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**MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON
WEDNESDAY 9th OCTOBER 2019 AT 5.00PM**

PRESENT:

Mr S Aziz – Staff Governor
Miss P Keshav – Co-opted Governor
Mrs F Gelu – Parent Governor
Miss N Hussein – 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 – Co-opted Governor
Mrs N Shahid – Parent Governor

In Attendance:

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

Blue indicates comments, questions or challenge

Description
1. Governing Body Business
a. Apologies for Absence None.
b. Governor Interests The Chair asked for any interests in the business to be discussed. There were none declared. Governors also completed the business of interests form for the academic year.
c. Governor Roles Governors unanimously appointed Councillor Stacy Thornton as a local governor. Governors welcomed Mrs Shahid as a parent governor following the recent election. Governors also noted

that Mrs Alimohamed had resigned as a governor; a letter and flowers had been sent to thank her for her support and hard work. Governors discussed the possibility of filling a further vacancy; governors agreed that it was important to think about the skills required for the governing body. The Clerk advised that there was not a requirement to fill the post if it was not needed.

Election of Chair and Vice-Chair

Governors discussed the positions of Chair and Vice-Chair. Governors unanimously agreed to elect Mr Mahmood as Chair for a further year and Mrs S Orton as Vice-Chair for a year.

ACTION: Clerk

d. Any Other Business Notification

Three items of any other business were declared:

- Absence Request
- Job Re-evaluation
- Training Opportunities

e. Minutes of Previous Meeting & Matters Arising Not Covered Elsewhere

The minutes of the meeting held on **26th June 2019**, 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.

ACTION: Clerk

- Co-opted Vacancy – Councillor Stacy Thornton had been contacted, visited the school and had been appointed.
- Parent Election – Mrs Shahid had been welcomed to the governing body following her successful election.
- Chair & Vice-Chair roles – the Clerk confirmed that these had been circulated.
- The Clerk confirmed that the approved minutes had been published on the website.
- Amended meeting dates had been circulated to Governors, Trustees & the website had been updated.
- The Clerk confirmed that the question regarding management accounts had been addressed.
- The final CFR report had been sent to the Local Authority.
- The toilet refurbishment had been scheduled for the October half-term break.
- Miss Thakrar would attend the next meeting on 11th December to discuss environmental work.

f. Disposal of Assets Approval

The Chair approved the disposal of assets (copy filed herewith).

g. Policies

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

- E-Safety 2019/20
- Looked After Children 2019/20
- Safeguarding including Whistleblowing and Managing Allegations Against Staff 2019/20
- Staff Code of Conduct 2019/20

Governors noted that the following policies had been approved by the Headteacher (having previously been circulated):

- Charging Policy
- Educational Visits
- Fire Safety
- Lunchtimes
- Mental Health

2. School Improvement Plan/ HT Report (Enclosed)

Governors received a copy of the SIP/ Head Teacher's Report having previously been circulated (copy filed herewith).

Mrs Orton explained that the school PAN was nearly full and so there should be reduced turbulence as experienced in Year 1 in the previous year (21 children arrived throughout the course of the year).

Mrs Orton explained that the main priority was the quality of education and highlighted the KPI's (copy filed herewith). [Ms Mayat asked if the lack of colour coding was deliberate.](#) Mrs Orton explained that it was because the targets had just been set.

Good Level of Development: these were in line with national expectations and despite a lower baseline than schools outside of Leicester, the school had closed the gap and reached those national expectations.

Mrs Orton explained that phonics had experienced a 5 year downward trajectory and had always been above national until this year. The highest possible result to be expected was 85% but only 75.8% was achieved and whilst the cohort and the turbulence within Year 1 had contributed, Mrs Orton had commissioned the Assistant Head to conduct an analysis and interrogate why the results had been on a downward trajectory. It was noted that quality of the teaching of phonics could be improved. The KTC programme used by the school is well respected and works across numerous schools; it was therefore important to follow the programme in full. The school had been working with the KTC consultant to bring about improvements along with interventions and strategies to support children to ensure that the school fully follows the programme.

Improvement was already being seen. Mrs S Orton asked how you would know it was going to improve before the Year 1 Phonics results for 2019/20. Mrs Orton explained that there was ongoing assessment and gaps identified would be quickly filled. This meant that some children were having more than one phonics lesson per day; until 85% of the children had mastered it, the class would not move on. Mrs Conway added that it was a whole school approach to ensure that children were on track at each stage to support the outcomes in Year 1 as if there were gaps in Nursery, those gaps would increase as children progressed through the years. Mr Mahmood asked if the results had been a downward trajectory with KTC in place; does it not suggest that KTC might not be a good approach. Mrs Orton explained that the investigation had revealed that the school was not fully implementing the KTC programme; if the school had been, there would be improvements. Mr Mahmood asked about progress of the new implementation; Mrs Orton explained that teachers were already seeing progress in comparison to last year. The KTC consultant was supporting the school with addressing New Arrivals and providing them with support to reach national through devising a brand new intervention. Mrs Conway added that all staff had received refresher training for KTC and rigorous monitoring was in place. Mrs Orton added that the training had enabled monitoring to be really clear and what should be taking place. Mrs Shahid asked about the turbulence and the incoming Year 1 pupils? Could the results have reduced because of these additional children? Mrs Orton confirmed that each child was worth 0.8% and so they did have an impact. She explained that core children were also considered (those on roll at the start of the academic year) and they would have reached national. Mr Mahmood asked what support the school required from governors. Mrs Orton felt that this was not required at this stage but thanked governors for their support. It was important that governors were updated. Ms Mayat said it could be a line of enquiry during the governor open day.

Mrs Orton explained that teachers were being asked to articulate what they are teaching and why they are teaching it. This was a performance management target so that if teachers were clear about their teaching content and rationale, the children would be too. Governors were therefore encouraged to ask those types of questions during the open days.

Mr Sabir joined at 5.46pm.

End of Key Stage 1

Interim Teacher Assessment Frameworks for Maths and Reading had changed that year and so comparisons to the previous year were not possible due to the change. This would not be compared nationally either. Mrs Conway explained that for a child to achieve a certain level they must entirely meet the criteria; it was not best fit. E.g. if handwriting was poor, they could not achieve the assessment level. Greater depth reading was now harder due to the amount that a child could read independently. Children should be able to read a book and explain how this related to other books they have read. In Maths, greater depth statements now considered reasoning and a mastery approach to maths and this must be supported by secure evidence. It was about providing children the Oracy to be able to articulate that.

Governors compared the school results to national; age-related was just below national and greater depth was above national in all areas. Mrs Orton confirmed that writing was the key area for improvement. Rainbow Grammar training had already taken place during INSET day as it was important to apply grammar in writing. This was also supported by further writing training from Hannah Cooper. The impact was already being noted as children's understanding was greater. Improvements were also noted in their ability to punctuate, the language used was richer and children could quickly understand the manipulation of sentences that lead to greater depth.

Mrs Orton raised the wellbeing target. Mrs Conway would act as the Lead for Mental Health in school and explain what wellbeing looked like for teachers. Mrs Conway explained that everybody had mental health; it was either good or bad. The role of leadership was, where possible, to maintain and improve good mental health for staff. It was about workload and to ensure that a member of staff's day could go as well as possible. Mrs Conway shared the ways in which staff were supported. She explained that a timetable had been introduced that was monitored in a supportive manner by senior and middle leaders; this was to support changes in the curriculum, the needs of the children coming into the school and to meet the high expectations to enable the children to reach their potential. Changes have included arranging PPA so that all year groups teachers can meet together to support collaboration and joint planning to reduce workload and share good practice. Data collection had been amended so that it remained meaningful and had reduced the frequency of pupil progress meetings which were attended by all staff during school time. The coaching and mentorship programme was explained to governors as well as the change to the reporting period to parents and the length of reports required. [Mr Mahmood asked about the end of year reports?](#) Mrs Orton explained that EYFS have to report at the end of the year. KS1 also received their SAT reports. Mrs Conway explained the feedback loop from staff that was considered with regards to policies and practice and the limitation to ensure there was no initiative fatigue. Governors noted that the school was well within the 1265 hour limit on workload. [Mr Sabir asked about the 1265 and how many additional hours this equated to? Where was this clear to teachers?](#) This was in the staff handbook and circulated each year and it equated to roughly two weeks.

Mrs Conway explained that there were a wide range of CPD opportunities for staff as well as succession planning including leadership courses and additional responsibilities, if staff wanted to do so.

[Governors thanked Mrs Conway for the information and found it reassuring to know what support was in place for staff.](#)

[Mr Mahmood noted the current attendance in the contextual report;](#) Mrs Orton explained that this was a good level for an infant school. Extended holidays always contributed to the absences at school and there was little the school could do to prevent this.

Governors discussed staff absence and the increasing occurrence of sickness absence meetings; Miss Marshall explained the sickness trends contained within the report.

Mr Aziz left at 6.15pm.

Mr Sabir asked if there were any unrealistic targets being set for teachers? Mrs Orton explained that all targets were based on teacher standards and were realistic. Ms Mayat asked if targets set were achievable. Mrs Orton explained that all targets were SMART and were based on a realistic assessment of children in consultation with the teacher. If any children didn't achieve, it was then a discussion about why a child did not reach age-related. The target criteria was clear. Ms Mayat asked about a target in relation to a child who came back off holiday for example? Mrs Orton said that interventions would be put in place for that child but teachers would not be penalised for any hindrance to progress due to holidays taken.

Governors thanked Mrs Orton for her report.

3. Governor Question: What is our schools' curriculum intent and how does it meet the needs of all children?

Mr Mahmood said that it was a better outcome for every child and what do we want for our children when they leave school? What characteristics do we want them to have? Ms Mayat said the intent was the why and the implementation was the how and the impact was what evidenced in assessments.

Mrs Orton said that the ethos and intent would be reviewed to ensure that it reflects our children and it was featured on the website in the Headteacher's welcome. It was ensuring that the progression and plans were in place ready for the curriculum changes.

It was agreed that the first 10-15 minutes of the next meeting would be dedicated to discussing the revised curriculum intent.

ACTION: Clerk

4. Sports Premium/ Pupil Premium Update

Mrs Orton explained that the sports premium plan had been published on the website and the focus was on increasing physicality. The majority of expenditure funded the sports coach to support that target.

Mrs Orton explained that at the end of Reception and at the end of KS1, Pupil Premium outperformed Non-Pupil-Premium. The exception was phonics and so this would be the school target. She confirmed that children would still benefit from this improvement target if they were not Pupil Premium. She also clarified that any further needs were discussed with teachers at pupil progress meetings.

Mr Sabir asked if there were pupil premium interventions coordinated. Mrs Orton explained that all provision provided was logged on SIMS. Mr Sabir asked who was responsible for interventions. And who carried them out? Mrs Orton explained it was teachers at present but TA's would also

be used for interventions where needed. This was covered during pupil progress meetings for all Pupil Premium children as a collaborative process. Mr Mahmood asked who the co-ordinator was. Miss Marshall kept all records and the plans to document Pupil Premium expenditure. Mr Mahmood asked what the school did to increase Pupil Premium applications. Mrs Orton explained that all parents complete the form on admission.

Miss Keshav left at 6.26pm.

Mr Sabir asked about the enrichment opportunities for pupil premium? Miss Marshall explained there were lots of different activities to build on their cultural capital.

5. Finance – 2018/19 Final Report

Governors received a copy of the 2018/19 final report having previously been circulated (copy filed herewith). Miss Marshall explained the final position and the additional expenditure and income received by the school. Governors were satisfied with the healthy financial position of the school at this juncture. Miss Marshall explained that teaching costs were higher due to the change in how maternity pay was refunded to the school; the funding would now be returned only when the employee returned to work. Mrs S Orton recommended that the maternity balance was accrued to the balance sheet to reflect the expected income in the next financial year.

ACTION: Miss Marshall

6. Any Other Business

Request for Leave -

[REDACTED]

[REDACTED]

ACTION: Clerk

Request for Job Re-evaluation -

[REDACTED]

ACTION: Miss Marshall

c) Training Information

Mr Mahmood highlighted the training email that had been circulated earlier that day and encouraged governors to attend.

7. Date of Next Meeting

Wednesday 11th December at 5.00pm. The meeting closed at 7.05pm.

Summary of Actions	
Clerk to inform Governors Services of the Chair and Vice-Chair roles	Clerk
Publish minutes on website	Clerk
Table curriculum intent on next meeting agenda (first 10-15 minutes)	Clerk
Contact DFO with regards to maternity income accruals	Miss Marshall
Write to employee with outcome of leave of absence request	Clerk
Carry out due diligence on job re-evaluation	Miss Marshall

Signed as accurate:(Chair of Governors)

Date: