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**MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON
TUESDAY 3rd OCTOBER 2017 AT 9.30AM**

PRESENT:

Mrs Z Alimohamed – Co-opted Governor
Miss P Keshav – Co-opted Governor
Mr K Mahmood – Co-opted Governor
Mrs S Makda – Staff Governor
Mrs F Mayat – Co-opted Governor
Mrs M Orton – Head Teacher
Mr Z Patel – Parent Governor

In Attendance:

Miss J Marshall – Clerk to Governors
Mrs R Conway – Deputy Head Teacher

Description

1. Apologies for Absence

Apologies were presented and accepted from Mrs Hajwane, Mrs Rinde and Mr Sabir. No apologies were received from Mr Latif. The Chair agreed to contact him as he had not attended a full governing body meeting since 1st December 2016.

2. Governing Body Business

a. Declaration of Governors' Interest & Declaration of business interest forms

The Chair asked for any interests in the business to be discussed. There were none declared. Governors present completed their annual declaration of business interest forms.

b. Updates on Parent Governor Elections

Mrs Orton confirmed that there were three candidates for parent governor elections. Mrs Orton suggested that the three candidates conduct a meet and greet with parents and it was agreed that this would take place at the SEND coffee morning on Friday 13th October.

c. Governor Responsibilities 2017-2018

Governors agreed the responsibilities for 2017-2018 and would recruit a further parent governor to the Health & Safety and Curriculum & Standards committees when elected. The Chair agreed to take the lead on ICT and Training. The Clerk would circulate the finalised

document.

d. Governor Panel Membership 2017-2018

Governors agreed the panel membership document for 2017-2018. It was confirmed that for disciplinary, capability, sickness absence and grievance, those policies specified their own governor arrangements. The Clerk would circulate the finalised document.

3. Urgent Items for Any Other Business

The Chair added the following AOB items:

- Academisation
- Commendations

4. Confirmation of the Minutes of the Last Meeting

The minutes of the meeting held on 29th June 2017, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith). Governors approved for a copy of the minutes to be published on the website.

It was noted that a change to the wording on page 8, item 15 that “Miss Keshav and Mr Patel agreed to submit their forms following their previous visits. The Clerk would ask Ms Mayat as she was not present at the meeting.”

5. Matters Arising from the Minutes

Item 5 – the Clerk confirmed that the skills audit had been completed and sent to the Chair for further consideration of training requirements. This item remained outstanding.

Item 6 – the Clerk confirmed that the SWOT analysis and strategic documents had been circulated to governors. No further feedback was given and so Mrs Orton would progress with the strategic vision.

Item 6 – Ofsted training visit – the Chair agreed to chase Caz Evans to confirm a training date.

Item 13 – the Clerk confirmed that the safeguarding report had been submitted to the LA.

Item 13 – the Clerk confirmed that she had reviewed policies and would present a revised table for the next meeting.

Item 16 – Governors confirmed they had read papers in advance of the meeting.

6. Head Teacher’s Report

Mrs Orton presented a verbal report.

- The LA reviewed schools each year to decide the level of support required; last year Uplands was amber and this year the school was green which was fantastic news.
- Mrs Orton reported that the school continued to work in the quad with Medway, Highfields and Shenton taking part in critical reviews of the whole school to identify strengths, weaknesses and opportunities. The process was useful in maintaining

standards through peer review.

- Numbers on roll for Reception were low which was not just specific to this school. Current NOR for Nursery were 78 (PAN was 90).

QUESTION: Mrs Mayat asked whether the school would be having a January intake?

Mrs Orton confirmed that there would be.

QUESTION: Mrs Mayat asked if the Nursery reached 90 places, could the school take further children?

Mrs Orton said that was possible but would depend on the amount of children, staffing and maintaining ratios. Mrs Orton informed governors that four families had taken advantage of the 30 hours childcare offer.

QUESTION: Mrs Mayat asked if parents had to pay for this?

Mrs Orton said that 30 hours was free to eligible parents but for those that were not eligible, the school could offer places at £15 per session.

QUESTION: Mrs Mayat asked if children taking both a morning and afternoon place would count as 1 or 2 places in terms of funding?

Mrs Orton confirmed that they would count as 2 places.

The Chair thought that making this known to parents might generate more interest. Mrs Orton explained that the school could not be flexible and could only offer morning sessions or afternoon sessions rather than a mixture.

QUESTION: Mrs Mayat asked what would happen if a parent did not bring their child on Friday afternoons for example?

Mrs Orton said that attendance and places were reviewed in this case but if a child was coming to our Reception then we would endeavour to keep them in school.

- Reception was currently 104 which was 16 below PAN.
- Year 1 was experiencing lots of movement and was 3 below PAN.
- Year 2 was full.

QUESTION: Mrs Mayat asked if children were still leaving Year 2 because of the Junior School?

Mrs Orton confirmed there had been some instances of this happening but as the Junior School had achieved very good results, it was hoped that this would stop.

- Mrs Orton reported on results: phonics was 7% higher than national, End of KS1 for maths was higher than national, reading was the same as national and writing was 4% below national. However, in the previous year writing was 36% so this was a significant improvement.
- At greater depth, maths and reading were above national and writing was 3% below.
- Writing was therefore the focus for the school but at greater depth; age-expected had increased by 28% but greater depth had dipped.
- The SIP summary was available on the website for governors to read. The focus was on quality targets.
- The new staffing structure continued to be embedded and so far was going well. A

transition meeting had been held with UNISON and no concerns had been raised.

- General Data Protection Regulations (GDPR) and ISO27001 accreditation were in progress and led by the SBM to ensure that the school was compliant by May 2018.

QUESTION: How will parents know about what data we hold? As the privacy rights are increasing, how can we demonstrate?

Miss Marshall explained that parents and staff would be issued with far more detailed privacy notices about what data was held and what the school used it for.

QUESTION: Mrs Mayat asked when the school had to be compliant?

Miss Marshall confirmed it was 25th May 2018. Miss Marshall gave a briefing to governors about the changes brought about by GDPR and why ISO27001 accreditation in information security management would support the school's proof of accountability in data security.

- Introduced Abacus maths Scheme of work and cursive handwriting.

QUESTION: Mrs Mayat asked if Abacus was just for KS1?

Mrs Orton said it was for across the school. Mrs Conway said that staff had been fully trained and the idea was to use it as a tool in conjunction with their normal teaching.

QUESTION: Mrs Mayat asked if that meant teachers could pick and choose what strategies would work for their children?

Mrs Conway said yes; it was about providing activities for objectives but it was not mandatory to use it.

QUESTION: Mrs Mayat asked if the scheme was available online?

Mrs Conway confirmed it was which meant it could be accessed at any time. The scheme highlighted the steps children needed to achieve and also covered mastery. Mrs Orton confirmed that maths observations were taking place this week.

QUESTION: Mr Patel asked what year groups it was designed for?

Mrs Conway confirmed that it was available from Reception but would also be used in Nursery.

QUESTION: The Chair asked what the Junior school used and wondered if using the same scheme would be good for progression?

Mrs Orton was unsure but as it was an academy, the choices for schemes were made by the MAT as was the case with the decision to move away from CPOMS.

Governors thanked Mrs Orton for her verbal report.

7. Pupil Premium Update

Mrs Orton confirmed that the new spending plan was available on the website and the impact of the previous year's allocation had been completed.

Mrs Orton confirmed that data had been interrogated closely to find barriers for pupil premium children. This had been difficult as pupil premium children were 10% above non-pupil premium children at GLD and were outperforming non-pupil premium children in all areas of learning. This was also the case in KS1. Therefore the focus this year was greater depth in reading and

writing.

QUESTION: The Chair asked about the amount of funding available this year?

Miss Marshall confirmed it was £76,560 and so was not a large sum in comparison to other schools. Mrs Orton explained that the majority of it was spent on the Parent Co-ordinator.

QUESTION: Mrs Mayat asked about the purpose of that role?

Mrs Orton explained that the Parent Co-ordinator supported families with food bank applications, housing, refugees and established rapport and trust with vulnerable families right from the point of admission.

QUESTION: Mrs Mayat asked if the role was full-time?

Mrs Orton confirmed it was.

QUESTION: Mr Patel asked whether schools had such roles in place?

Mrs Orton said that some schools bought in this service and used it for attendance but Uplands had focused on school readiness, signposting and supporting the whole family. Mrs Orton also confirmed that the Parent Co-ordinator had also been trained as a DSL which was invaluable in raising issues early on for the school to support families with. Mrs Conway said it was also increasing parent engagement.

QUESTION: The Chair asked if this was a new employee to the school?

Mrs Orton explained that it was Mrs Ibraimo who had worked as a teaching assistant and did previously carry out this role but was pulled away to do other tasks. The Chair asked that Mrs Ibraimo be thanked on behalf of the governors for her outstanding work in her new role.

8. Sports Premium Update

Mrs Makda provided an update on the PLT link with Moat. These had continued free of charge to the school due to the hard work and own time that Hazel at Moat dedicated. Mrs Makda felt that the school should acknowledge the outstanding work and wonderful opportunities Hazel continued to provide for our children. Governors agreed to write to the Principal at Moat to commend Hazel on her hard work.

The Chair asked that a standing item be added to the agenda to offer commendations to staff and partners who either inspired or contributed to the life chances of children at school.

Mrs Makda asked to send flowers and a thank you card be sent to the farm that raised money each year for Year 2 children to visit. Governors agreed.

Miss Marshall confirmed that the football league would begin on Monday 23rd October. 16 teams were taking part.

QUESTION: The Chair asked who our coach was?

Miss Marshall confirmed that Sunny, the new Sports Coach would be coaching the team. Mrs Makda commented that Sunny had settled in very well and was very good with the children.

9. Minutes/ Reports of Committees and Working Groups

a. Health, Safety & Information Security Committee – 27/09/17

Mrs Orton gave a verbal report. The title had been changed to reflect the ISO27001 accreditation and GDPR. The Chair asked that safeguarding also be reflected in the title. The Clerk agreed to formulate a suitable name.

b. Curriculum & Standards Committee – 20/09/17

Mrs Orton gave a verbal report. Team Leaders attended and provided feedback to governors on results. It was clear that it was a whole school effort. Mrs Conway explained that data was now reviewed with all teachers so that everybody was aware of needs. Mrs Orton explained that the Closing the Gap teachers were now in place and were directed by class teachers and so everybody would provide input into data reviews.

QUESTION: The Chair asked if the school could name the top 10 vulnerable children?

Mrs Orton and Mrs Conway were confident that the top 5 could be named. Mrs Orton discussed how vulnerable groups were identified and how the school drilled down to unpick the reasons.

QUESTION: The Chair asked about EAL; surely this was not the case now there was second and third generations in the area?

Mrs Orton explained that the data was being reviewed to ensure EAL is accurate. Mr Patel felt that there should not be many EAL children as most spoke English at home. Mrs Conway confirmed that there were still a number of parents of Reception children that did not speak English. Mr Patel felt there was a danger of using EAL as a reason for children not achieving. Mrs Orton disagreed and explained that EAL children were normally expected to achieve higher. Mrs Mayat agreed; fluency in two languages normally improved their progress. Mrs Conway explained that research had shown that the best time to learn a language was between 4-6 years old. Miss Keshav felt that the quality of the mother tongue spoken in the Nursery was excellent. The Chair felt that it should be called 'bilingual' rather than EAL. Mr Patel agreed.

10. Policies to approve

Governors approved the following policies:

- a. Pay Policy 2017-2018
- b. Child Protection/ Safeguarding 2017-2018 (now including whistleblowing and managing allegations against staff)
- c. Looked After Children 2017-2018
- d. Safeguarding Audit 2017-2018 phase 1
- e. Governor Allowances

Governors adopted the following policy:

- f. Absence Management Policy

Governors ratified the following policies from sub-committees:

- g. After School Club Policy
- h. Use of Digital Photography

11. LA/ Statutory Information

a. Autumn Term Planner

Governors reviewed autumn term tasks and would review the governor code of conduct at the next meeting.

12. Governor Visits

Ms Mayat, Miss Keshav and Mr Patel agreed to submit their forms following their previous visits. All governors agreed to conduct a visit following the full governing body meeting and would submit their forms to the Clerk.

13. Governor Training Opportunities

The Chair explained that he had been unable to continue with the leadership governance programme due to work commitments. Mr Patel had continued with the programme and was due to complete a final assignment.

14. Correspondence

None.

15. Any Other Business

[REDACTED]

[REDACTED]

b. Commendations

The Chair expressed his thanks to Mrs Orton and the staff. He was impressed with the professionalism and knowledge demonstrated by all team leaders at the curriculum & standards meeting. It was clear there was ownership across the school. Governors agreed and asked that the staff be notified of their commendation.

16. Date of Next Meeting

Tuesday 5th December at 5.00pm in the staff room.

Discussions were held about the timings of committee meetings and it was agreed that the next Curriculum & Standards Committee would take place at **8.30am** on Wednesday 24th January. The next Health, Safety & Information Security Committee would take place at **9.00am** on Wednesday 17th January. The meeting ended at 11.15am.

Summary of Actions	
KM to contact Ameer Latif regarding attendance	KM
Clerk to contact governor candidates for meet & greet	Clerk
Clerk to circulate updated responsibilities and panel membership document	Clerk
Clerk to publish approved minutes on website	Clerk
KM to review skills audit for training needs	KM
KM to chase Caz Evans to secure Ofsted training date	KM
Clerk to present revised policies overview at next meeting	Clerk
Governors to review SIP Summary on website	All governors
Clerk to pass on thanks to Mrs Ibraimo	Clerk
KM to write to Principal at Moat to commend Hazel	KM
Commendations to be added to agenda	Clerk
SM to arrange thank you card/ flowers for the farm	SM
Clerk to change H&S title to include safeguarding	Clerk
Clerk to add code of conduct review to next agenda	Clerk
FM, PK & ZP to submit forms from previous visits	FM, PK, ZP
Governors to conduct visits following meeting & submit forms	All governors
Clerk to pass on thanks to Team Leaders	Clerk
Clerk to circulate new timings of committees	Clerk

Signed as accurate:(Chair of Governors)

Date: