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**MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL
HELD ON THURSDAY 1st DECEMBER 2016 AT 5.00PM.**

PRESENT:

Mrs Z Alimohamed – Co-Opted Governor
Mrs N Hajwane – Parent Governor
Miss P Keshav – Co-opted Governor
Mr A Latif – Parent Governor
Mr K Mahmood – Co-opted Governor
Mrs S Makda – Staff Governor
Ms F Mayat – Co-opted Governor
Mrs M Orton – Head Teacher
Mr Z Patel – Parent Governor
Mrs R Rinde – Parent Governor
Mr N Sabir – LA Governor
Mr D Shirley – Co-opted Governor

Miss J Marshall – Clerk to Governors

Item	Description	Action
1.	Apologies for Absence None. The Chair expressed his thanks to all governors for attending this important meeting and their commitment to the role.	
2.	Use of iPads in Curriculum – Presentation by Ms Varley Governors received a presentation from Ms Varley of iCan Education who has been supporting the school in managing iPads and delivering curriculum support for teachers across all year groups. Ms Varley explained the role she carries out in school in terms of technical support for iPads including troubleshooting, maintenance and the purchase of apps for school use. Ms Varley then explained the role she carries out in school in terms of curriculum support; this involves planning and researching alongside teachers to maximise the use of iPads and improve outcomes for children. Ms Varley explained that this continued support ensured that the school's investment in	

	<p>the iPads was meaningful and they were used to their maximum potential. Ms Varley demonstrated some of the work the children had created.</p> <p>QUESTION: Mr Mahmood asked why the school had chosen iPads instead of Windows products given the known difficulty in using Apple products in conjunction with Window products in school?</p> <p>Ms Varley explained that Apple products and iPads are ahead of the curve in terms of the technology, the apps available and the fact that iPads are so intuitive and children find them really easy to use. Mrs Orton added that the school had carefully considered which technology to purchase when investing and believed iPads to be the best choice.</p> <p>QUESTION: The Chair asked about the use of drop box and that this was used as a conduit for work on the iPads to the server. How does the school ensure it is safe to use?</p> <p>Ms Varley explained that there is a procedure in place to ensure that the drop box remains a conduit only; it is regularly cleared out to ensure that it does not turn into a server. Ms Varley also added that the school safeguards its finances by attaching a pre-paid credit card to the school iTunes account and drop box account for storage fees.</p> <p>The Chair thanked Ms Varley for her informative presentation and was pleased to see how well the investment was working in school; it was clear to him that the iPads were being used effectively and were adding to the outcomes for the children.</p>	
3.	<p>Governing Body Business</p> <p>a. Declaration of Governors' Interest</p> <p>The Chair asked for any interests in the business to be discussed. The Chair indicated that item 12 may be a conflict of interest for governors who are also staff members. It would be their choice to remain for the discussion but would have to leave for the vote.</p> <p>b. Election of Parent Governor</p> <p>Governors welcomed Mr Ameer Latif who joins the governing body as a parent governor.</p> <p>c. Appointment of Co-opted Governor</p> <p>Governors welcomed Mr Khalid Mahmood who joins the</p>	

	<p>governing body as a co-opted governor.</p> <p>d. Election of Chair & Vice-Chair of Governors</p> <p>As discussed at the last meeting, Mr Sabir expressed his wish to stand down as Chair of Governors and support another governor in this role. Nominations for Chair and Vice-Chair were accepted. Mr Mahmood and Mr Patel were nominated. Both governors left the room whilst a vote was undertaken. Governors voted to elect Mr Mahmood as Chair of Governors and Mr Patel as Vice-Chair.</p> <p>It was agreed that Mr Sabir would continue to Chair this meeting.</p> <p>e. Confirm roles & responsibilities 2016/2017</p> <p>Governors reviewed the draft roles and responsibilities document and appointed governors to roles and committees for the academic year. The Clerk would update the responsibilities and circulate.</p> <p>f. Governor Skills Audit</p> <p>The Clerk circulated a skills audit for governors to complete. This would assist with identifying strengths and areas of development for the governing body.</p>	<p>Clerk</p> <p>Clerk</p>
4.	Urgent Items for Any Other Business None.	
5.	Confirmation of the Minutes of the Last Meeting The minutes of the meeting held on 13 th September 2016, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith).	
6.	Matters Arising from the Minutes Item 3 – the Clerk confirmed that all matters had been completed with regards to governors’ interests, parent governor elections and the resignation of Ms Grant. Item 13 – the Clerk confirmed that the member of staff had been notified of the governing body’s decision.	
7.	Head Teacher’s Report Mrs Orton presented the Head Teacher’s report, having previously been circulated to all governors. Mrs Orton talked through the highlights of the report and then invited questions from governors:	

- Mrs Orton explained the format of the Head Teacher's Report. The SEF/SIP (Self-Evaluation Form and School Improvement Plan) formed the basis of target areas for each year group. Team Leader's then report at each governing body meeting on each target to give governors an overview of progress across the year.
- The LA Raising Achievement Partner (RAP), Melanie Gaiderman, has reviewed the SIF/SEP and will be attending the next governing body meeting to provide her view on the school.
- Page 2 – Mrs Orton highlighted the census data for numbers on roll (NOR). There is a city-wide falling roll in both Nursery and Reception. Our current Reception is 5 below PAN (Published Admission Numbers) and this represents approximately a £20,000 loss to the budget. The school has carried out marketing to increase its Nursery numbers. The school now has the opportunity to sit on an LA admissions committee and so will be able to raise local issues. Mrs Orton also explained that there is a bulge in numbers in Year 1 and Year 2 across the city and so the school may be asked to take in extra children at this level.
- Page 3 – SEND Support – Mrs Orton highlighted that children on SEND support make less progress than their national counterparts (RAISE online). Mrs Orton clarified that unless quality first teaching had been exhausted, a child would not be placed on the SEND register. Mrs Orton explained that the school has case studies for each child that has not made progress with the reasons why.
- Page 4 – Sickness – Mrs Orton drew governors' attention to the number of days lost to sickness and appointments, particularly Teaching Assistants. Mrs Orton explained that the school operates a robust absence management policy.
QUESTION: Mr Patel asked what the column marked 'other' absences contained? Miss Marshall explained that this was mainly religious leave.
- Target C2 – Improve opportunities for competitive sport – Mrs Orton reported that the first football match versus Highfields Primary had taken place. The school would be setting up a Year 2 infant league and a number of schools are on-board.
- New website – Mrs Orton reported that the website had received a refresh to ensure it was mobile friendly and showcased key information clearly.
- New parent app – Mrs Orton reported that the new school app was up and running and encouraged all governors to download it. This makes it easier to communicate with parents quickly.

	<ul style="list-style-type: none"> Page 8 – Early Years Results – the GLD (Good Level of Development) results are continuing on an upward trajectory. The school's GLD was now 60%. The percentage increase in school is higher than the percentage increase in the national results; this means we are diminishing the difference which is fantastic news. <p>Governors were invited to ask questions. Mrs Orton explained that the school was open and honest with its data and progress and welcomed governors to return with further questions at a later date.</p>	
8.	<p>RAISE Online Results</p> <p>Mrs Orton presented the RAISE Online report for 2015-2016, having previously been circulated to all governors. Mrs Orton talked through the highlights of the report and invited questions from governors:</p> <ul style="list-style-type: none"> The year 1 phonics test was a resounding success with a 92% pass rate compared to 81% national. Analysis of end of Year 2 data versus national and end of Early Years data versus national was undertaken. This data informs the SIP which feeds into monitoring, appraisal and CPD. Children working at Age-Related Expectations (ARE) at the end of KS1 in reading, writing and maths were all below national with writing significantly below national. Mrs Orton explained that this did not reflect the quality of teaching or the progress made from Early Years. Mrs Orton explained that this was the first year of the new Interim Assessment Framework. In previous years it was best fit to a range of statements but now children must meet all statements supported by sufficient evidence. Three of the statements focus on spelling. The school has been very honest with its results and there is an action plan in place to improve. Mrs Orton explained that the school was aware of moderation issues throughout the country as a result of the assessment change and Ofsted were looking to provide clarity. Children Working at Greater Depth (WGD) show that there are more children WGD than national in reading, writing and maths. Vulnerable groups identified are Bangladeshi and support is in place for this group. The school has noticed an increase in Bangladeshi children coming to school via Italy. Phonics – outstanding. Last year 40 children in Year 1 failed their phonics test. This year all but 1 (SEND) passed their re-take. Cumulatively this makes the 	

school slightly below national.

- RAISE Online have introduced a new way of presenting data. Mrs Orton and Mrs Conway will be attending RAISE Online training on 7th December 2016 to stay abreast of the changes.
- Main focus – Writing – this is in accordance with our SIP which is available on the website. The school has undertaken teaching observations, learning walks, organised training on guided writing, shared writing and talk for writing which are currently embedding in school, a new programme of spelling and spelling bees for Year 1 and Year 2 in January 2017.

QUESTION: Mr Patel asked whether the children using iPads with autocorrect put them at a disadvantage?

Mrs Orton explained that this did not put them at a disadvantage. Writing is planned out in advance and children are taught a range of different strategies to spell so that children can select and apply the one they are most comfortable with.

QUESTION: Mr Mahmood asked about page 9 and the groups and why the boys and girls were examined.

Mrs Orton explained that gender must be scrutinised as it is a school and national requirement to analyse and close any gender gaps. Mrs Orton explained that groups are categorised by boys, girls, ethnicity (if the group consists of 5 or more children), pupil premium and non-pupil premium and SEND (mainly progress).

Mrs Orton explained that girls were examined as a whole group and was not then further analysed by ethnicity e.g. Bangladeshi Girls, Bangladeshi Boys.

Mrs Orton explained that disadvantaged children included pupil premium, children with parents in the forces and looked after children. The school only had pupil premium children and so disadvantaged in this respect means pupil premium only.

QUESTION: Mr Mahmood asked about whether the vulnerable group of Bangladeshi children was just girls or boys?

Mrs Orton explained that the school always scrutinises the make-up of vulnerable groups and individual children are looked at to ensure support is put in place.

Mr Mahmood commented that the information was very well written and gave lots of information and expressed his thanks

	<p>to Mrs Orton.</p> <p>The Chair explained that by reading the reports provided, governors are given a lot of information about the school which will ensure the governing body is prepared when Ofsted visit.</p> <p>Mrs Orton explained that the school is very thorough to ensure that nothing is a surprise.</p>	
9.	<p>Pupil Premium Update</p> <p>Mrs Orton presented an update on Pupil Premium. She confirmed that pupil premium was currently 20% but the school had received its funding based on 16% (determined at the January census).</p> <p>Year 2 had the greatest number of pupil premium with 21% (26 children), Year 1 had 18% (22 children) and Reception had 20% (24 children).</p> <p>Mrs Orton confirmed that the statutory pupil premium report would be updated with the latest data to show results against national.</p> <p>At ARE pupil premium children are below non-pupil premium children nationally but children WGD are above non-pupil premium children nationally.</p> <p>In house data: Year 2 pupil premium outperformed non-pupil premium children in all areas (2015/2016).</p> <p>Reception pupil premium outperformed non-pupil premium children in all areas (2015/2016).</p> <p>This year the current Year 2 cohort of pupil premium is a focus; 30% are SEND. By comparison, non-pupil premium is 8% SEND.</p> <p>Mrs Orton explained that the school has identified what the children need to close the gap and funding has been allocated accordingly.</p> <p>Mrs Orton reported that the in-school barriers are speaking, listening & understanding in Reception and reading, writing and maths in Year 2. Support is in place to address these barriers.</p> <p>QUESTION: Mr Patel asked if the children on the SEND register have always been on the register?</p>	

	<p>Mrs Orton explained that this was not necessarily the case. The purpose of the register is to support children at the point they need it. In this way, they move on and off the register as and when they require that extra support.</p> <p>The only children who remain on the register are those with a statutory EHAC plan.</p> <p>Mrs Orton explained that the school has an outstanding Inclusion Manager who is currently seconded to the LA Early Years support team 1 day per week and so is able to bring that expertise back into school.</p>	
10. Sports Premium Update	<p>Mrs Makda provided an update on sports. The link with Moat Community College continues and Year 2 are visiting to take part in badminton, football and basketball. The children are connecting with previous pupils of Uplands Infant school and it is great to see the enthusiasm of the Moat students. There is also a dance competition due soon.</p> <p>QUESTION: Mr Mahmood asked about the Year 2 football league; when was the launch date and had the school looked at sponsorship?</p> <p>Miss Marshall confirmed that there had not yet been a launch and the organisation was in hand. The school would very much appreciate any support Mr Mahmood could lend. Mr Mahmood agreed to get in touch with Leicester City Football Club about a possible visit to a launch.</p>	Mr Mahmood
11. Policies to approve	<p>a. Attendance Governors reviewed and approved the attendance policy.</p> <p>b. SEND Governors reviewed and approved the SEND policy.</p> <p>Policies to Note/ Ratify</p> <p>c. Health & Safety Governors received and ratified the Health & Safety policy having been reviewed and approved at the Health & Safety committee.</p> <p>d. Financial Procedures Governors received and ratified the Financial Procedures having been reviewed and approved at the</p>	

	<p>Finance committee.</p> <p>e. Ratify 2015/2016 CFR Data – Governors ratified the 2015/2016 CFR Data.</p> <p><i>Mrs Alimohamed left at 6.30pm.</i></p>	
12.	<p>Business Case Proposal</p> <p>The Chair discussed financial health and ways to save money due to the budget restraints. The school has been looking at ways in which it can reduce its expenditure and a business case has been put forward for consideration to review the staffing at school.</p> <p><i>Mr Latif left at 6.51pm.</i></p> <p>Governors who were also members of staff were welcome to remain and review the business case and ask questions but were unable to vote. Governors were each given a hard copy of the business case proposal for review.</p> <p>Mrs Orton explained that it was clear the school was entering a deficit budget. The school had been using natural wastage, reducing non-staffing expenditure and cutting costs where possible. Unfortunately the school has to review staffing; it is a plan created with reluctance but the school must take action to ensure it remains financially viable.</p> <p>SLT together with Team Leaders have worked hard to review the structure with a critical review of posts matched against the needs of the school.</p> <p>Mrs Orton stressed the requirement that this proposal remain extremely confidential. The timeline suggested if the proposal is approved means that the proposals will be released to staff after the Christmas break. Revealing this information prior to this would cause undue stress to what will already be a stressful experience.</p> <p>Mrs Orton explained that herself and Miss Marshall have attended training led by ASCL, had brought on-board HR support and were aware of the legalities surrounding the proposal. The school had also sought information from the LA regarding redundancy fees.</p> <p>Governors were invited to ask questions about the business case.</p> <p>QUESTION: Mr Mahmood said that with all models, the carry forward in each one did not particularly ensure the school was</p>	

<p>secure as there didn't appear to be much reserve spare.</p> <p>Miss Marshall explained that the models were based on a worst case scenario budget. This meant that the AWPU for each child had been reduced by 1.5% and multiplied by the number of children projected to be on roll as provided by LA admissions.</p> <p>QUESTION: Mr Mahmood asked whether it was the LA's HR department that was advising the school?</p> <p>Mrs Orton confirmed that the school purchased its HR support from Judicium, an indemnified firm of solicitors. The school will follow the LCC policies and will remain transparent about the reasons for the review.</p> <p>QUESTION: Mr Mahmood asked whether Trade Unions would be informed.</p> <p>Miss Marshall explained that the business case would go out to Trade Unions in advance of the planned notification to staff to enable them to have representatives present both to consult with the school directly and to support staff. This is in line with LCC policy.</p> <p>QUESTION: Mr Mahmood asked what the school would do if the Trade Unions called a strike?</p> <p>Mrs Orton explained that the school would remain open following a risk assessment of the safety to do so.</p> <p>QUESTION: Mr Patel stated that it was clear this case was driven by budget restraint. Would the roles only be available to internal candidates?</p> <p>Miss Marshall confirmed that it would only be available to internal candidates and discussed the selection criteria proposed for the post-filling process.</p> <p>QUESTION: The Chair stated that model 2 looked clear in its aims to keep as many staff as possible to ensure continued support of the children in school. Would voluntary redundancy be offered?</p> <p>Mrs Orton confirmed that this would be an option for staff and would add this into the business case.</p> <p>QUESTION: Mr Mahmood asked if there would be support for staff in terms of counselling?</p> <p>Mrs Orton explained that there would be access to telephone counselling and would add this into the business case. Other</p>	<p>Miss Marshall</p> <p>Miss Marshall</p>
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support measures such as help with interview techniques were included in the business case.

QUESTION: Mr Shirley asked how differently staff will be expected to work in the new model?

Mrs Orton explained that a number of models had been discussed and the need for staff to work more effectively was key to the new structure and SLT had discussed ways in which this would work.

QUESTION: Mr Patel asked if the school had looked at non-staffing costs?

Mrs Orton explained that the school had tried to reduce its non-staffing expenditure as much as possible.

QUESTION: Mr Mahmood asked if staff were aware of the financial difficulties facing the school?

Mrs Orton explained that she has talked about the problems the school is facing with regards to the budget over the past two years.

QUESTION: The Chair asked what would happen if the government gave all schools more money?

Miss Marshall explained that this would have a positive impact but the percentage of staffing to the overall budget was very high and so it left the school without much room for manoeuvre.

QUESTION: Mr Patel asked if academisation would help?

Miss Marshall explained that there was no longer the funding in conversion that there once was. The school would receive £25,000 but this would be towards the cost of converting and was a one-off payment. Mrs Orton also explained that in order to go with another school, financial sustainability was critical.

QUESTION: Mr Shirley asked what the projections would look like if modelled on the best case scenario (+3%)?

Miss Marshall would model it but did not expect to see much improvement.

QUESTION: Mrs Hajwane asked if the posts would be allocated through an interview process?

Mrs Orton confirmed that they would be. There would also be pay protection for those assimilated to a role with a lower

**Miss
Marshall**

<p>grade.</p> <p>QUESTION: Mr Shirley asked what the consensus was about how staff would take this news?</p> <p>Mrs Orton felt that some staff would be interested in voluntary redundancy. She also felt that some staff might be put off by the part-time roles.</p> <p>QUESTION: Mr Patel asked if this was an unusual situation for schools?</p> <p>Miss Marshall confirmed that many schools in the city were in the same situation and having to make difficult decisions over staffing.</p> <p>QUESTION: Mr Mahmood asked what flexibility there would be in each model?</p> <p>Mrs Orton explained that the models presented (2 and 3) would both work for the school but model 2 was preferred due to the fact it retained more staff and suited the needs of the children. The school uses Level 2 Teaching Assistants across different phases and this level adequately reflects the schools' needs. More Level 2's enables the school to retain more staff.</p> <p>QUESTION: Mr Mahmood asked if staff will stand in solidarity against the proposal?</p> <p>Mrs Orton explained that all Team Leaders have been consulted about the proposals to design a model that best reflects the needs of the children and reduces the impact on staffing as much as possible.</p> <p>QUESTION: Mr Patel asked about the hours – will it be full-time?</p> <p>Miss Marshall explained that currently Level 2 Teaching Assistants work 28.75 hours per week whilst Level 3 Teaching Assistants work 32.5 hours per week. Posts at 30 hours per week means that Teaching Assistants will have more time to liaise with the class teacher.</p> <p>QUESTION: Mr Mahmood and Mr Shirley both asked that a statement within the business case should be included that explains how reducing staff will not impact on achievement.</p> <p>Mrs Orton explained that the additional teacher adds quality first teaching to interventions and represents value for money. This will be made clear in the business case.</p>	<p>Miss Marshall</p>
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	<p>Governors who were also members of staff were asked to leave the room.</p> <p>Governors voted unanimously to agree, in principle, model 2 of the business case to take forward for consultation. The governors noted that a further meeting to agree the final proposal following consultation would take place w/c 6th February 2017. The Clerk would advise governors of the date in due course.</p>	Clerk
13. Any Other Business	<p>None.</p>	
14. Date of Next Meeting	<p>Tuesday 7th March 2017 at 5pm in the staff room. The meeting ended at 8pm.</p>	

Signed as accurate:(Chair of Governors)

Date: