



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
WEDNESDAY 11th MARCH 2020 AT 5.00PM**

PRESENT:

Mr S Aziz – 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 N Ismail – Parent Governor
Mr N Sabir – Co-opted Governor

In Attendance:

Miss J Marshall – Clerk to Governors
Miss C Bath – School Business Manager
Mrs R Conway – Deputy Headteacher

Blue indicates comments, questions or challenge

Description
<p>1. Governing Body Business</p> <p>a. Apologies for Absence Apologies were received and accepted from Mr Thornton, Mrs Gelu and Mrs S Orton. No apologies were received from Ms Hussein.</p> <p>b. Governor Interests The Chair asked for any interests in the business to be discussed. There were none declared.</p> <p>c. Any Other Business Notification</p> <ul style="list-style-type: none">• Change of Meeting Date – Discussed at point 9.• Coronavirus – <i>The Chair asked what action the school was taking with regards to Coronavirus?</i> Mrs Orton confirmed that the school was following all advice from the government. The school would only close following a direction from Public Health. Mrs M

Orton confirmed that the cleaning regime had been increased to disinfect areas in heavy use e.g. door handles.

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

The minutes of the meeting held on **11th December 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

- The Clerk confirmed that the approved minutes had been published on the website.
- The Clerk confirmed that a safeguarding question had been tabled on the agenda.
- Governors were still to confirm that they had read and understood KCSIE2019 and were asked to contact the Clerk to declare this.

ACTION: Governors

Mrs M Orton raised a concern about governor attendance at safeguarding training and that all governors should have received this training. [Mr Sabir and Ms Mayat confirmed that they had attended a session at their school. Mrs Ismail confirmed that she was attending a session in April 2020.](#) Mrs M Orton was concerned that there were governors who had not attended safeguarding training at any point. The Chair agreed to investigate who had not attended the training and would make arrangements. [Mr Sabir suggested that online modules might be useful and perhaps these could be made part of the governor meetings.](#) The Clerk suggested that Mohammed Patel from Safeguarding could attend a governor meeting.

ACTION: Chair

- Mrs Orton confirmed that the curriculum intent had been circulated to all governors.

e. Policies

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

- RHE – Relationships & Health Education

Mrs Conway explained that the school was part of the Central Development Group in the city who had worked together to develop a generic city-wide policy. Mrs Conway confirmed that she had removed parts of the policy that were not applicable to an infant school. The policy would be shared with parents at information meetings. The biggest change would be the use of terminology and the use of scientific labelling of body parts. [Ms Mayat asked if this was in Year 2 only?](#) Mrs Conway confirmed that this vocabulary would be used across the school. The reason behind the change was due to a change in the law and to support safeguarding; there have been instances where children have used different terminology which had been misconstrued. Providing children with the correct vocabulary will support safeguarding to help them to know that these are the names and that nobody should touch them in those parts. This would be supported by the PSHE scheme of work. [Mrs Ismail asked about how that would be clarified in](#)

regards to acceptable touch? Mrs M Orton explained that the words would be taught from Year 1. In Early Years, children were taught about relationships, the names of body parts and the importance of permission e.g. when visiting a doctor, he/she will ask if it's ok to make contact to examine them. The Chair asked about the national policy and not using the word 'sex' in the title? Mrs M Orton explained that the school did not teach sex education. The Chair asked if the school was confident that there would be no legal challenge about the implementation of this policy? Mrs M Orton explained that this had been developed as part of a large working group with expert advice from the Local Authority. The school wanted to be in-line with Leicester City to ensure consistency of teaching across the city. Mrs Conway confirmed that the sessions with parents would not be a consultation but would share information as this was a compulsory change. Mr Aziz suggested that an anticipated question would be whether the scientific language would be taught to girls and boys together or separately? Mrs M Orton thanked Mr Aziz for the suggestion and said that this would be reviewed in advance of policy implementation. Ms Mayat asked if it would be taught only in PSHE or in science as well? Mrs Conway confirmed that there would not be an explicit lesson and it would be included in science as naming parts of the anatomy. It was about how the vocabulary would be taught and embedded. Mrs M Orton queried whether parents would be reassured if both boys and girls were taught the information, but separately? Mr Aziz thought that this would reassure parents. Ms Mayat asked if it would just be a one-off session and then the rest of the term the children would be taught together? Mrs M Orton confirmed that this was the case. Mrs Conway explained that the PSHE scheme of work would include this information. Mr Sabir felt that it was really important to make it clear that it was not only teaching about the body but that there was a lesson about safeguarding within that. It was careful to strike a balance. Mrs M Orton said that teaching children that they should not be touched had always taken place; the main change was the naming of the parts rather than 'private parts'. Mr Sabir asked about the consent aspect; would that be explicit? Mrs Conway said that it would be explained to children that nobody should be touching them but sometimes e.g. doctors might need to look for a medical reason, or a parent might need to, e.g. to apply cream.

Mrs Conway also clarified that the external visitors that would come into school to teach children would be specified e.g. school nurses, NSPCC. Mrs M Orton added that, as a Trust, the schools were working together to present a consistent policy. Mrs M Orton welcomed any advice in terms of being clear with parents with the application of the policy. Ms Mayat agreed that if the context of how Uplands had always taught health and relationships, what the minor changes were and that it was not negotiable were made clear, parents would be supportive. Mr Aziz added that an emphasis of the short duration of the teaching of the vocabulary would be important as well. Mr Sabir added that the intended outcomes supported the reasons for doing this e.g. the concept of personal space. He felt it was safe within this context and fitted with the development of the children.

Mrs M Orton explained that queries had focused on LGBTQ+. Ms Mayat said that it was about the teaching of equality and respect for people to have their own choices. Mrs Conway explained that discussion had taken place about how this would be presented within the context

of an infant school and recommended books had been purchased to review; these would be shared with parents at the information meetings. [Mr Sabir recommended that the books should be reviewed first before sharing as the content may be misconstrued as well as how the books would be used.](#) Mrs M Orton added that the school would not want any child to feel different in respect of their family unit make-up. Any parent who wanted to have an individual discussion would be able to. Governors were encouraged to attend the parent meetings and Mrs M Orton would share the dates with governors.

ACTION: Head

Mrs Conway added that the books were simply a way for children to access awareness rather than promotion. [The Chair agreed that the books should be agreed first before presenting to parents. Mr Sabir asked if the books showed lots of relationships?](#) Mrs Conway confirmed that the books were suitable for an infant school and featured a wide range of relationships with a focus on the make-up of the family rather than the sexuality.

Governors noted that the following policies had been approved by the Trust:

- ALT Lettings Policy

2. Healthy Schools Accreditation

Mrs M Orton confirmed that Healthy Schools accreditation was part of the school improvement plan and that Miss Bath had been tasked with this piece of work. Miss Bath explained that the school was working towards the bronze certificate. This involved the completion of a workbook and she outlined what needed to be in place. This included policies, risk assessments etc. The deadline to complete the workbook was May 2020. Miss Bath confirmed that some of the positive things that the school was doing included providing parent courses on first aid, caring for children and supporting children to be school ready. In terms of physical education, the Walk to School Scheme was in place and the children accessed PE on a daily basis with the Sports Coach. The school had also recently won a bid for some sports equipment to increase hand-eye co-ordination and cardiovascular fitness. Areas for improvement included raising awareness of mental health and the ability to access this. The school also wanted to achieve the Positive Places Award and had considered the library as a place for staff and children to attend to support wellbeing. Miss Bath explained that the focus had shifted to wellbeing, not just physical exercise and a healthy packed lunch. [Ms Mayat asked if the eco-schools award was part of this?](#) Miss Bath confirmed that the school was working towards this award. [The Chair asked about the timeframe for the Positive Places award?](#) Mrs Conway confirmed that this would be next year. [Mrs M Orton asked what the main impact would be on the children?](#) Miss Bath said it would support children wanting to come to school, feeling supported and to be able to have people to speak to. [Miss Keshav added that it would hopefully improve attendance.](#) Governors thanked Miss Bath for her hard work and looked forward to an update at the next meeting.

3. Curriculum Implementation

Mrs M Orton explained that this session would focus on the implementation of the new curriculum having shared the intent at the previous meeting. She explained that proficiency

takes practice, therefore the only way to become proficient is to repeat activities. Mrs M Orton had asked staff if children were given the time to review, practice and embed knowledge that was taught to them. It was clear that the KTC programme enabled children to go back and practice to enable knowledge to move to the long-term memory. This was also the case for the new Maths scheme of work. There were areas of curriculum that required some improvement; these were foundation subjects and writing. History and Geography had been prioritised alongside writing.

Mrs M Orton explained the 'illusion of mastery' and the fact that after 20 minutes of being taught something, you only remember 60% of what was taught and as time passed, even more of what was taught would be lost. Previously the school would teach subjects in blocks e.g. 6 weeks of history and would not return to the subject. Therefore, the school could not say that learning had taken place as there was no opportunity for this knowledge to transfer to the long-term memory. Teaching and then returning to this (known as interleaving), made it more likely for knowledge to move into the long-term memory. As a result, the school had moved its curriculum to support this approach to teaching. Mrs M Orton explained how this would work in practice; the key concepts would be repeatedly taught rather than learning the same topic again e.g. [Mr Aziz explained how the links would be made between the knowledge. Ms Mayat asked if there would be cross-curricular links? Mr Aziz explained that there would be links back to the knowledge/ key concepts learned previously.](#) Mrs M Orton added that, where possible, there would be natural links to embed knowledge rather than forced links. It was about children building schema, to make links and apply their learning. [Ms Mayat asked if the change had now been made?](#) Mrs M Orton explained that it was a transitional period and the move would be completed by the start of the autumn term. [Ms Mayat asked if the end goals had changed?](#) Mrs M Orton explained that the goals had not changed but the approach had. [Ms Mayat asked about what work teachers needed to complete as a result?](#) Mrs Conway explained that this work was being completed together. Mrs M Orton was completing the first subject and would cascade so that it could be applied by staff to the other subjects. It was about supporting staff to know the progression in all subjects and completing these together would aid in all teachers acquiring that knowledge.

Mrs M Orton outlined the long-term plan for history and how the plan was put together to support the new approach and how the key concepts were covered across the course of a child's education in school, not just in a year group. Mrs M Orton then shared the draft curriculum implementation statement with governors and agreed to share this with governors.

ACTION: Head

4. School Improvement Plan/ HT Report (Enclosed)

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

A question was submitted from [Mr Thornton: "What involvement does the school envisage with the Green Fox project - a subject which came up \(and was supported\) at the recent](#)

Attenborough Trust Resource committee?”

Mrs M Orton explained that the project was about reducing energy and saving money. The project would monitor costs for a year and would make recommendations to support a reduction in energy. This fitted in with Miss Thakrar’s Eco School project. Ms Mayat thought that this was a great project.

The Chair asked about pupil premium; had this increased since the last meeting? Mrs M Orton explained that it was the mobility of the children which contributed to the fluctuating numbers. The Chair asked about FSM? Mrs M Orton explained that it was the same; as an infant school meals were free so the Pupil Premium figure was used.

The Chair asked about attendance. Mrs M Orton explained that there had been an issue with communication with parents regarding attendance but this had now been addressed. However, it had impacted on progressing attendance cases. The main issue was Reception as parents felt there were no consequences to missing school. Multiple meetings had been held with parents. Mr Sabir asked how the EWO engaged with the school to support this? Mrs M Orton explained that the impact of the EWO had not been significant given the cost. There were a number of statutory duties not carried out by the EWO prior to conversion. Mrs M Orton explained that the school carried out attendance reviews and followed the same procedures as the EWO would have done. Any child with attendance below 95% received a warning letter. Any further absence without medical evidence would be unauthorised. At the next review meeting (4 weeks later), a panel would be convened with the school. If there was no further improvement, the case would be referred to the EWO.

Mrs Conway added that at another school, governors were present at attendance meetings and this had a positive effect on parents. It was suggested that this could be adopted at school. Governors were happy to support this. Mr Sabir asked if the EWO still came into the school? And how often was attendance data reviewed? Mrs M Orton confirmed that it was the same EWO service from the Local Authority and the review took place on a monthly basis. The panel meeting required parents to sign an agreement to bring their child to school. Mr Sabir asked if there were set hours for the EWO to attend? Mrs M Orton explained that there was a schedule but this could be amended. Mr Sabir shared his experiences and that more direct support from the EWO had been helpful and direct contact from the EWO appeared to increase attendance and engagement. Mrs M Orton explained that, unfortunately, a lot of the attendance cases were in Reception and therefore non-statutory. Mr Sabir felt that this added support from the EWO could really help the school. Mrs M Orton agreed and confirmed that this conversation did take place with parents to warn them that more serious action would be taken. She added that long-term holidays continued to have a significant impact on attendance. Mr Sabir asked what the target for attendance was? Miss Bath confirmed it was 97%. Mrs M Orton explained that infant schools nationally were around 95%. The Chair asked what attendance would be like without holidays? It was agreed to add this figure into the contextual report.

Mr Sabir asked if the attendance prize scheme was still in place? Mrs M Orton confirmed that it was and that this was still a big incentive. Miss Bath added that once parents had been contacted, attendance in the previous week had improved.

There being no further questions, governors thanked Mrs M Orton for her report.

5. Governor Question: Staff workload and well-being – Do leaders and the trust take in to account the workload and well-being of staff?

Governors were asked to discuss the approaches that the school undertook to support staff and well-being. This included shared PPA, updating the marking policy to reduce workload, time given to staff to review curriculum changes, reduction of replication, reduced number of data collection points. Meetings always have a focus, free tea and coffee and free school dinners for staff along with access to counselling. There was an open door policy in place for SLT and Middle Leaders and strategies and useful tips were shared with staff e.g. free access to headspace as educators.

6. Sports Premium/ Pupil Premium Update

Pupil Premium – Mrs M Orton confirmed that there were 52 children with 23 in Year 1, 15 in Reception and 14 in Year 2. For the first time, Pupil Premium were working below the level of non-Pupil Premium children academically. Because of the small percentage of Pupil Premium, this normally equated to 1 or 2 children working below.

Teachers were asked to interrogate the make-up of their Pupil Premium children as part of the pupil progress meeting. For Reception this was 5 children; 3 were summer born, 1 was a New Arrival and 1 was in crisis which has impacted their attendance and confidence. Ms Mayat asked if this data could be excluded? Mrs M Orton said it would still be included in the data but there was a clear reason for this and interventions were in place to support these children. There was also a SEND referral system in place to identify those who may have a need and implement strategies within Quality First Teaching to support those children to make progress. If the gap was not closed, then further support would be sought from external agencies.

Sports Premium – There was no news about the Sports Premium funding. This funding paid for the Sports Coach who was an asset to the school. Physical Development had been identified as a key area for improvement, particularly for Reception children and this was led by the Sports Coach. The Chair asked if there was a way to retain the Sports Coach despite any loss of Sports Premium funding? Mrs M Orton confirmed that the budget increase would support retaining this post. Mr Aziz expressed his support and the great work that the Sports Coach carried out.

7. Safeguarding Question

Governors were asked to describe Early Help? The Chair explained that it was early involvement with families and children before agencies got involved to support children. The Early Help offer was also on the website. It was any form of intervention to prevent problems escalating.

8. Finance – SMRA

Miss Bath shared the current financial position (copy filed herewith). She explained that the

forecast was positive and there was no longer an in-year deficit. This had been achieved through staffing changes and there had been an increase of £106,563 to next year's budget. **The Chair asked if this was due to increased numbers?** Miss Bath confirmed there were additional 5 children and the AWPU of approximately £30k and the removal of the minimum funding guarantee had also provided more income. **The Chair asked about the difference between the income and the GAG funding?** Miss Bath confirmed that she would circulate an explanation of the difference. Mrs M Orton also added that there had been additional funding for early years in the current year which had increased income. **The Chair asked about pupil numbers?** Mrs M Orton confirmed that the numbers were lower for Nursery this year. It was currently 75 children for 2020/21. The numbers were always hard to judge as it was not known whether children will actually arrive for the start of the year; parents have attended all induction meetings before and then taken their children elsewhere. The school would therefore model its budget based on a lower number. Mrs Conway added that Nursery numbers had decreased nationally. Miss Bath added that she would receive further support from the Trust to ensure the budget was accurate and included all areas of planned spend.

ACTION: Business Manager

9. Date of Next Meeting

It was agreed that the next Full Governing Body meeting would take place on **Monday 8th June 2020 at 5.00pm** so that the agreed budget could be submitted to the Trustees.

It was also noted that this would be Ms Mayat's last meeting as her term of office would come to an end on 1st June. Ms Mayat explained that she would be having her fourth baby on 19th June and so had decided not to continue as a governor. Governors congratulated Ms Mayat on her wonderful news and thanked her for her dedicated and hard work over the last 10 years to the school. It was agreed to review the governor vacancies at the next meeting.

ACTION: Clerk

The meeting closed at 7.00pm.

Summary of Actions	
Publish minutes on website	Clerk
Governors to confirm they have read KCSIE 2019	Governors
Investigate who had not attended safeguarding training & organise	Chair
Share information sessions for parents with governors	Head
Share curriculum implementation statement with governors	Head
Add attendance data with long-term holidays removed & amend graph display	SBM
Explain difference between 19/20 income and GAG funding	SBM
Add governor vacancy review to agenda	Clerk

Signed as accurate:(Chair of Governors)

Date: