



Head Teacher: Mrs M Orton
Melbourne Road, Leicester, LE2 0DR
Tel and fax 0116 2625280
office@uplands-inf.leicester.sch.uk
Website: www.uplandsinfant.org.uk

**MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT
SCHOOL HELD ON TUESDAY 10TH MAY 2016 AT 5.00PM.**

PRESENT:

Mrs Z Alimohamed – Co-Opted Governor
Ms K Grant – Vice-Chair, Co-opted Governor
Mrs N Hajwane – Parent Governor
Miss P Keshav – Co-opted Governor
Mrs S Makda – Staff Governor
Mrs M Orton – Head Teacher
Mrs R Rinde – Parent Governor
Mr D Shirley – Co-opted Governor
Mr Z Patel – Parent Governor
Miss J Marshall – Business Manager

Mrs J Dean – Clerk to Governors

In attendance – Mrs Shirley

Item	Description	Action
1.	<p>Phonics Update – Mrs Shirley</p> <p>Mrs Shirley attended the meeting to provide an update on phonics. She said that the last report was in October. We are on track at 45% to pass the test with figures being 67% in December last year, 46% in February and 70% in April. The dip in February was thought to be that the phase 5 graphemes had not yet been taught. The programme doesn't finish until the end of the year and there will be another test before the final one. Teachers are confident that we will pass the test, but are implementing interventions where there are areas of concern. Since December there have been children who are new to English and they are struggling with sounds, segmenting and blending. These are the children who may not pass or who may be disapplied. We have had training in the KTC program which aims to bring the whole class together and then find out what issues are, so that interventions can be honed to address specific needs.</p> <p>QUESTION: Ms Grant asked what were the implications of not</p>	

	<p>having enough children pass? Mrs Shirley replied that a pass rate is decided across the whole country. We had seen a drop in percentage last year (70%) from the previous one (85%) which we were trying to address. It was important to note that it is not a reading test, but a coding test. Mrs Shirley said that we will ensure the environment is conducive to the children, which will take place in around five weeks or so, in mid June. She is happy to answer questions at any time and would also welcome a governor visit to see the lessons in action. Ms Grant thanked Mrs Shirley for the update.</p>	
2.	<p>Apologies for Absence</p> <p>Apologies were received from Ms. Mayat.</p> <p>Mr. Sabir had notified the Clerk that he may not be able to attend due to a dental appointment and he did not appear at the meeting.</p>	
3.	<p>Governing Body Business</p> <p>a. Declaration of Governors' Interest Forms to be completed and completion of annual declaration form</p> <p>Nil declared.</p>	
4.	<p>Items for Any Other Business</p> <p>None.</p>	
5.	<p>Confirmation of the Minutes of the Last Meeting</p> <p>The minutes of the meeting held on 26th January 2016, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith).</p>	
6.	<p>Matters Arising from the Minutes</p> <p>The chair had said he would write a letter of support to the Student Governors and Miss Tew. Ms Marshall confirmed that this has been done and is on the Student Governor blog on the website .</p>	
7.	<p>Head Teacher's Report [SIP E4]</p> <p><i>Pupil mobility</i> - we have had 12 new arrivals in school since January which can impact on results for the remainder of the year.</p> <p><i>Page 9</i> – Ms Orton reported that our new Raising Achievement partner is Melanie Gaiderman who will be able to provide a different perspective, and coming in three times a year.</p>	

	<p><i>Page 10</i> – Ms Orton is to forward details of facilities shared with the juniors to Melanie. It had been made clear that the juniors were going to become an academy but we have not received contact from LA regarding arrangements for shared facilities. We should have no issues with accessing the facilities we need to, which had been agreed verbally, but will need to monitor to ensure it happens. The car park will go the juniors but it will be a shared facility with shared costs. It has yet to be decided what will be done about the kitchen and whether we buy into their catering services. Ms Orton reported that they are open to continuing with how we work together at the moment.</p> <p>Ms Orton also reported that Early Years was moderated recently by LA to ensure teacher judgments are accurate and consistent. They reported no concerns and were happy with the quality of teaching and evidence presented.</p> <p><i>Recruitment</i> – At the time of the last governor meeting we were about to undertake year 2 team lead interviews. Ms Orton reported that no candidates were suitable so we did not recruit. Some members of staff have asked for coaching and training to acquire skills so next year the role will be advertised internally. Class teacher interviews – Six posts were available and we were able to recruit six very good candidates. These were temporary contracts which were re-advertised.</p> <p><i>Good Level of Development (GLD)</i> - Ms Orton said that this is the last year that the government will be asking for data for end of reception which is a shame as we can demonstrate that we are closing the gap for GLD. We will continue to collect it for our own measure, however. 66% are predicted to achieve the GLD this year which is up 8.5% from last year.</p> <p>QUESTION: Ms Grant asked if this had connections to local benchmarks? Ms Orton reported that there is a strong moderation process in the city. We are able to moderate judgments with other schools in the development group who we meet with regularly. Ms Orton hoped that it will be reinstated as it demonstrates the brilliant work that teachers do and the impact it has.</p> <p><i>Leak of SATS testing year 2</i> - our children have not had access to it and therefore their results won't be affected, so we are still going to undertake tests as we will need a baseline for next year.</p>	
8.	<p>Pupil Premium Update [SIP E4]</p> <p>QUESTION: Mr Patel asked about year 1 non pupil premiums. Ms Orton said that significant gains had been made since</p>	

	<p>December and in year 1 non pupil premium outperformed in all areas. The attainment gap has widened in reading but closed significantly in maths and writing. We have been focusing more on bands of reading rather than the Symphony assessment tool.</p> <p>QUESTION: Mr Patel also asked if the year 2 cohort evens out. Ms Orton said that from December pupil premium children are outperforming non pupil premium in all areas.</p> <p>QUESTION: Mr Patel asked if we have to provide a detailed breakdown of what the money is spent on? Ms Orton said that this is shown on the website and Ofsted review the figures.</p> <p>QUESTION: Ms Grant asked what percentage of children are pupil premium and Ms Orton reported about 14%.</p> <p>QUESTION: Ms Grant then asked if the ability to identify who these children are has become any easier? Ms Orton and Ms Marshall said that it was still a difficult issue as it is based on funding received and it is very unclear how the figure is arrived at. We may still technically get money for children who are no longer with us and when new children come on board we can miss access to their pupil premium funds. We know who the children are in terms of parents applying but a list of names is not provided when the funding is received.</p>	
9.	<p>Sports Premium Update [SIP E4]</p> <p>Mrs Makda reported that there is nothing new from the school although plenty of activities such as basketball have been taking place, with a dance festival coming up soon.</p> <p>Ms Marshall confirmed that the grant continues and we must ensure we put the plan on the website with videos and photos, plus comments from children as to what they think about the activities.</p> <p>Part of the plan is to install a long jump as there are not many available in the area and we would also like to increase usage of our facilities by other schools.</p> <p>Discussion took place on how we encourage children who are gifted at sports and Ms Orton drew the committee's attention to a member of the Friday athletics club who is very talented. It would be great to start infant leagues for children such as this, for sports such as football, hockey etc.</p> <p>QUESTION: Mr Patel asked if we ever refer children to county teams and Ms Orton said that we have mentioned it to parents but we are not completely sure of the procedure.</p>	

10.	<p>Minutes/Reports of Committees and Working Groups [SIPE4]</p> <p>a. Finance Committee Ms Marshall reported that the main thing to report was the budget. The school is facing a tighter budget this year. Although the funding is broadly the same payments for National Insurance and pensions have increased, along with teacher pay scales and inflation. Cuts will need to be made this year. For example, we will be unable to pay teaching assistants to stay for after school clubs. We may need to review staffing levels going forward, and if staff members (not teachers) leave it is unlikely they will be replaced.</p> <p>b. Health and Safety Committee Ms Orton said main focus was asbestos which is high profile at the moment. We were required to complete a survey which was done. The school is compliant in all areas and meeting government guidelines.</p> <p>Stress Levels Committee – Ms Marshall described the survey which is anonymous and based on questions devised by the Health and Safety Executive. The results are inputted into a database which gives results. We send it out and if people want to be involved they can, but nobody came forward.</p> <p>QUESTION: Ms Grant asked if there were other instances where we ask for volunteers and don't get them. Ms Marshall and Ms Orton confirmed that there were, such as Food4Life, and various sub-committees.</p> <p>Ms Marshall said that we will be looking at carrying out our own stress levels survey that are applicable to the working environment, as many of the generic questions on the existing survey are not relevant to the teaching environment and we are aware there are areas which will always be highlighted due to the constraints of the job.</p> <p>c. Curriculum and Standards Committee This committee has not recently met so there was nothing to report.</p>	
11.	<p>Policies to approve</p> <p>a. Governor Visits Policy – reviewed and updated. This was signed off at the Finance Committee in March.</p> <p>b. Sex and Relationships Policy – Ms Orton reported that she had added some changes. This is not taught as a discrete subject, but only what comes up in the National Curriculum, so we don't do anything extra. This policy was approved by the governing body and signed by Ms</p>	

	Grant and Ms Orton.	
12. Statutory & LA Information	<p>a. Mandatory Disclosure and Barring Service Checks (DBS) - Ms Marshall said that all governors are required to have a DBS check. The guidance is contained in this document and if governors have a current and valid check from somewhere else that is acceptable. In this instance governors should bring details in to school so that Ms Marshall can note them for our records. Checks are required to be completed by 1st September. Anyone who still has not undergone the check should let Ms Marshall know so that she can send them the link to get the process started by 15th July at the latest, in order to allow time for the checks to be carried out.</p> <p>b. Safeguarding Report and Tool – Ms Marshall said these are due to be completed by the end of the summer term and Mr Patel will be working with her on this. Mr. Patel; need to let Ms Marshall know when he is available so they can prepare to present at the June governors meeting. Ms Grant thanked Ms Marshall and Mr Patel for the work they have done on this.</p> <p>c. Supervised Toothbrushing Protocol – Ms Orton reported that this had been brought in as Leicester is one of the worst cities for tooth decay, with parents often not taking children to the dentist. We received training on the toothbrushing protocol which is aimed at Reception and Nursery children. Mrs Kavanagh is monitoring the programme.</p> <p>d. LCC Governing Body Year Planner</p> <p>Ms Marshall said that she has a planner that is more detailed than the one issued by LA which she showed to the committee. She asked that everyone read through the planner provided by LA and we can discuss any items that we think we should be including.</p> <p>The discussion then led to the website review which Ms Marshall confirmed had been done by an external expert who had reported that it was very good. We still need to provide more evidence in terms of sports premium and hence more photos are being posted on the site.</p> <p>The committee then discussed use of social media. Ms Marshall reported that we are looking into an app that will link people to topics of interest on the website. Ms Marshall provided a quick demonstration on a smartphone</p>	<p>All Ms Marshall</p> <p>Ms Marshall Mr Patel</p> <p>All</p>

	<p>to show its capabilities which included enabling parents to sign consent forms, look at lunch menu, Ofsted reports and so on. All queries get directed to the website but push notifications mean parents can get updates and alerts on areas they are particularly interested in.</p> <p>e. Summer 2016 Termly Briefing Papers - no comments made.</p>	
13. Governor Visits	<p>Ms Grant confirmed that she is yet to provide a report on her recent attendance at school dinner. She said that she enjoyed it very much and got a chance to see how well organised everyone is at getting children sitting down to eat, as well getting everyone organised once lunch had finished.</p> <p>QUESTION: Mr Patel asked if we are still giving children the option to pick and choose when they want dinners and Ms Orton confirmed that this was the case.</p> <p>Mr Shirley attended on a visit to look at the touch screens and reported that the ones we are considering purchasing are very good. Ms Marshall said we will be purchasing the screens as soon as we are able.</p> <p>Mr Sabir came to look round at lunchtimes and his report confirmed that he was impressed with what he saw. The only issue was that some children were in a rush to get out and play and didn't eat as much as they perhaps should.</p> <p>We are looking at reducing wastage of food and Ms Rinde said that it was going well. Children are being encouraged to eat at least two things on their plate. Discussion arose regarding free milk which it was confirmed was available for children up to five and pupil premium, but parents must register for free milk.</p> <p>Forthcoming visits:</p> <p>Mr Patel – Audit Tool. He would also like to come in for a school lunch.</p> <p>Ms Rinde has to send a report for phonics and Ms Marshall will provide this to her.</p> <p>Ms Grant could attend for a visits in June and Ms Orton suggested she look at a shared read.</p>	<p>Ms Grant</p> <p>Mr Patel</p> <p>Ms Marshall</p> <p>Ms Grant</p>
14. Governor Training Opportunities	<p>To include feedback on any courses attended.</p>	

	<p>In February Ms Mayat attended training on preparing for Ofsted and Ms Marshall circulated the notes.</p> <p>In addition, Mr Patel attended a course recently regarding Safer Recruitment and will let Ms Marshall have the details. He asked governors to note that when recruiting staff at least one member of the panel must have undergone such training. Ms Marshall reported that Mr Sabir was going to do an online course through NSPCC regarding this issue, which will mean we have two governors who can sit in on interview panels.</p> <p>Redevelopment of GEL – this now enables governors to complete online modules. Mrs Dean had circulated details by paper for quick reference and Ms Grant confirmed that it was useful for all governors to have a look at.</p> <p>Ms Marshall asked that if anyone completes any training that they let her have details so that she can log it in our records, including copies of certificates issues on completion of training.</p>	<p>Mr Patel</p> <p>All</p>
15. Correspondence	None.	
16. Agreement of Meeting Dates	<p>Discussion took place regarding frequency of meetings and whether the second Spring meeting is necessary. It was suggested that the second Spring meeting be discontinued. This year the date was used for training, which Mr Patel felt it was useful to keep the date for that and it was agreed that the date could be held for training, if any.</p> <p>Ms Grant pointed out that in the past that governing body dates were on different days, alternating between Tuesdays and Thursdays, for example, which it was agreed was useful so people could work around external commitments. Ms Marshall confirmed that she will amend forthcoming meeting dates and send out to all.</p>	Ms Marshall
17. Any Other Business	<p>a. Progress of funding for Stage and letter from Chair - Miss Tew is working very hard, coming up with lots of ideas and keeping the momentum going. Various events have raised funds such as the talent show which raised £88, an Easter bonnet competition which raised £400 and the weekly Fit Club which has raised £100 so far. Ms Marshall reported that we have about £1,000 in total. Ms Orton said that what is holding us back is that we are not registered as a charity and there was much</p>	

	<p>discussion about the pros and cons of setting up a Parent Teacher Association to enable this.</p> <p>b. Ratify 2016/17 budget</p> <p>The budget was agreed and ratified.</p>	
18.	<p>Date of Next Meeting</p> <p>The next meeting will be held on 21st June 2016 at 5.00pm.</p> <p>The meeting ended at 18.46pm.</p>	

Signed as accurate:(Chair of Governors)

Date: