> </ul> <p><b>Q: Why is there an overspend in agency staff and an underspend in staffing?</b> A: We need to pay agency staff due to <b>support staff illness</b>. We have insurance for teacher illness (which kicks in from day two) but not for support staff illness. Within support staff we have</p>	

	<p>some <b>long-term illness</b>. We did a bit of crunching on SEN numbers and found that £40k of the £100k support staff overspend is SEN funding.</p> <p><b>Q: Can you tell us about the planned SEND spending grid?</b> A: Governors have to monitor <b>SEND expenditure</b> but this is difficult to do at the moment. We will create a simple grid for SEND which covers <b>expenditure</b> versus <b>staffing costs</b> and compares this to the number of <b>EHCP children</b> on the register.</p> <p><b>Q: How long are staff on long-term sick-leave paid for?</b> A: Staff receive full pay for six 6 months, then half pay for 6 months then zero pay. It varies by borough.</p> <p><b>Q: Can we investigate insurance for support staff?</b> A: We could explore this in F&amp;P.</p> <p><b>ACTION: F&amp;P to explore insurance for support staff.</b></p> <p>PM told governors that the government announced a <b>7% increase in SEN funding</b> in the next academic year. This refers to 'top-up funding' or notional SEN. PD advised governors that our numbers are small as we only have 7 EHCP children at Orleans Primary; some schools might have 50 pupils with EHCPs. With that sort of funding a school could develop a substantial resource provision.</p> <p>KT told governors that she had received an invitation from the borough inviting her to attend a forum at York House where governors would be given voting rights on how the education budget is distributed within the borough.</p> <p><b>ACTION: KT to forward email from Richmond Borough.</b></p>	<p>F&amp;P</p> <p>KT</p>
<b>STRATEGIC ITEMS</b>		
6.	<p><b>Headteacher's report (including safeguarding):</b></p> <ul style="list-style-type: none"> <li>• <i>The report had been shared in advance and was taken as read. The HT shared some of the highlights.</i></li> <li>• There had been lots of <b>class trips</b> and <b>visits</b>.</li> <li>• This term saw lots of <b>sporting activity</b> and the school have done really well in most of those events.</li> <li>• There are lots of <b>Christmas activities</b> happening between now and next Friday: 6 Christmas shows, a pantomime, a Christmas lunch, a Christmas jumper day, some OPTTA events and parent partnership events.</li> <li>• <b>Professional development</b> had moved to <b>twilight training</b> rather than a <b>full day of inset training</b>. This had given <b>support staff</b> the opportunity to attend staff training and they enjoyed being <b>part of the team and found it beneficial for their professional development</b>.</li> <li>• <b>Handwriting</b> had taken place this evening, and there is a menu of training planned for across the year.</li> </ul> <p><b>Q: What insights did staff take away from those?</b> A: The training was very professional. Regarding the <b>communications training, for example</b>, the message was how to support great PR and effective communication with all stakeholders. For wellbeing, the key takeaways were around</p>	

	<p>every staff member taking responsibility for their own wellbeing and the school's role being one of support.</p> <ul style="list-style-type: none"> <li>We now have 418 <b>pupils on roll</b>, aiming for 420. This compares well with rest of the borough but we won't know until April about the reception intake for 2025.</li> </ul> <p><b>Q: Are applications stable?</b> A: Applications haven't closed yet but we have to bear in mind there is still a falling birth rate.</p> <p><b>Q: How did the school open days go? What was the reception?</b> A: We had 4 open days and they all went well. The year 6s were great and we had lots of <b>positive feedback</b> about them.</p> <p>Governors discussed the open days which they had attended and suggested that more information be given to parents on school specific things such as <b>wrap-around care, trips, sports and clubs</b>. PD said that some general questions were useful for the group but questions specific to each child should be asked separately.</p> <p><b>ACTION: Review how many parents chose Orleans as first choice. (PC&amp;C to discuss).</b></p> <ul style="list-style-type: none"> <li>Regarding <b>attendance</b> we have some sickness which is normal for this time of year. We are tracking well in terms of national data.</li> <li>There will be further <b>Safeguarding Training</b> from Emma Clark who led the training in September. She will come back in the spring/summer to cover specific areas of safeguarding relevant to Orleans' local context.</li> <li>Governors said the previous safeguarding training was to a very high standard.</li> <li>There is a list of what work needs to be done on the <b>Premises</b> which is covered in F&amp;P.</li> <li>There has been one <b>subject access request (SAR)</b> which is a type of information rights request.</li> </ul> <p><b>Q: Are we on track to respond in the timeline?</b> A: Yes, it is with David Coy – our Data Protection Officer – who is supporting with this request.</p> <ul style="list-style-type: none"> <li>KST, the writing lead, has been doing a lot of work with <b>Orleans Park</b> with the aim of <b>bridging the gap</b> between primary and secondary school.</li> <li>The <b>Vision and Values Parent Forum</b> took place after half term and was well attended.</li> </ul> <p><b>Q: Have we sent the follow-up communication to parents?</b> A: We need to collate everything but it has been a busy half term. <b>ACTION: Finalise Parent Forum feedback for the start of next term. Governors can help give input.</b></p>	<p>Commend</p> <p>Advise</p> <p>PC&amp;C</p> <p>PD/Governors</p>
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	<ul style="list-style-type: none"> <li>The <b>International Day</b> will take place in the summer term.</li> </ul>	
7.	<p><b>Strategic:</b></p> <ul style="list-style-type: none"> <li>The SDP and SEF are live documents which are RAG rated at the end of each term.</li> </ul> <p><b>ACTION: Governors to look at SDP RAG-rated progress.</b></p> <ul style="list-style-type: none"> <li>Governors asked for a link to the SDP on Governor Hub.</li> </ul> <p><b>ACTION: Clerk to put information about logging on to the live SDP on Governor Hub/ New Governor Induction Booklet.</b></p>	<p>Governors</p> <p>Clerk</p>
8.	<p><b>Strategy and Self-evaluation:</b></p> <ul style="list-style-type: none"> <li>Verbal update from the governance panel chair</li> </ul> <p><b>ACTION: Move this to spring</b></p>	Clerk
9.	<p><b>Safeguarding Update:</b></p> <ul style="list-style-type: none"> <li>The <b>Safeguarding</b> visit of 22 November had been shared in advance and was taken as read.</li> <li>CG told governors she went through the key actions of safeguarding action plan.</li> <li>RO will take over as safeguarding link governor in February when CG's term ends.</li> <li>CG did a <b>single central records check</b> with the SBM, Marie Simon (MS). It was a time-consuming process.</li> <li><b>ACTION: Investigate the possibility of having Single Central Records on Arbor</b></li> </ul>	PS/MS
10.	<p><b>Policies:</b> <i>Statutory policies are saved on GH with date reminders.</i></p> <p><b>Teachers Pay Policy:</b></p> <ul style="list-style-type: none"> <li>PD has removed references to performance related pay and will circulate final pay policy to governors.</li> </ul> <p><b>ACTION: Governors to approve final Teachers Pay Policy via email.</b></p>	<p>5 mins</p> <p>PD/All</p>
11.	<p><b>Governor training, visits and development:</b></p> <ul style="list-style-type: none"> <li>KT suggested that governors upload visit reports to a shared area in Governor Hub.</li> <li><b>ACTION: Clerk to create area in GH.</b></li> </ul> <p><b>SEND Visit Report:</b> Governors praised AJ for all the work she has done to establish a rapport with parents. The <b>provision app</b> is working well. Every child with an EHCP is getting the full provision to which they are entitled. However, the school are spending lots on <b>agency staff</b> to achieve this.</p> <p>Governors were concerned about the unsatisfactory <b>learning space for year 4 and 5</b>. In other classes there is space for 'down time' where teacher can see the child, but not in this area. <b>ACTION: Find a place for year 4 and 5 children.</b></p> <p><b>Q: How are parents finding the change of staff?</b></p>	<p>Clerk</p> <p>Commend</p> <p>Challenge</p>

	<p>A: We have had the initial meetings with parents and we now have open communication with parents. AJ also has a specific SEND email address.</p> <p><b>Behaviour Visit:</b> The <b>CPOMS</b> system seems to be working well. The new <b>behaviour policy</b> (with a more restorative approach) is becoming more established. Pupils and parents are buying in to it but there are some minor teething issues. Everyone at the school improvement forum agreed that this <b>evidence-based approach</b> is much better for children.</p> <ul style="list-style-type: none"> <li>• KT undertook <b>Equality Diversity Inclusion (EDI)</b> training and will share the slides on Governor Hub. Checklist for what governors are doing to be covered in PC&amp;C. <b>ACTION: Clerk to add EDI to PC&amp;C agenda.</b></li> <li>• Governors were reminded to add training slides to Governor Hub.</li> <li>• JS undertook some training on pupil premium spending</li> <li>• AW and RL did a <b>School Finance</b> course and found the content useful.</li> <li>• KT undertook <b>Leading in Governance</b> training. The advice was for chairs not to spread themselves too thin. KT will step down as chair of PC&amp;C to focus on being Chair of Governors.</li> </ul>	
12.	<p><b>Termly business: clerk's briefing</b></p> <ul style="list-style-type: none"> <li>• The clerk reminded governors to give feedback after any CPD training (only 31% of attendees currently do so).</li> </ul>	
13.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• <b>Pupil Premium Statement</b> to be circulated by email.</li> <li>• Clerk to look at the new deadlines for the <b>Sports Premium Statement</b> and update the agenda planning document.</li> </ul>	<p>PD</p> <p>Clerk</p>
14.	<p><b>Date of next meeting:</b></p> <ul style="list-style-type: none"> <li>• Wednesday 19 March 2025</li> </ul>	

The meeting finished at 8pm.

Table of actions:

Item	Action	By Whom	By When	Status
4.	Chair to sign minutes on GH	RO	Spring 2025	Done
4.	Discuss SEND policy/Stage 1&2 changes	RO/RL/PD	Spring 2025	Done
5.	Explore insurance for support staff.	F&P	Spring 2025	Done
5.	Forward email from the Borough.	KT	Spring 2025	Done
6.	Review how many parents chose Orleans as first choice.	PC&C	Spring 2025	Done
6.	Finalise Parent Forum feedback	PD/All	Spring 2025	Done
7.	Look at SDP RAG-rated progress.	All	Spring 2025	Done

7.	Clerk to add details on how to access the SDP to New Governor induction document and Governor Hub	Clerk	Spring 2025	Done
8.	Move update from the Governance panel	Clerk	Spring 2025	Done
9.	Investigate Single Central Records on Arbor	MS/PD	Spring 2025	
10.	Final version of Teachers Pay Policy to be circulated by email for approval.	PD/Governors	Spring 2025	Done
11.	Visit Reports to be added to Governor Hub	Clerk to create folder	Spring 2025	Done
11.	Look at Year 4 and 5 children's learning space	PD	Spring 2025	Done
12.	Add EDI to PC&C agenda.	Clerk	Spring 2025	Done
13.	<b>Pupil Premium Statement</b> to be circulated by email.	PD	Spring 2025	Done
13.	Clerk to look at the new deadlines for the <b>Sports Premium Statement (31.7.25)</b> and update the agenda planning document.	Clerk	Spring 2025	Done