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MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON
WEDNESDAY 7th OCTOBER 2020 AT 5.00PM

PRESENT:

Mrs F Gelu – Local Parent Governor
Mrs N Ismail – Local Parent Governor
Miss P Keshav – Local Governor
Mr K Mahmood – Local Governor
Ms N Hussein – Local Governor
Mrs S Orton – Local Governor
Mrs M Orton – Head Teacher
Mr S Thornton – Local Governor
Mrs R Conway – Staff Local Governor

In Attendance:

Miss C Bath – School Business Manager

Blue indicates comments, questions or challenge

1. Governing Body Business

a. Election of Chair of the Local Governing Body

Mr Mahmood informed the governing board that he had decided to step down from the governing board to become a Member of the Trust. He asked the governing board for nominations. The governing body discussed the importance of community knowledge and connections. Following a discussion, including the possibility of Co-Chairs and sharing the workload with the Vice Chairs, Mrs S Orton was elected Chair of the Local Governing Board.

b. Election of Vice Chair of the Local Governing Body

It was agreed there would be 3 joint Vice Chairs. Mrs Gelu, Ms Hussein and Mr Thornton were elected as Joint Vice Chair of the Local Governing Board.

Mr Mahmood Chaired the meeting

2.

a. Apologies

Apologies were received and accepted from Mr Sabir.

b. Declaration of Interests

The Chair asked for any interests in the business to be discussed. There were none declared.

c. Register of Business Interests

The register of business interests had been circulated to the governing board. Governors were asked to complete the form and return it to the Clerk who would arrange the countersignature.

ACTION: All Governors/Clerk

d. Any Other Business Notification

None.

e. Minutes of Previous Meeting (08/06/20) & Matters Arising

The minutes of the meeting held on **8th June 2020**, having been previously circulated to all governors, were taken as read, confirmed and signed. Governors approved that a copy of the minutes be published on the website.

- Governors were asked to confirm that they had read and understood KCSIE 2020, which had been previously circulated by Miss Bath.

ACTION Governors

- A Thank You letter had been sent to all staff in school.
- Bereavement training had taken place and all staff had attended.

f. To consider the re-appointment of local governor – Khalid Mahmood

Mr Mahmood stated that he had decided to step down from the governing board but would be continuing with the Trust in a different capacity. His term of office ended on the 20th November 2020. Mr Thornton formally thanked Mr Mahmood on behalf of the governing board for all his work as a governor and as Chair during his time with the school. He stated that they looked forward to continuing to work with him in his new role. Mrs M Orton reiterated the thanks to Mr Mahmood and highlighted that as a founding governor of the Trust, his continuation as a Member was crucial to retain the ethos of the Trust and school.

g. To consider the appointment of local governor - Muhammad Junaid Butt

Mr Mahmood had previously circulated Mr Butt's CV to the governing board. Mrs M Orton stated that in terms of skills, Mr Butt's skill set was good, but there was no personal perspective. Mrs Conway agreed and stated that it would be good to know why he wanted to be a governor at Uplands Infant School in particular. It was suggested that Mr Butt would be asked to contact Mrs M Orton to discuss values and being a governor at the school in more detail.

ACTION: KM to contact Mr Butt

h. To consider vacancies – 2 x staff governor and 1 x local governor

The governing body thanked Shazeeb Aziz for his time on the governing board. It was confirmed that flowers had been sent to Mr Aziz as a thanks from the governing board.

It was clarified that Miss Keshav was a local governor and Mrs Conway had been elected as Local Staff Governor. The Clerk would clarify the number of local vacancies with the Trust.

ACTION: Clerk

The governing board discussed the vacancy that would be left by Mr Mahmood and Mrs M Orton suggested looking to recruit from the local community.

i. Governor Roles and Responsibilities

The following link roles were agreed:

- Safeguarding – Miss Keshav
- SEND – Miss Keshav
- Pupil Premium/Sports Premium – Mr Thornton
- Finance – Mr Thornton
- Health and Safety – Ms Hussein

Mr Mahmood informed the governing body that he was stepping down from the Trust's standards committee. Mrs Gelu and Mrs Hussein would consider joining the committee and would contact the Chair if interested.

ACTION: Mrs Gelu and Mrs Hussein

j. Governor Code of Conduct

The code of conduct had been circulated to the governing board. Mr Thornton highlighted to the governing board the importance of the code as it fundamentally underpinned everything a governor did. The governing board agreed unanimously to adopt the Code of Conduct.

k. Training and Development

- The Clerk highlighted that the Trust would be re-arranging the SIP/Ofsted Framework which had been postponed due to lockdown. Details would be circulated to the governing body.
- Governors were asked to consider their own training and development needs and the training delivered by TMET and the LA were highlighted.
- The governing board discussed safeguarding training and the need to review which governors needed to refresh their training.

l. Arrangements for the Headteacher Performance Management

The headteacher performance management had been carried out by Mr Thornton and Mr Mahmood with support from Jane Ridgewell, CEO. The recommendations had been taken to the pay committee.

m. Policies

The following policies had been circulated and were agreed:

- E-Safety Policy
- Safeguarding Policy
- Looked After Children Policy
- Governor Visits
- Governing Body Virtual Meetings Policy

Strategic Decisions

3. Risk Assessment and Re-opening

Risk Assessment

Mrs M Orton reported that a meeting to discuss the risk assessment had taken place early in the autumn term. She explained that changes had been made based on National and Local considerations and those amendments had been sent to governors.

Re-opening

Mrs Conway provided the governing body with a presentation on the school re-opening. She talked through the philosophy as a school, the work on remote and blended learning and the importance of wellbeing in this time of great change. Mrs Conway explained that they supported the pupils to reconnect with friends, settle in with their new teacher and get used to the school day. She explained that they had introduced more time for PSHE and mindfulness. Mrs Conway reported that the focus was on baselining the children and identify gaps. She explained the process and the work being put in place and focus of the recovery curriculum.

Mrs Conway explained the challenges for remote and blended learning and what was put in place. She explained the two offers, one for a scenario in which the whole class had to isolate including the teacher and the second for when only individuals were isolating. Mrs Conway explained how they were using the Seesaw App and that parental engagement with the app was improving.

Mrs Conway explained that they had completed an SDQ for every child. She reported that they were looking on putting on a nurture session for those that needed support and then look to refer any pupils that did not respond to the LA SEMH team and CAMHS.

Mrs Conway reported that they were working hard to change, improve practice and find better ways of working in terms of accessibility of IT. She took the governing body through the work to support parents and teachers. Mrs Conway stated that they were currently surveying parents regarding their devices and broadband at home. Mrs Conway highlighted that this had been a time of real hard work and they had been very impressed with the teacher's work and how they had adapted to the new way of working.

Ms Hussein stated that the Seesaw app was really good. She asked how the school was supporting individual pupils who had to isolate when they returned to school as the work was not the same as being in school. Mrs Conway explained that in terms of the work for individuals self-isolating, they had to consider teacher workload. She stated that they had to look at what was most effective for children and supported teachers to have a balanced workload. Mrs M Orton stated that there were always going to be IT glitches, but if parents contact the school they could try, and problem solve. She explained that every child was baselined so the teacher would know exactly what they needed to do to move them forward. Mrs Conway also highlighted that what was being sent home – maths and phonics lessons – were exactly the same as those being done in class.

Mr Thornton asked whether a further baseline would take place later in the year so value added could be demonstrated. Mrs M Orton explained that they would undertake the process every 10 weeks. Mrs Conway explained that in most classes there were gaps that were able to be closed through quality first teaching.

Mr Mahmood thanked all staff for their work and commitment. He stated that governors were reassured that every child was looked after and supported in school.

4. Sports Premium/ Pupil Premium Update

Mrs M Orton reported to the governing board that the focus this term had been on sports premium due to the lack of physicality during lockdown. She explained that they had retained the sports coach which allowed the school to provide Early Years children a fixed 30 minute daily physical activity. Mrs M Orton explained that there was a new scheme of work, which the sports coach was trained on, which encompassed all areas of physicality within the National Curriculum. The sports coach was training the other staff and the scheme included mindfulness and yoga to support the children going through emotional stress.

Mrs M Orton reported that there had been an increase in the number of pupil premium from this time last year 44 to 60. She highlighted that it demonstrated the impact Covid-19 on the school's families. Mrs M Orton stated that they would identify what each pupil needed to progress academically, physically and emotionally. She explained that use of the funding was diverse, however access to ICT was a priority as well as supporting with school readiness and nurture groups. [Mr Mahmood asked about the funding if the numbers of pupil premium pupils changed mid-year.](#) Miss Bath explained that it was based on the numbers on census day. She stated that they had budgeted for 53.

Challenge and Decisions

5. Safeguarding

Miss Bath emphasised the importance of all governors confirming that they had read and understood KCSIE 2020. She stated that the safeguarding questions for the year were based on the updates and at the next meeting a governor name would be picked at random

6. Finance

Miss Bath shared the budget update with the governing board. She highlighted that the school had ended the financial year positively with a £111,000 surplus, which had been added to the surplus from the previous year. Miss Bath stated that she had discussed potential projects to use the surplus with Dave Nimmo (DFO). [Mr Thornton highlighted that at Trust level, they had to ensure that the schools were viable in-year and a surplus was not used as a cushion. He stated that they had to ensure that running costs were managed each year. Mr Thornton suggested using some of the surplus on access to ICT and online learning for pupils.](#)

Miss Bath reported that they had submitted the additional Covid-19 cost to the Trust. She also reported that the increase to teachers and support pay was higher than anticipated. Miss Bath stated that the DfE had funded the nursery based on numbers from the previous year, which gave the school an additional £34,000, which would be used on updating the nursery.

Miss Bath also reported that the school received £28,000 in catch-up funding from the DfE. She explained that Medina was working with pupils in terms of catch up. [Mr Mahmood asked whether the money was ring-fenced.](#) Mrs M Orton explained that it was, and they had recruited Medina, who was a qualified teacher who was trained in all interventions they were going to run.

7. Date of Next Meeting

- Wednesday 2nd December 2020
- Wednesday 3rd February 2021
- Wednesday 26th May 2021

Summary of Actions	
All governors to return the register of business interests form to the Clerk	All Governors
Clerk to arrange countersignature of the forms	Clerk
Governors to email CB to confirm that they had read and understood KCSIE 2020	All Governors
KM to ask Junaid Butt to contact MO re becoming a governor	KM
Clerk to clarify constitution of the LGB	Clerk
FG and NH to consider joining the Trust Standards Committee and contact the Chair	FG and NH

Signed as accurate:(Chair of Governors)

Date: