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**MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL
HELD ON TUESDAY 7th MARCH 2017 AT 5.00PM.**

PRESENT:

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
Mr N Sabir – LA Governor

In Attendance:

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

Item	Description	Action
1.	Apologies for Absence Apologies were presented and accepted from Mrs Alimohamed, Mrs Hajwane and Mrs Rinde. There were no apologies received from Mr Shirley and the Clerk would contact him following the meeting.	Clerk
2.	Governing Body Business a. Declaration of Governors' Interest The Chair asked for any interests in the business to be discussed. There were none declared.	
3.	Urgent Items for Any Other Business The SBM requested that an item be added to AOB with regards to the approval of a quote for refurbishment works.	
4.	Melanie Gaiderman – Raising Achievement Partner Mrs Orton introduced Mrs Gaiderman to Governors. Mrs Gaiderman explained her role as Raising Achievement Partner (RAP) and the purpose of the Annual Performance Dialogue (APD) which is undertaken with the Head Teacher.	

Mrs Gaiderman explained that school support is dependent on the status of the school (results) and resources are based on need. This works on a Red (serious risk in terms of Ofsted ratings – received or expected), Amber (slight risk) and Green (no risk). The school had been placed in the amber category this year due to its dip in writing results and an expectation that an Ofsted visit was imminent. This meant that the school has qualified for 3 days of support across the academic year.

Mrs Gaiderman then reviewed the APD with Governors. Outcomes were included on page 4 and Mrs Orton had provided extensive data. Mrs Gaiderman explained that dialogue is very important between the LA and the school so that the LA can be clear on how it can support the school. There will be another visit in the spring term which will update the document with the latest data. Extra information would be included in a different colour so that Governors could see progression throughout the course of the year.

Mrs Gaiderman explained that on page 6 the performance and outcomes of current pupils would be updated during the next APD session.

Mrs Gaiderman commented that the Leadership & Management section (page 7) was taken from the SEF which is extensive and informative. She explained that in good and outstanding schools, good governance is very important in terms of Ofsted requirements and explained that the LA can support governors.

Safeguarding, whilst not the remit of School Support, was included in the APD because of its crucial significance in an Ofsted rating.

Teaching & Learning (page 8) was again compiled using the school's SEF and has also captured strengths and what could be shared with other schools as LA support decreases.

Personal development, behaviour and welfare were also included as attendance is important to outcomes.

Mrs Gaiderman explained that new for this year was the inclusion of the budget as a school must have good outcomes but also balance the budget.

Mrs Gaiderman stated that the school was now awaiting its next inspection and the next APD meeting would discuss current data and progress on priorities identified in the School Improvement Plan.

The school had qualified for support in writing and a

consultant would be visiting the school in March 2017 for ½ day to support this.

QUESTION: Mrs Mayat asked that whilst writing was the main area of improvement, was there anything else the school should be focusing on?

Mrs Gaiderman explained that priorities were discussed with the Head Teacher and resources allocated accordingly.

QUESTION: The Chair asked who would be providing support?

Mrs Gaiderman explained that it could be herself, another RAP in the LA or external consultants; it very much depended on the need and the expertise required.

QUESTION: The Chair asked if this would always be the LA providing the support?

Mrs Gaiderman explained that it was sometimes the LA but it could sometimes be an external consultant who had been vetted by the LA.

QUESTION: The Chair asked if the support days allocated could be split?

Mrs Orton explained that this was possible and was what had been arranged in school; support had been split into ½ days to focus on priorities and then review what was required in terms of next steps.

QUESTION: The Chair asked who would be providing the support in March?

Mrs Conway confirmed that Charlotte Hurley would be attending to provide support to the school on writing.

Mrs Gaiderman explained that 3 days support was not a large amount and so it would need to be used wisely.

QUESTION: The Chair asked if the school paid for this as part of a subscription?

Mrs Gaiderman explained that this was offered to maintained schools as part of the LA's role in school improvement. There were currently 7-8 people in the team but this would reduce as the LA's role in school improvement diminishes.

QUESTION: Mr Sabir said that he could see the strengths and weaknesses of the governing body (attendance), was

	<p>there anything else that the governing body needed to improve?</p> <p>Mrs Orton confirmed that more visits are required by governors.</p> <p>Governors thanked Mrs Gaiderman for attending and for such an informative presentation.</p>	
5.	<p>Confirmation of the Minutes of the Last Meeting</p> <p>The minutes of the meeting held on 1st December 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.</p> <p>The minutes of the extraordinary meeting held on 4th January 2017, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith).</p> <p>The minutes of the working group meeting held on 11th January 2017, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith).</p> <p>The minutes of the working group meeting held on 9th February 2017, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith).</p>	Clerk
6.	<p>Matters Arising from the Minutes</p> <p>Item 3e – the Clerk confirmed that the updated governor responsibilities had been circulated.</p> <p>Item 3f – the Clerk confirmed that the skills audit had been completed and sent to the Chair for further consideration of training requirements.</p> <p>Item 10 – Mr Mahmood confirmed that he had contacted LCFC but due to difficulties with their own football success, they were unable to send anybody to visit.</p>	Chair
7.	<p>Restructure of Support Staff Update</p> <p>Mrs Orton explained that the business case had been approved on 9th February 2017 by the governor working group following full consultation with staff and Trade Unions. Mrs Orton confirmed that all Level 2 Teaching Assistants had been assimilated into the new structure. 5 members of staff applied for voluntary redundancy which was accepted. This</p>	

meant that there were 4 posts for which 6 people applied. Interviews were held on 2nd March and Mrs Orton confirmed the identity of the successful candidates.

Mrs Orton explained that the interview process was conducted through the allocation of points for the letter of application, skills audit and interview. Each interviewer allocated their own scores which were then collated. This ensured a fair and transparent process.

Mrs Orton confirmed that further meetings will be held with the unsuccessful candidates w/c 13th March to discuss any possible options to avoid redundancy. Mrs Orton confirmed that the employees still have the right of appeal.

QUESTION: Ms Mayat asked if there was any chance of redeployment across the school in another role?

Mrs Orton confirmed that there was not.

QUESTION: Mr Sabir asked if this meant that they now had voluntary redundancy?

Mrs Orton explained that if any staff were dismissed as a result of their role being deleted, they would be paid redundancy.

QUESTION: The Chair asked about the difference between redundancy and voluntary redundancy.

Mrs Orton explained that the only difference is that voluntary redundancy is where the employee chooses to apply for their redundancy package rather than go through the selection process. The costs remain the same whether voluntary or not.

Miss Marshall explained what paperwork remains with regards to the restructure and will let governors know if any appeals are made.

QUESTION: The Chair asked if Mrs Orton required any further support from the governing body?

Mrs Orton confirmed that apart from appeals there would be no further support required.

The Chair commended the professionalism of Mrs Orton and Miss Marshall in taking on this important piece of work and executing it well and gave thanks on behalf of the governing body.

8. DG4 Academy Work

Mrs Orton discussed academisation and explained that DG4 had been meeting as a group to explore the possibility of forming a Multi-Academy Trust (MAT). The group looked at possible structures but nothing had been confirmed and it was purely an exploratory meeting. This was to discuss ideas, share philosophy and ethos to ensure there were no major differences between the schools.

Mrs Orton said that there was no commitment at all but the aim was to ensure that all schools retain their own individualism.

Therefore, Mrs Ridgewell, Head Teacher at Highfields Primary School, had organised a meeting for all governors of DG4 schools to attend at the Peepul Centre on Thursday 23rd March, 5-7pm. There will be a keynote speaker and provides an opportunity to find out more and ask questions.

QUESTION: The Chair asked whether this meeting would discuss the process and benefits?

Mrs Orton confirmed that it would.

QUESTION: The Chair asked which schools are involved in the group?

Mrs Orton confirmed that it would be Uplands Infant, Highfields Primary, Charnwood Primary, Shenton Primary, Bridge Primary, Green Lane Infants, Medway Primary and Sparkenhoe Primary.

QUESTION: Mr Sabir asked what DG4 stood for?

The Chair explained that the city was divided up into development group areas to support each other. The school sat within Development Group 4.

QUESTION: Ms Mayat asked what the benefits of this would be?

Mrs Orton said that would be dependent on the finances of each school; not all schools were forthcoming with their financial viability.

Governors then discussed the possibility of sharing resources and staffing as a MAT, this means that the schools could have a bigger say as there would be more spending power.

The Chair asked that the group consider attending the meeting and finding out more. Mrs Orton confirmed that

**All
Governors**

	<p>nothing is certain until governors formally sign up to a MAT.</p> <p>QUESTION: Mr Patel asked how large the MAT should be?</p> <p>Mrs Orton stated that the DfE appear to look for around 10 schools but the expectation is to support failing schools. There are a lot of outstanding schools in the DG4 group.</p> <p>Mrs Orton explained that LEAD academy is another option (the Junior school is run by LEAD). It may well be worth listening to both options and weighing up the right decision for the school.</p> <p>The Chair suggested during the early days of academisation schools were receiving £25,000 to support conversion; a similar incentive still might be available.</p> <p>Mrs Conway stated that both options would have strengths and weaknesses.</p> <p>QUESTION: The Chair asked governors if they wanted Diane from LEAD to visit?</p> <p>Governors agreed to attend the meeting on 24th March and to meet with LEAD. Mrs Orton agreed to contact Diane.</p> <p>The Chair confirmed that the governors could then review the three options:</p> <ol style="list-style-type: none"> 1. DG4 option 2. LEAD option 3. Remain as maintained school. 	Mrs Orton
9.	<p>Head Teacher's Report</p> <p>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:</p> <ul style="list-style-type: none"> • Page 6 – Early Years Bid. Mrs Orton explained that the school had been successful in a bid to the LA to support raising GLD in school and across the city. Mr Bryce-Clegg, a well-respected and global leader in Early Years, had kindly agreed to work with 4 schools in a project. Leicester is below national in its GLD and is usually the lowest in the UK. Our own GLD, whilst still below national, is on an upward trajectory. The barriers to both school and the LA are high deprivation, FSM, EAL and low educational aspirations. 3 years 	

	<p>ago the school's GLD was 36%, it is now 60%, and this was in part due to adopting the principles and strategies of Mr Bryce-Clegg. The bid for further support is to empower practitioners to re-think how they teach and reviewing the provision in the absence of an adult so that children can continue to learn and ensure high levels of engagement and learning. The DG4 group have set up a continuous provision group and lots of visits and best practice had been shared. The school had welcomed visits from a number of schools. The project will start with a conference for all Early Years leads in July 2017 and the work with the individual schools will begin in October 2017.</p> <ul style="list-style-type: none"> • Councillor Moore visited the school as part of her interest in how reading is taught. 5 schools were selected and she was very impressed with Uplands as a result of her rigorous questioning about reading and experiencing the warm and caring ethos here at school. • Windows – the LA will be replacing all windows in the main building over the summer period and into the half-term break. The school will be as flexible as possible to ensure that the replacement programme is fully completed. • Quad reviews – Mrs Orton explained that school to school support reviews had taken place in January and areas of development had been identified in each school. • Page 12 – take up of Nursery places is low. The school admitted a cohort of 15 Rising 3's in January 2017. Mrs Orton was pleased to report that there was no detrimental impact on existing children and the new children had settled in well. <p>Miss Marshall asked that governors spread the good word about the outstanding Nursery provision. Governors agreed that a large banner outside the school might help with marketing. Governors discussed EYFS and that more money may be allocated if fully qualified teachers are in place. Governors discussed how to raise the profile of attending Nursery in the community.</p> <ul style="list-style-type: none"> • Mrs Orton explained that as Writing was a main area of improvement, governors were invited to view the corridor of wonderful writing situated just outside the kitchen hatch. <p>Governors thanked Mrs Orton for her report.</p>	<p>All Governors</p> <p>Miss Marshall</p>
10. Pupil Premium Update		

	<p>Mrs Orton presented an update on Pupil Premium (copy filed herewith) and explained the areas of attainment. Statistics highlighted in green demonstrated that Pupil Premium children were outperforming non-Pupil Premium children whereas statistics in red demonstrated that Pupil Premium children were underperforming in comparison to non-Pupil Premium children. Mrs Orton explained that at the end of Year 1, the current Year 2 children were all underperforming but have really improved as can be seen.</p> <p>QUESTION: The Chair asked what SSM stands for?</p> <p>Mrs Orton explained that this stood for Shape, Space and Measure.</p> <p>QUESTION: Ms Mayat asked what percentage children had to reach in order to be outperforming?</p> <p>Mrs Orton confirmed that this would be higher than 57.3%. Mrs Orton reported that although Pupil Premium children were behind in writing, the gap had not widened.</p> <p>Mrs Orton explained that tracking had been tailored for Pupil Premium children and the school was now logging all provision on CPOMS as a category which would hopefully make it easier to track.</p>	
<p>11. Sports Premium Update</p>	<p>Mrs Makda provided an update on sports. The link with Moat Community College continues and a wonderful dance performance took place in January which involved our children, the Junior school and students from Moat. Mrs Makda confirmed that a class from Reception, Year 1 and Year 2 would be visiting Moat next week for multi-skills classes.</p> <p>Mrs Orton explained that improving music and dance would help children improve in reading and maths as they are great for memory.</p> <p>Mrs Conway explained that the school had created its own dance troupe as a collaborative exercise with the Junior school. There had been positive engagement with the children and the troupe visits the Junior school once a week.</p> <p>Miss Marshall reported that the football league continues and was going well and was generating a larger crowd of parents each week from the respective schools.</p>	

<p>12. Minutes/ Reports of Committees and Working Groups</p>	<p>a. Finance Committee – 02/02/2017 The governors received a copy of the minutes of the meeting that took place on 2nd February 2017.</p> <p>b. Health & Safety Committee – 02/02/2017 The governors received a copy of the minutes of the meeting that took place on 2nd February 2017. Mrs Orton reported that:</p> <ul style="list-style-type: none"> • The school achieved outstanding in its Health & Safety Audit. <p>c. Curriculum & Standards Committee – 25/01/2017 The governors received a copy of the minutes of the meeting that took place on 25th January 2017. Mrs Orton reported that the focus of the meeting was on RE and reviewing the key questions in life.</p> <p>QUESTION: Mr Sabir asked if the key questions were tailored and appropriate to the age of the children?</p> <p>Mrs Conway confirmed that they had been. The Chair was helping the school by arranging for an assembly about compassion.</p>	
<p>13. Policies to approve</p>	<p>a. Data Protection Governors reviewed and adopted the LA's Data Protection policy. Mrs Orton explained that Miss Marshall is the schools Data Protection Officer and she would be working to ensure that the school will be compliant with the GDPR (General Data Protection Regulations) that will come into force in May 2018.</p> <p>b. Freedom of Information Scheme Governors reviewed and adopted the LA's Freedom of Information Scheme.</p> <p>c. Complaints Procedure Governors reviewed and adopted the LA's complaints procedure. Governors noted that the school's complaints co-ordinator was Miss Bath.</p> <p>Policies to Note/ Ratify</p> <p>d. SFVS</p>	

	<p>Governors received and ratified the SFVS document having been reviewed and approved at the Finance committee.</p> <p>e. Equality Policy Governors received and ratified the Equality policy having been reviewed and approved at the Finance committee.</p> <p>f. Ratify January Outturn Governors ratified the January 2017 outturn.</p> <p>Approval of 2017/2018 Budget Governors approved to delegate powers to the Finance Committee to discuss and approve the 2017/2018 budget when they met on 11th May 2017.</p>	
14. LA/ Statutory Information	<p>a. Inclusive Provision for SEND Pupils in Mainstream Schools Governors noted the paper regarding inclusive provision. Mrs Orton confirmed that the school publicised its offer on the website and all children were supported in accordance with their needs.</p> <p>b. Early Help – A Guide for Schools Governors noted this guide for information.</p> <p>c. Children Missing in Education – new guidance Miss Marshall confirmed that the school was following the updated protocol.</p>	
15. Governor Visits	<p>Governors agreed to undertake visits for the following:</p> <ul style="list-style-type: none"> • Ms Mayat – KS1 • Mr Sabir – General Visit • Mr Patel – Safeguarding to begin audit • Mr Mahmood – General Visit • Mr Latif – General Visit 	
16. Governor Training Opportunities	<p>The Chair and Vice-Chair confirmed that they had joined the Leadership Programme. The Chair encouraged all governors to take advantage of the training opportunities available.</p>	
17. Correspondence	<p>None.</p>	

18.	<p>Any Other Business</p> <ul style="list-style-type: none"> Quote – Refurbishment (£11,833.20) <p>Miss Marshall presented a quote to governors to further improve the Atrium and Reception area. This was already going to be refurbished during the Easter holidays. The school would like to extend the refurbishment and replace doors on either side of the atrium and replace doors that were acting as walls. This would be a transformation and would use the remaining capital funding. Miss Marshall confirmed that the company would be MJE Contracts as these are already carrying out the initial works. The PO had investigated the prices of doors and the quote offered was in keeping with the cost of the new doors and materials. Comparison quotes for the previous work were in excess of £20,000 in comparison with c£8,000 and so the school were confident in the pricing and this was the reason for the presentation of a single quote.</p> <p>QUESTION: Mr Sabir said it would be useful to explain to staff about the capital budget and that this could only be spent on buildings/ refurbishments, rather than staffing.</p> <p>Mrs Orton confirmed she would explain this at the next staff briefing.</p> <p>Governors unanimously approved the quote to extend the refurbishment.</p>	Mrs Orton
19.	<p>Date of Next Meeting</p> <p>Thursday 29th June 2017 at 5pm in the staff room.</p> <p>The meeting ended at 7.10pm.</p>	

Signed as accurate:  (Chair of Governors)

Date: 29.06.2017