



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 19th March 2025 at 6.30pm in the school**

Constitution, Membership and Attendance

LA - 1	PARENTS - 2	CO-OPTED - 8	STAFF – 1 + Headteacher
Vacancy	Julia Shute - JS	Kay Thomas – KT (Chair)	Phoebe Du Parcq - PD (Headteacher)
	Vacancy	Rosalind Orchard - RO	Loretta Lau - LL
		Dinaz Zaq - DZ	
		Philip Moshi - PM	
		Zenab Barry - ZB	
		Rob Long - RL	
		Siobhan Moynihan - SM	
		Vacancy	

Also attending: Ian Patterson (IP), Marta Grane (MG), Helen Tonge (HT) (Associate Member), Caroline Green (CG) (Associate Member) Matt Brown (MB) and Jodie Chippindale (JC), Julie Duffy (Clerk),

Papers issued for review:	<ul style="list-style-type: none"> • Draft FGB Minutes 11 December 2024 • Draft Minutes Q&S 21st January 2025 • Draft Minutes for F&P 5th December 2024 • Draft Minutes for PC&C 20th November 2024 • Spring EYFS Visit reports x2 • Spring Leadership & Management report • SFVS report • HT Report
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Item no.	Discussion	ACTION
OPENING ITEMS		
1.	Apologies: Apologies accepted from Zenab Berry and Dinaz Zaq.	
2.	Declaration of interest: None	
3.	Membership and constitution (Statutory): <ul style="list-style-type: none"> • KT was voted chair and RO vice chair via email following CG's term ending on 6th February. • Governors thanked CG for her time as governor. She will continue as Associate Member until the end of term. 	Agreed

	<ul style="list-style-type: none"> • There were three governor vacancies. • Marta Grané is the new parent governor. Her term of office runs from 14.3.25 to 13.3.29. • Ian Patterson was nominated as co-opted governor. This was agreed. His term will run from 19.3.25 to 18.3.29. 	Agreed
3.	<p>Orleans Primary Parent Teacher Association (OPPTA):</p> <p>Matt Brown (MB) and Jodie Chippindale (JC) (co-chairs of OPPTA) spoke to governors about the Parent Teacher Association (PTA) who usually run 15-20 events per year. They recently raised £16,000 for Chromebooks for the school. This year the main event is 'Pedal to Paris' in June and they hope to raise a five-figure sum. They are also supporting Miss Medland who is running the London Marathon.</p> <p>MB told governors that OPTTA will continue to help with funding and fun stuff, but also he said that they have a good parent network so that if the school needed anything done – such as rooms painted or gardens weeded - then he has a lot of parent volunteers who will come in and do that. He suggested the last Friday of every month for parent volunteers.</p> <p>Governors thanked OPTTA and agreed that this is an amazing offer and one that the finance and premises (F&P) committee will consider as there is a lot of work to be done around the school. Governors noted that there are funding holes where OPTTA could fundraise for very specific items such as servers or boilers. ACTION: F&P to discuss OPTTA fundraising and volunteers.</p> <p>Governors thanked OPTTA for their contribution to the school and acknowledged how much work it takes to run these events. Items such as the colourful benches make a visible difference to the mental health of the children, as well as helping maintain the school site in the current financial climate.</p> <p>Governors mooted the best way for the school fund and OPTTA to work together without compromising the work that OPTTA do and agreed that communication would play a big part in this. OPTTA usually raise money by running specific events whereas the school fund asks for money for more general funding. It was suggested that more specific items were promoted as a target for the school fund. For example, some charities advertise that £5 will get you a mosquito net, etc. PD told OPTTA that a new server costs around £18,000 and the new boilers would cost hundreds of thousands of pounds. ACTION: F&P to discuss how OPTTA can best compliment the school fund.</p> <p>Governors discussed how to share the school's pecuniary position with parents and it was felt that transparency was important. They thought parents may want to petition their local MP or counsellor. Previously Orleans had joined with other schools to send out a letter (Fair funding for schools).</p>	<p>F&P</p> <p>F&P</p>

	<p>ACTION: Send a letter to parents (updating the last letter) about the school's dire financial situation. ACTION: Update the Just Giving page for the school fund.</p> <p>It was agreed that governors would keep the channels of communication open with OPTTA via regular meetings. Governors will also attend more fund-raising events to help raise the visibility of governors within the school.</p> <p>Q Does fundraising have to be done through Just Giving? A: They process gift aid and have minimal charges. There was an initial exploration when setting this up and Just Giving was the best method at the time.</p> <p>ACTION: Investigate what other schools use for fund-raising.</p>	<p>PD RO</p> <p>F&P</p>
<p>4.</p>	<p>Minutes of previous meeting and matters arising:</p> <ul style="list-style-type: none"> • The minutes of 11th December 2024 were approved as an accurate record and would be signed by the chair on governor hub. • The actions from the previous meeting had all been completed. 	<p>Approve KT</p>
<p>5.</p>	<p>Committees: The minutes were taken as read.</p> <p>RO summarised for F&P: F&P had focussed on reviewing the budget. The school will end the year at a deficit (which has increased since last time). The next financial year's budget has been stress tested by moving all the numbers down (to reflect that nursery pupils will go down). The school won't hit the original plan of getting out of the deficit recovery plan by June 2026. It will now move to 2027. The staffing structure needs to be reconsidered.</p> <p>Governors noted that the funding increase on a per-pupil basis is less than 1% (0.73 %) which is incredibly low and doesn't cover inflationary rises. There is also a proposed 3.5% raise for teachers' salaries and the funding doesn't cover this amount. Utilities have also gone up by 10-20% so there is a funding gap.</p> <p>PD will submit the final budget and a new deficit recovery plan at the beginning of May which is one whole calendar month before the teacher's notice deadline. Unfortunately, the school are bound by these dates because of the deficit recovery plan.</p> <p>Q: How are other schools managing their finances? A: They are undertaking lots of restructuring. Falling rolls have had an impact and some schools have had to reduce from a two-form entry to a one-form entry. Lots of schools are in financial difficulty and we are not the worst in the borough – very few schools have any money to carry-forward.</p> <p>RO Summarised for PC&C: The wellbeing policy had been rolled out to staff. Governors discussed staff wellbeing and staff development. PC&C also</p>	

<p>looked at the staff wellbeing surveys which were positive on the whole with lots of staff saying they were proud of their work.</p> <p>Governors looked at the pupils' wellbeing survey and talked about how to boost the school's support for children.</p> <p>The new Home School Communication policy was discussed and it would be sent to parents with a 'one-pager' summary to ensure that it is read. This would be sent with the Code of Conduct policy each year.</p> <p>JS summarised for Q&S: Q&S looked at the results across the cohorts. There were some outliers in year 2 and year 6 but the issues have been resolved. Governors noted that there had been massive progress in the writing and it was agreed that writing GDS is still the area we need to focus on. At the moment 85% of children are meeting expectations in maths. There is an ongoing issue in maths as the results generally fall from year 5 to year 6. Last year this was all due to special educational needs and disabilities (SEND) issues but this year there are not so many education, health and care plans (EHCPs), however there are some SEND children.</p> <p>Governors noted that reception has high SEND needs this year. RL noted this on his EYFS visit. PD told governors that this is across the board - the type and level of need is significantly different from what it was five years ago. This is, in part, due to the fact that the SEND system is broken and there are no special school places available as they are all at capacity. Simply put the funding is not there for SEND.</p> <p>PD reminded governors that Orleans Primary tries to foster a love of learning in children, not SAT drilling. Governors discussed this and suggested that this positive attitude towards learning (rather than results) is shared in the school open days and Orleans' focus on the broader aspect of school life should be celebrated. Governors praised PD for the wonderful HT report which listed lots of fantastic activities for the children which all support a broad and balanced curriculum.</p> <p>Governors suggested that the results letter that normally gets sent out to parents should be done pre-emptively to highlight the great stuff Orleans are doing around the curriculum. Governors agreed that this school is a great place to be for children to come out happy and unstressed.</p> <p>Q&S had a focus on Pupil Premium Grants (PPG) and governors want to ensure those children who are PPG (and not SEND) are not falling through the gaps. Governors will look at some anonymised PPG case studies which would give them an insight in to what some of the children are experiencing.</p> <p>Healthy schools was covered and Orleans will aim for silver. PD told governors that the school is also on track to get Gold for TFL's Travel for Life Programme.</p>	<p>Commend</p>
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	<p>Governors discussed standardising the Parents Information Evening to ensure everyone comes out with the same information. The meetings are 10 minutes long so need to be efficient and consistent through the school.</p>	
STRATEGIC ITEMS		
6.	<p>Headteacher's report (including safeguarding):</p> <ul style="list-style-type: none"> • <i>The report had been shared in advance and was taken as read. The HT shared some of the highlights.</i> • There had been lots of class trips and visits. • This term saw lots of sporting activity and the school have done really well in most of those events. • Governors noted that all of this activity supports the broad and balanced curriculum at Orleans Primary. • The school is full apart from one empty chair in reception • There is one afternoon place in the nursery because a child moved overseas. • Attendance is still healthy and compares favourably for all groups both locally and nationally. This is a strength and should be celebrated. Children love coming to this school! • There is one Child Protection plan and one Child in Need plan. • Statutory training on Safer Recruitment training will take place in preparation for this summer. • There are 40 SEN pupils, (33 SEN support and seven pupils with EHCP). <p>Q: Are you applying for more EHCPs? A: Yes. We have 3 in process: one is likely to be finalised in the summer term; another will be finalised after the pupil has left year 6; and a third application has just been started. We may apply for another two applications in the near future.</p> <p>Q: Does the EHCP follow the pupil into secondary school? A: There is an annual review and each year they see if the EHCP is still appropriate or needed. I have only ever known one student who no longer needed it. Currently students have it until the age of 25 (whilst they are in education).</p> <ul style="list-style-type: none"> • There was one suspension. • Currently there is 5% PPG which is £33,000. This number is incredibly low. However, where we do have deprivation it is significant. • Work has been done on the premises to repair the water damage in reception. • The boilers are being maintained by being patched up when needed in order to keep children and staff warm. • Work around prioritising estate management is ongoing in light of the school's dire finances. • We are looking at the staffing structure and staffing model to ensure it is workable and sustainable. <p>Q: What is worrying you most about Orleans Primary?</p>	<p>Challenge</p> <p>Challenge</p>

	<p>A: Lack of finances and the recent culture of complaint. Complaints can take up 100% of my time and take me out of what I should be doing. Some complaints come with a level of threat and abuse that is significant. This is only a minority, but it is not acceptable.</p> <p>Q: What do the complaints centre on? A: It can be anything. Often it is around a perception that a child is not getting the level of support they need in class. Or it can be a perception that another class is getting a better deal, or it can be around how the classroom is organised. There are lots of complaints that are written at 11.30pm and sent directly to me. The problem is that parents don't follow the correct process which is to raise any issues with the class teacher in the first instance.</p> <p>Q: Do parents know which assistant HT to go to? A: This information has been shared in the newsletters and it will be on the one pager.</p> <p>Q: Can you redirect an email back to the class teacher? A: The class teacher should be the first port of call but there are a minority of people who repeatedly don't follow this process.</p> <p>Q: Is there a parent Code of Conduct? A: Yes, and it was reshared. We will send it out with the communication policy for everybody.</p> <p>Q: Do we need to be firmer with parents? A: Yes. There is no other line of work where that level of abuse is accepted.</p> <p>Q: Do parents have the teachers' individual emails? A: They used to but we have put a stop to this. Now all emails get sent to the school office and I am copied in to any email correspondence to teachers. I see every email and 20% of the time I have to step in to deal with an issue to protect staff.</p> <p>Q: Could the assistant HTs do this instead? A: Yes, but they need to be out of class more and we have to be mindful of their time.</p>	<p>Challenge</p> <p>Challenge</p> <p>Challenge</p> <p>Challenge</p>
7.	<p>Strategic:</p> <ul style="list-style-type: none"> Governors discussed the SDP and SEF. Both are live documents which are RAG rated at the end of each term. The link had been shared with governors and the document contains areas where governors can contribute. 	
8.	<p>Strategy and Self-evaluation:</p> <ul style="list-style-type: none"> The Governing Board Effectiveness tab on Governor Hub will be used to carry out the board's self-evaluation. There is currently one vacancy for the LA governor. Ideally this will be filled by a non-parent. <p>ACTION: Contact Orleans Park as they recently had a lot of applications for a parent governor role.</p>	

9.	<p>Safeguarding Update:</p> <ul style="list-style-type: none"> • RO had undertaken a recent Safeguarding visit and went through the safeguarding checklist. • Some concerns had been raised about JAG staff changes and absences and ensuring all their staff are effectively trained around school and local safeguarding policies and processes. RO had reviewed the recent and ongoing actions that had been taken by the school and JAG to address this. 	
11.	<p>Governor training, visits and development:</p> <ul style="list-style-type: none"> • The Spring Leadership & Management visit report had been shared in advance. KT told governors that it was a very positive visit and both assistant HTs were happy in their new roles. • Both EYFS spring visit reports had been shared in advance. Last year Sarah Connelly fantastic job of creating EYFS curriculum but there was a gap for nursery. Lots of children in the reception cohort were tracking below expectations in phonics. RL noted that there is a high level of SEND within reception. 	
13.	<p>AOB:</p> <ul style="list-style-type: none"> • The SFVS had been completed and signed by the chair. 	
14.	<p>Date of next meeting:</p> <ul style="list-style-type: none"> • Wednesday 9 July 2025 	

The meeting finished at 8pm.

Table of actions:

No	Item	Action	By Whom	By	Status
1.	4.	Discuss OPTTA fundraising / volunteers.	F&P	Summer	
2.	4.	How can OPTTA /school fund work together.	F&P	Summer	
3.	4.	Send a letter to parents about finances.	PD	Summer	
4.	4.	Update the Just Giving page.	RO	Summer	
5.	4.	Investigate fund-raising websites.	F&P	Summer	
6.	6.	Chair to sign minutes on GH	KT	End of	
7.	8.	Contact Orleans Park for governors.	RO	Summer	