



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

**Agenda for Full Governing Board meeting to be held on  
 Wednesday 15 October 2025 at 6.30pm in the school**

Constitution, Membership and Attendance

LA - 1	PARENTS - 2	CO-OPTED - 8	STAFF – 1 + Headteacher
Mike Dormer (Chair)	Julia Shute - JS	Rosalind Orchard - RO (Vice Chair)	Victoria Coward - VC (Head of School)
	Marta Grane - MG	Rob Long - RL	Loretta Lau - LL
		Dinaz Zaq - DZ	
		Philip Moshi - PM	
		Siobhan Moynihan - SM	
		Balsheel Beeharry - BB	
		Charlotte Howe - CH	
		Vacancy	

**Apologies:** Siobhan Moynihan

**Also attending:** Daniel Bishop (DB) Executive Headteacher (EHT), Helen Tongue (HT) (Associate Member), Julie Duffy (Clerk)

Papers issued for review:	<ul style="list-style-type: none"> <li>• Draft FGB minutes 9 July 2025</li> <li>• FGB Headteachers Report Autumn 2025</li> <li>• Draft terms of reference documents</li> <li>• JWG documents</li> <li>• Child Protection and Safeguarding Policy</li> <li>• Online Safety Policy</li> <li>• SEN Policy</li> <li>• SEN Information Report</li> <li>• OBS Behaviour Implementation</li> <li>• Orleans IT Acceptable Use Agreement</li> <li>• SDP 2025-2027 Orleans Primary</li> <li>• Instrument of Government</li> <li>• Final Orleans Agenda Planning Document</li> <li>• Governance Panel Summary from last year</li> <li>• Governor Contact Details</li> <li>• Meeting attendance from last year</li> <li>• Term Dates 2026 - 2027</li> </ul>
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Item no.	Discussion	Action by
<b>OPENING ITEMS</b>		
1.	<b>Apologies:</b> Siobhan Moynihan	
2.	<b>Declaration of interest:</b> None	
3.	<p><b>Membership and constitution (Statutory):</b></p> <ul style="list-style-type: none"> <li>• Governors approved the appointment of DB as <b>Associate Member</b> in FP&amp;P for a term of 4 years.</li> <li>• There is one <b>vacancy</b> on the board but governors felt it may be best to hold off recruiting for now until a decision is made about federation.</li> <li>• Although their terms are due to end in Spring 2026, PM and JS said they would continue as governors during the forthcoming <b>period of transition</b> for the school.</li> <li>• Governors approved the <b>Instrument of Government</b> which had not changed (as advised by AfC, DB joins the board as Associate Member).</li> <li>• Governors noted that the chairs of committees have a <b>casting vote</b> if there is a tie in any vote.</li> <li>• Governors have read and agree to the <b>Privacy Notice</b>.</li> <li>• Governors have completed or confirmed they will shortly complete their annual Confirmations on Governor Hub (GH) which includes <b>Declarations of Interest, KCSIE, DBS update</b> and <b>Governors Code of Conduct</b>.</li> <li>• Governors discussed the <b>Acceptable Use Policy</b> and were concerned that it did not contain the same level of rigour around passwords and security for governors as for the school staff.</li> <li>• <b>ACTION: David Coy to review Acceptable Use Policy</b></li> </ul>	MD/DC
4.	<p><b>Minutes of previous meeting and matters arising:</b></p> <ul style="list-style-type: none"> <li>• The minutes of 9 July 2025 were approved subject to some minor alterations to be emailed to the clerk (done).</li> <li>• <b>ACTION: Minutes to be signed by the chair on GH. (Done)</b></li> </ul>	
5.	<p><b>Committees:</b></p> <p>Governors discussed the election of the following panels:</p> <ul style="list-style-type: none"> <li>• <b>Governance Panel:</b> will comprise of RO, RL and MG.</li> <li>• <b>Pay Panel:</b> would be comprised of FP&amp;P members.</li> <li>• <b>Pay Appeal Panel:</b> would be agreed if needed.</li> <li>• <b>HT Appraisal Committee:</b> Normally two or three governors but this year, in the interim period, VC's appraisal will be done by DB and Emma (the SIP).</li> <li>• <b>EHT Appraisal Committee:</b> DB's appraisal would be done by the chairs of both schools' FGB (plus the SIP).</li> <li>• <b>ACTION: Clerk to seek advice from AfC regarding the Terms of Reference for the EHT Appraisal Committee (Done)</b></li> </ul>	

	<p>The draft <b>Terms of Reference</b> for all committees had been added to Governor Hub. QE had been approved in the committee meeting but BAPD and FP&amp;P would be revised by the new clerk using Chase Bridge’s Terms of Reference as a guide.</p> <p><b>ACTION: Terms of Reference for BAPD and FP&amp;P to be reviewed/revised.</b></p> <p><b>Q: Is the Pay Appeal panel separate to the pay panel?</b></p> <p>A: Yes, it is separate from the pay panel. It is a good idea to have the vice chair and chair on one the other. We don’t have to have all the governors on these panels named in advance but if we get an appeal we will convene a group of governors that aren’t on the pay panel.</p> <p><b>QE Committee Report from JS:</b></p> <ul style="list-style-type: none"> <li>• The QE meeting was attended by Kate Sanderson-Turner, Assistant HT and a Year 6 teacher, who discussed the <b>SAT results</b> with governors.</li> <li>• Similar to last year, results were lower on combined but higher on greater depth and above national average.</li> <li>• Governors had been tracking this cohort and noted that they started with only 30% meeting expectations in writing in Year 3 so <b>to have got to 81% was impressive.</b></li> <li>• This year QE would have a writing and maths focus.</li> <li>• Phonics are low this year and governors would keep an eye on this cohort.</li> <li>• <b>SEND</b> is an ongoing issue and would be a focus for QE.</li> <li>• The committee report would be finalised by the clerk and shared with governors. (Done)</li> </ul> <p>MD reminded governors that it is important that the committee meetings continue to function as normal during this time of transition to keep a level of oversight on the school.</p>	<p>JF</p> <p>Commend</p>
<b>STRATEGIC ITEMS</b>		
6.	<p><b>Head of School report (including safeguarding):</b></p> <p>The report had been shared in advance and was taken as read. The format was different and designed to be high level progress updates rather than drill downs of data. DB asked governors for any questions and invited governors to send <b>questions in advance</b> next time.</p> <p>DB told governors that the school leadership team had only been in place for a short period when putting the report together and significant progress has been made across many areas. He highlighted SEND as an example. <b>Emma Walsh (EW) the new SENCo</b> was making progress in getting through the backlog of SEND despite having less time for handover than planned. He informed governors that many of the current EHCPs awaiting approval were all at parent request, rather than school request and this would be something to review. DB reassured governors that the <b>SEN provision</b> had been met</p>	

	<p>(which involved some staffing adjustments) and he mentioned that a new Schools <b>white paper</b> was being published soon that would be expected to cover SEND reform more broadly. <b>Edukey</b> was being introduced to update parents with their child's <b>learning support plans</b> so they are aware of the level of support children are receiving including OT sessions and interventions, etc.</p> <p><b>Q: Are parents conversant with Edukey?</b>  A: Not quite yet. We have the plans on Edukey and are testing sending them to parents. Parents will be able to communicate back either to the class teacher or Emma Walsh. This should be in place by the end of week 8. People will feel reassured once they realise the level of support that is taking place. Interventions are reviewed regularly and parents can see this too. The reviews will inform what is chosen for the next term.</p> <p><b>Q: Was there any negative impact on the children with regards to safeguarding if the handover of cases wasn't quite what you wanted?</b>  A: No, because everything was on CPOMS. It was just that it took longer to get up to speed.</p> <p><b>Q: Regarding staff absence, do you feel you are empowered to turn the situation around?</b>  A: Staff absence does not affect the children directly. Everyone works as a team and the children do know all the members of staff. We were initially having problems without a SMSA. However, the solution of getting staff outside is working well in terms of addressing behavioural issues and we have agency staff to support. Regarding HR, we are trying to change the culture of understanding regarding returning to work after an absence and we are being proactive about return to work meetings and setting targets, but some people are not here because of ill health.</p> <p><b>Q: Are you comfortable with how the two Assistant Headteachers are covered when they are out of the classroom?</b>  A: Yes, both are very experienced staff members and have been here for some time. They are both subject leaders and they create good handovers for cover staff. We are very pleased with them.</p> <p>Governors <b>commended</b> VC for her work in reducing <b>lateness</b> to school and for the clear and helpful communication to parents.</p> <p>The year six leavers survey for exiting parents and children had not been done.</p>	<p>Challenge</p> <p>Challenge</p> <p>Commend</p>
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	<p><b>Q: We had a successful Parents' Forum last year which was a good opportunity to instigate trust. When can we have the next forum?</b></p> <p>A: We are currently meeting a lot of families on the gates each day and there are lots of opportunities this term for us to meet parents. We would like to get to know the school better before setting a date for a formal Parents' Forum. We should be careful how we manage the forum to ensure it provides an opportunity for different groups of parents to attend and that it is constructive.</p>	
7.	<p><b>Federation Review &amp; Discussion:</b></p> <p>Documents from both joint working group (JWG) meetings had been shared in advance. MD told governors that the JWG met on 18<sup>th</sup> September for their first meeting. The Summer Research Summary had been prepared by JWG members as a follow on to questions raised at the previous FGB about the comparative benefits of different forms of school models and was shared with governors ahead of the meeting. The slides by David Groves (an independent consultant specialising in school organisation and education projects) presented at the first JWG meeting had also been shared with governors ahead of the meeting.</p> <p>The terms of reference (ToR), memorandum of understanding (MoU) and data sharing agreement were discussed at the second JWG meeting on 8<sup>th</sup> October and now need to be approved by each school's FGB.</p> <p>DB gave a summary of the JWG meetings so far and what had been covered. He advised governors that we need to bear in mind realistically that by autumn 2026 we need to ensure we have stability in the school. The JWG is working for the FGB to research the federation and present options but it is for each school's FGB to make the final decision.</p> <p><b>Q: The FGB will be asked to make a decision but what are the other options? What is our fallback plan? Can we have examples where federation did not work?</b></p> <p>A: These are all valid questions. As part of the JWG we have done lots of research and have created a checklist of questions like this. The FGB have to work out if the opportunity cost of not moving forward is greater than the risks and uncertainties.</p> <p>The governors had a long discussion about federation and debated whether this is a model of leadership that supports school improvement. The JWG will collate the information needed to support governors to make a decision about federation and governors were invited to challenge the JWG and to put questions</p>	<p>Challenge</p> <p>Approve</p>

	<p>forward and collect their own evidence of how the current model is working through governor visits and meetings.</p> <p>Governors thanked the JWG for all their hard work and research.</p> <p><b>Q: Can we include within the JWG ToR the consideration of other options outside of Federation?</b></p> <p>It would not be appropriate to include this in the JWG Terms of Reference as it sets out the work that will be completed together between Chase Bridge and Orleans to explore the option of Federation. However, the consideration of any relevant wider options is included in the checklist to support each FGB's decision making and will remain important to develop further. Governors approved the JWG ToR, MoU and Data Sharing Agreements.</p>	
8.	<p><b>Strategic:</b></p> <ul style="list-style-type: none"> <li>DB told governors that the SEF would be ready for the next FGB. Last year's document was a short one-pager but this year's SEF would be more evidence based.</li> <li>The SDP had been shared with governors. It is a Rag Rated document which will be updated throughout each term for each committee's report.</li> </ul> <p><b>Q: will the SDP / SEF etc. be aligned to the new OFSTED framework?</b> A: Yes, at the appropriate point at a later date.</p>	Approve
9.	<p><b>Safeguarding Update:</b> <b>N/A (covered in Head Teachers report)</b></p>	
10.	<p><b>Policies:</b> <i>The following policies were approved:</i></p> <ul style="list-style-type: none"> <li>Child Protection Policy</li> <li>Behaviour policy &amp; Statement</li> <li>Staff discipline Policy &amp; Staff Grievance</li> <li>Online Safety (subject to mobile phone update)</li> </ul> <p>Governors asked for more time to give feedback on the following:</p> <ul style="list-style-type: none"> <li>SEND Policy</li> <li>SEN Information Report</li> </ul> <p><b>ACTION: SEN Policy and Information Report to be reviewed with PM/at next FGB.</b></p> <p>DB said that his preferred way of working was that policies be reviewed in advance at committee level then ratified at the FGB.</p>	Approve  PM/JF

	<p><b>ACTION: DB to check and update the version of the Behaviour Policy on the school website (done).</b></p> <p><b>ACTION: Behaviour policy to be reviewed at BAPD – understand key changes and plans to embed.</b></p> <p><b>ACTION: DB to update Online Safety Policy as the information about bringing phones to school differed on each (done).</b></p>	
11.	<p><b>Governor training, visits and development:</b></p> <p>DB reminded governors of the importance of the committees for driving improvement in individual areas in the school and he emphasised the importance of <b>governor visits</b> for triangulation.</p>	
12.	<p><b>Strategy and Self-evaluation:</b></p> <ul style="list-style-type: none"> <li>• MD told governors that one of the main objectives for the FGB for the year was to find a sustainable future for the school.</li> <li>• <b>ACTION: Governance panel to meet to agree governor strategic objectives</b></li> </ul>	
13.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• Governor Contact details had been updated.</li> <li>• Orleans Term dates 2026-2027 had been shared.</li> </ul> <p>The meeting finished at 8.20pm</p>	
14.	<p><b>Date of next meeting:</b></p> <p>Wednesday 10th December 2025.</p>	

**ACTIONS ARISING:**

No.	Item	Action	By whom	When	Status
1.	3.	David Coy to review Acceptable Use Policy	DC		
2.	5.	ToR for BAPD and FP&P to be reviewed/revised.	JF		
3.	10	SEN Policy and Information Report to be reviewed with PM at next FGB.	PM/JF		