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MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON
WEDNESDAY 2nd DECEMBER 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
Mr N Sabir – Local Governor
Mrs R Conway – Staff Local Governor

In Attendance:

Miss C Bath – School Business Manager
Dr R Cooper – Clerk to Governors

Blue indicates comments, questions or challenge

1. Governing Body Business

a. Apologies

All governors were present.

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 clerk informed the governing body that there were still some forms outstanding. The clerk would send a chasing email to those governors with a deadline to return them by the 11th December.

ACTION: Clerk

d. Any Other Business Notification

None.

e. Minutes of Previous Meeting (07/10/2020) & Matters Arising

The minutes of the meeting held on **7th October 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.

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

Mrs M Orton reported that she had not heard anything from Mr Mahmood or Mr Butt since the last meeting. Mrs S Orton would email Mr Mahmood to request he contact Mr Butt and ask him to outline why he would like to join the board, which can be considered by the governing board.

ACTION: SO

The Clerk informed the governing board that she had discussed the constitution with the CEO, and they had clarified that there was no upper limit to the number of governors on the board. Mrs Conway informed the governing board of another potential governor, previously a parent at the school and a qualified secondary school teacher looking into Early Years. Mrs S Orton also stated that she had a prospective governor, the Early Years lead at her children's school. It was agreed that the prospective governors would be asked to put together a pen portrait outlining why they wanted to join the governing board and all 3 would be considered at the next meeting.

ACTION: SO/RC

ACTION: Agenda Item

g. To consider vacancies – 1 x local governor

This item had been covered under item 1f.

h. Training and Development

The CPD log had been circulated to the governing board. Mr Thornton informed the governing board that he had contributed to the ALT finance training being delivered on the 9th November and recommended that all governors attend if possible. The Clerk would re-circulate the details.

ACTION: Clerk

i. Skills Audit

The Clerk had not received all the skills audits and would send a reminder to those who had not yet returned it. Mrs S Orton outlined the reason for completing the skills audit.

ACTION: Clerk

Mr Thornton suggested asking the prospective governors to complete the audit too to ensure they were filling the skills gaps in the recruitment process.

ACTION: SO/RC/MO

j. Policies

The following policies had been circulated to the governing board for review:

- Staff Code of Conduct
- Governor Expenses

Mrs S Orton asked whether the governor expenses policy was new policy. Mrs M Orton explained that it had been in place for a while but not utilised by governors. She clarified that nothing had changed in the policy.

Mrs S Orton asked whether staff had to sign the code of conduct. Mrs M Orton explained that it was signed annually, and Ms Bath would circulate it to staff once it had been approved. Mrs Ismail asked whether the code of conduct had been updated in relation to the latest DfE update released yesterday. Mrs Bath explained that the safeguarding policy had been updated in October following the updated model policy from the LA and further changes would be made once the update was received.

The governing board approved the staff code of conduct and governor expenses policy.

Strategic Discussions

3. Headteacher's report

The Headteacher's report had been circulated to the governing board. The following was highlighted:

- Mrs M Orton drew attention to the RAG rated report on the progress towards SIP priorities which had also been circulated. She stated that there was a lot of amber, however the focus this term had been closing the gaps.

Subject Champions Presentation

Mrs Orton delivered a presentation to the governing board on subject champions. She explained that historically teachers had not been assigned to subjects other than the core subjects. Mrs Orton stated that in January all foundation subjects were allocated a subject champion and TAs were also allocated to support. She explained that there were clear expectations in place and an evidence file checklist.

Mrs Orton explained that the work in the Triad with Falcons Primary and Coleman Primary had been very beneficial, particularly in terms of ensuring the monitoring aspect of the champions was within the teacher's remit. She explained that the Headteacher at Coleman, also a Union rep, had provided advice and feedback.

Mrs Orton shared the evidence file checklist with the governing board. She explained that all subject champions had written their intent, implementation and impact statements. Mrs Orton shared an example for art and design. Mrs Orton stated that progression had been devised and implemented across the school, supporting the retrieval of previous knowledge and tracking pupil's progress through at specific points to ensure they were on track to achieve age appropriate expectations. She explained that this work had filtered into appraisal targets. Mrs Orton drew attention to page 7 of the Headteacher's report which outlined the roles and responsibilities.

Mrs Orton suggested that virtual governor visits in the spring term focus on a foundation subject and governors meet with the lead.

Covid-19 Update

- Some pupils in year 2 have had 8 weeks of self-isolating either due to bubbles being sent home and/or family members contracting Covid-19.
- Two members of staff had contracted Covid-19, one suffering with long Covid.
- The school was putting together the remote and blended learning policy using some exemplar policies. This would be shared before the end of term.

- The school was using SeeSaw for online learning. Mrs Conway explained that during lockdown there were a maximum of 6 pupils per class submitting work, however this did not mean that others were not doing any work. She explained that there had been a lot of time invested in supporting parents to download the app and how to use it. The pupils had also been trained in how to use it. Mrs Conway highlighted that this would also ensure contact with families, in terms of safeguarding. She explained that staff had phoned families and there was a higher level of engagement with 95% of pupils regularly submitting work. Mrs Conway stated that they would continue to contact families when work was not submitted. She explained that they had purchased 22 tablets, which would be set up with SeeSaw and other educational apps, for pupil premium children without any device or only where using a phone for online learning. Mrs Conway stated that they also had some old iPads in school for non-pupil premium pupils to borrow. She stated that there would be user policies in place. She stated that the next steps were to target those pupils who were sending in work sporadically. Mrs Conway explained that SeeSaw created a library of videos saved, which would support with teacher workload. She stated that they had also created videos which explained how to use SeeSaw and this would form part of the induction process with new families.
- Mrs Conway stated that they were mindful of staff wellbeing, particularly when some pupils in class were isolating, which created additional workload. She explained that they were looking at ways of sharing the workload out or sharing videos in the SeeSaw library. Mrs Conway also explained that the remote learning policy would also set expectations of teacher's remote working and that they should not be spending the weekend marking, for example. Mrs M Orton explained that they were also mindful that teachers did not have their support assistant when isolating, so they had delivered training so they could undertake Zoom reading and mark certain work on SeeSaw. She stated that they were constantly looking at ways to relieve stress and wellbeing was the first item at every team and SLT meeting.

Headteacher's report cont.

- Mrs M Orton explained that there was an emphasis on children's wellbeing and Mrs Conway had worked on SDQs. Mrs Conway explained that teachers had completed the strength and difficulty questionnaires on emotional wellbeing, and it had highlighted some areas of focus (e.g. hyperactivity and emotional issues). She stated that, through the Trust, an SEMH professional had come into school and made some recommendations and she and Mrs Odedra were undertaking training on strategies, which would be cascaded to staff after Christmas. Mrs Conway informed the governing board that the SEMH professional would return to school to deliver a session on body mapping. She explained that they had also discussed pupil anxiety and tips to use within class.

Q (Mrs S Orton): How would the school go about the work to set up the 22 tablets? Was one person undertaking it?

Mrs Conway explained that the ICT technician would set up the tablets. She stated that they knew of a couple of families that did not have the internet, which posed more of a problem and they were discussing potential solutions. Mrs Conway explained that they were currently sending paper packs, which was not ideal when they could deliver live teaching. The local governing board discussed potential solutions, including borrowing a device/dongle with a limited amount of data. Mrs M Orton stated that they would continue to investigate options. Mrs Ismail stated that some devices had options to restrict what the data was used for. She stated that she would look into it.

Mrs S Orton stated that the engagement was very positive. Mrs Conway stated that the pupils loved SeeSaw and it had been a benefit of lockdown and they would continue using it for homework. Mrs M Orton stated that they would look at whether they could share some content with governors.

The local governing board were satisfied with comprehensiveness of the report.

4. Sports Premium/ Pupil Premium Update

Sports Premium

- There was no update to bring to the governing board.

Pupil Premium

- Mrs Conway had updated governors on the tablets for pupil premium pupils under item 3.
- All pupil premium families would receive vouchers over the Christmas holidays.
- A charity had contacted the school to inform them that they had been chosen to be the recipient of food parcels for families that the school identified. This would not just be for pupil premium families.
- A new tracking document had been introduced, which would provide a comprehensive picture of pupil premium pupils as they moved through the school.

Q (Mrs Ismail): Were the tablets for pupils to keep or were they on loan?

Mrs M Orton stated that they were to keep. She stated that they cost £50 each.

Challenge & Decisions

5. Safeguarding Question – What are the 7 main roles & responsibilities of the Designated Safeguarding Leads?

Miss Keshav was selected at random. She outlined the 7 main roles and responsibilities of DSLs - managing referrals, ensuring everyone was trained, working with other safeguarding people, liaising with other agencies, raising awareness, child protection and making sure everyone was aware of DSL contact details.

It was agreed that going forward, governors would be provided with the section or document to read but not provided the question in advance.

6. Finance

Miss Bath had circulated the budget to the governing board and outlined the following update:

- There was additional income through the catch-up funding, nursery funding, increase in FSM and increase in SEN funding due to ECHP being approved.
- There was an increase in expenditure due to the pay increase for staff being more than budgeted for (budgeted 2%, actual 2.75%) and additional staffing to deliver the catch-up work and support SEND. Miss Bath emphasised that the budget was still a positive picture.

- Miss Bath highlighted that the risk rating document had also been circulated. She stated that there would be an outturn shared at the next meeting and the risk rating would be reviewed in relation to this. *Mrs S Orton asked whether there was any risk in the budget.* Miss Bath stated that there was currently no risk.

7. Finance Audit

Miss Bath reported that the school had a full finance audit in October and the report had been circulated. She stated that there were no recommendations. Mrs M Orton congratulated Miss Bath on the audit and stated that they had never had an audit with no recommendations. Mr Thornton highlighted that he was a member of the Trust's audit and resources committee and they were delighted with the audit. He stated that in his working career he could not remember ever seeing an internal audit with no recommendations. Mr Thornton stated that the committee had asked him to pass on their congratulations to Miss Bath and the school. He stated that it gave reassurance to the local governing board that the financial controls were in place.

8. Risk Register

- The risk register had been circulated to the local governing board. Mr Thornton suggested that going forward, once or twice annually, identify one of the risks and ask a few questions.
- Mrs M Orton suggested that as an infant school, the junior school should be included as a risk. The local governing board agreed, and this would be included.

ACTION: CB

Mr Thornton stated that he would also raise this with the Trust and the DFO.

ACTION: ST

9. Governor Visits

Mrs M Orton asked the governors to contact her with their preferred link subject area. The visits would be scheduled for February/March.

The following was agreed:

- Nasir Sabir – science
- Stacy Thornton – maths

Governors would get back to Mrs M Orton by the 18th December and Miss Bath would diarise the visits.

ACTION: All Governors

ACTION: CB

7. Dates of Next Meetings

- Wednesday 3rd February 2021
- Wednesday 26th May 2021

Summary of Actions

The clerk would send a chasing email to those governors with a deadline to return them by the 11th December.

Clerk

Sarah Orton would email Mr Mahmood to request he contact Mr Butt and ask him to outline why he would like to join the board, which can be considered by the governing board.	Sarah Orton
The governing board would consider the pen portraits of prospective governors at the next meeting. Sarah Orton and Rebecca Conway to contact the prospective governors for a pen portrait and skills audit.	Sarah Orton Rebecca Conway Agenda Item
The clerk would recirculate the details of the ALT finance training	Clerk
The clerk would follow up with those governors who had not returned the skills audit	Clerk
Numera Ismail would look into restricting data on devices	Numera Ismail
Colleen Bath would update the risk register to include the junior school	Colleen Bath
Stacy Thornton would take the suggestion of including the junior schools on the risk register to the Trust.	Stacy Thornton
Governors would get back to Michelle Orton by the 18th December with their preferred link subject.	All Governors
Colleen Bath would diarise the visits.	Colleen Bath

Signed as accurate:(Chair of Governors)

Date: