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MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON
WEDNESDAY 3rd OCTOBER 2018 AT 5.00PM

PRESENT:

Mr S Aziz – Staff Governor
Mrs Z Alimohamed – Co-opted Governor
Mrs S Kalra – Co-opted Governor
Miss P Keshav – Co-opted Governor
Mr K Mahmood – Chair of Governors, Co-opted Governor
Mrs F Mayat – Co-opted Governor
Mrs M Orton – Head Teacher
Mrs S Orton – Co-opted Governor
Mr N Sabir – LA Governor

In Attendance:

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

Blue indicates comments, questions or challenge

Description
<p>1. Governing Body Business</p> <p>a. Apologies for Absence</p> <p>Mrs Rinde did not attend the meeting and apologies were not given; the Chair said he would contact her. Mr Patel had also not given apologies but arrived at the meeting late.</p> <p style="text-align: right;">ACTION: Chair</p> <p>b. Governor Interests</p> <p>The Chair asked for any interests in the business to be discussed. There were none declared.</p> <p>c. Any Other Business Notification</p> <p>None.</p> <p>d. Governor Posts</p> <p>Governors were delighted to meet Sarah Orton and Sanjeet Kalra who had visited the school and were interested in joining the governing body as Co-opted Governors. Governors were introduced to Mrs Kalra who was a solicitor and mother of two children and to Mrs S Orton who was an</p>

accountant and also had two children. Governors felt that their mix of skills and experience would be a welcome addition to the governing body. Mrs Kalra and Mrs S Orton were asked to leave the room whilst governors discussed their appointment. Governors unanimously agreed to co-opt Mrs Kalra and Mrs S Orton onto the governing body. They were welcomed back into the room and formally welcomed to the governing body.

Governors also formally welcomed Mr Aziz who had been elected as staff governor and joined his first formal meeting following election in June 2018.

e. Minutes of Previous Meeting & Matters Arising

The minutes of the meeting held on 26th June 2018, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith). Governors approved that a copy of the minutes be published on the website.

- Staff Governor election – organised and Mr Aziz welcomed to governing body
- Parent Governor election – the result would be declared on Friday 5th October. [Governors asked how many candidates were standing for election?](#) The Clerk advised there were 3 candidates.
- CPD column – this had been added into the HT report contextual information.
- Comparison data for sickness – this had been added to the HT report contextual information.
- Academy presentation – a copy had been circulated to all governors.
- Safeguarding training requirements – the Clerk confirmed that safeguarding in education (LA) had advised that training undertaken by individuals who worked in schools would be sufficient for the purposes of governor training. [Mrs Orton said that it might be beneficial to have a separate training session for governors on their wider strategic safeguarding role. The Chair agreed and offered to provide training from 4.15pm on Wednesday 5th December.](#)

ACTION: Chair

- Collaboration with another governing body – the Clerk had contacted Sparkenhoe Primary School to request a collaborative agreement between the two governing bodies. This was in the case of hearings that required independent governors; members of staff could not participate and governors were not always available. Sparkenhoe Governors confirmed that they would be willing to sit on panels where requested. Governors unanimously agreed the collaborative agreement and to support Sparkenhoe in the same way if required.
- The Clerk confirmed that a thank you letter had been sent to all teaching staff.
- Governor Training – some governors did attend, the Chair said that he would like to have seen more governors present for this training and expressed the importance of engaging with training and meetings to ensure good governance.

f. Lead Governors for 2018/2019

Governors discussed Lead Governors and whether to allocate specific areas to governors. Mrs Orton felt it was important that all governors knew all areas. Mrs Mayat said that it would be good to pick an area that governors were less familiar with to aid development of the governing body. The Clerk advised that it was good practice to have a safeguarding governor which was Miss Keshav. However, safeguarding remained the responsibility of all governors rather than just Miss Keshav. Miss Keshav was also the SEND governor. Mrs Alimohamed had agreed to act as the Pupil Premium/ Sports Premium governor.

Governors discussed how best to frame their visits to ensure good governance and that they carried out their role in holding the Headteacher to account. Mrs Orton explained that all governors needed to be aware as this was an area Ofsted would check and challenge with governors directly. Mrs Conway suggested that governors attend an open morning or day in which they were assigned an area of the SIP together with a line of enquiry to pursue for their visit. Governors agreed this was a good idea and that all governors would attend on **Thursday 8th November 2018**.

Action: All Governors

g. Policies

Governors approved the following policies (having previously been circulated):

- Safeguarding Policy 2018/2019
- Pay Policy 2018/2019
- Staff Code of Conduct 2018/2019
- Looked After Children 2018/2019

2. Academisation

Governors intended to review the scheme of delegation but this was not yet available for governors to discuss. Mrs Orton explained that the consultation period was ongoing and was due to finish on Friday 19th October. Once this had been completed, the TUPE process would begin with staff, providing them with the opportunity to ask questions about the process. Ms Mayat asked if all schools were going forward? Was it now too late for any to withdraw? Mrs Orton explained that schools could withdraw but Uplands were moving forward. Mrs Orton confirmed that Medway had decided not to continue. The Chair commented that governors still have an opportunity to ask questions; the school would still be maintained until governors formally agreed. Mrs Orton clarified this decision would be required by 13th December. The Chair explained that the governing body would discuss and agree their final decision at the next full governing body meeting on 5th December. Mrs Alimohamed asked what parents had thought about the potential conversion? Mrs Orton explained that it had been a positive experience and the school had held a further meeting at a coffee morning with Ms Taylor who was the potential Trust's legal representative to advise. Parents had found the processing reassuring.

Mrs Orton updated governors about the contact with NUT who had sent emails to staff stating that the proposed Trust had been providing false information. Mrs Orton confirmed that all Trade Union's had been invited to consultation. It may have been the terminology used surrounding the monies given back to the LA (top slice/ de-delegation). These were services that the proposed

MAT would cover and would be provided to just the 5 schools. The Chair asked about the interim CEO and said he had not seen the figures and would like to see what it actually meant. Mrs Orton confirmed that this would be discussed at the PSIB meeting on 9th October. If another school dropped out then viability would be considered. Mrs Orton felt there was strength in partnership with opportunities for children and staff. The Chair stated that the school did not have to convert. However, in addition to those opportunities for children and staff and strengthening partnership, there was a real danger of having to join a Trust that did not match the school's ethos and values as LA support continued to dwindle.

3. School Improvement Plan/ Head Teacher's Report

Mrs Orton explained the new format of the Head Teacher's Report which consisted of the contextual summary and the School Improvement Plan. Green text indicated completed tasks, yellow were those in progress and black were those still to complete.

Mrs Orton explained that there was a huge emphasis on continuous provision this year and providing an enabling environment. Mrs Conway then provided governors with an active demonstration to explain the concept. Continual practice strengthened connections between what was taught and embedding that information into the long-term memory; once this occurred then the concept taught would be secure. She explained beyond levels was about concepts and the application of such concepts in all situations and it was about developing a mastery curriculum.

Mrs Conway explained that a direct teach should be reflected in the provision in the classroom which were based on the needs of the children in that class. The Chair asked what continuous provision was? Mrs Conway explained that it meant if an adult was not leading learning, was the provision still enabling children to learn or attain. Mrs Orton explained about the levels of skills required taking the example of using sand. Children would begin with scooping sand with their hands, they then move onto a long-handled spade and then a spoon; this demonstrated those big moves and the physical development of their manipulative skills.

Mr Sabir asked if this was for all year groups? Mrs Orton explained it was taking it from the EYFS into Year 1 and then into Year 2 as the strategy became embedded. It was about enabling provision to meet the needs of all children. Ms Mayat asked if the onus on the teacher was more profound as there was additional facilitation required? Mrs Orton explained that children did not have to access everything but if they could, that provision should be in place. Ms Mayat asked if this would add more pressure for differentiation? Miss Keshav explained that it was a skill-based curriculum and so this was completed through teacher planning sessions. It was something teachers carried out anyway and worked really well. Mrs Orton added that once the additional resources to support continuous provision were in place, it was easy to carry out. Miss Keshav confirmed that it was the teacher's role to facilitate once the provision had been set out. Mr Aziz added that it was about the teacher developing relationships with their children and really getting to know them. Mrs Orton shared an example of reading and books; books were now everywhere in the classroom not just in the reading section.

The Chair asked about the data summary provided; did the School Improvement Plan take account of this data? He noted that the phonics result was lower last year. Mrs Orton confirmed that it did, demonstrated by the fact that the Year 1 phonics result downward trend was a target for

improvement (the school was still above national but was lower than its own result in the previous two years). Interventions had already begun (see page 7).

Mrs Orton informed governors that for the first time in Uplands history, the school was above national in GLD (Good Level of Development). This was down to the provision and hard work of the teachers. Mrs Orton confirmed that all other areas were above national except writing which matched national. Greater Depth was also above national by some margin.

Mrs S Orton asked if the school chose a numerical target based on objectives? Mrs Orton confirmed that it was not numerical but that it should either maintain or improve. Specific performance management targets would have a number. Mrs Orton went onto explain how pupil progress was tracked.

Mrs Alimohamed left the meeting at 6.15pm.

Mrs Orton explained that the school set its own expectations as those in the national curriculum were not as high.

The Chair asked if all FSM/ Pupil Premium children were tracked as well? Mrs Orton confirmed that they were.

The Chair noted that there was one child in school with a physical disability and asked for confirmation that there was appropriate support in place. Mrs Orton confirmed it was.

4. Sports Premium/ Pupil Premium Update

Governors noted the Pupil Premium and Sports Premium spending plans which followed the same method as the School Improvement Plan (green = complete, yellow = in progress, black = to complete) as well as the Pupil Premium data (having previously been circulated, copy filed herewith).

Mrs Orton explained that the school was focusing on physical development as this was essential to learning. There were a range of competitive sporting opportunities that the school had planned. There was also a trip to Bradgate Park to learn how to orienteer to engage children reluctant to engage in sports. The Daily Mile was also carried out by Year 2 and would be rolled out to other year groups. The school was also installing a daily mile track around the school during half-term.

Mrs Orton explained that the outcomes for Pupil Premium surpass Non Pupil-Premium and now the focus was on well-being. Mrs Orton confirmed that a pen portrait of how a child had been helped would be presented at the next meeting.

ACTION: Mrs Orton

5. Committees

Governors discussed how best to use their time following the training led by Michel Laurent-Regisse. Following advice, it was put to governors that the threshold for which the Head Teacher could sign off purchases would be raised to £10,000. This would be a more appropriate figure in correspondence with the budget size of the school. Governors took a vote; the motion was approved 7-1 in favour.

Governors discussed the option of having no committees and instead discussing all pertinent matters at the full governing body meetings. Some governors felt there would not be enough time to discuss the issues at hand. The Clerk expressed that it was about making sure that governors carried out their 3 key roles; setting the strategic vision, holding the Head Teacher to account and ensuring financial probity. Governors voted and agreed 7:1 to not have additional committees. However, it was agreed that the Chair, Clerk & Head would look to see what must be discussed and perhaps a committee might be necessary, e.g. a short finance committee prior to a governing body meeting.

ACTION: Chair, Mrs Orton, Clerk

6. Finance – Current Position

Governors noted the current financial position as included in the contextual summary. Governors agreed that more detailed information would be useful. Mrs S Orton asked whether it would be possible to have a trend analysis to see what the school was spending on; the Clerk agreed to provide what was normally provided at Finance Committees and go from there to refine the requirements for governors.

ACTION: Clerk

7. Peer Challenge Review

This item was deferred.

8. Evaluation of Contribution to Governance

Governors noted a copy of the self-evaluation provided by the proposed Trust. Governors agreed this would be a useful exercise to complete. The Clerk would send this out to governors to complete.

ACTION: Clerk

9. Date of Next Meeting

Wednesday 5th December at 5.00pm. The meeting closed at 6.35pm.

Summary of Actions	
Publish minutes on website	Clerk
Governors to attend open day on Thursday 8 th November 2018. Arrange SIP lines of enquiry, book cover and lunch.	Clerk
Pen portrait of a Pupil Premium child to be presented at next meeting	MO
Provide proposal of what is required for governance and any necessary committees to ensure good governance	KM, MO, Clerk
Provide financial information as previously provided in Finance Committees	Clerk
Send out self-evaluation form for governors to complete	Clerk, All Gov

Signed as accurate:(Chair of Governors)

Date: