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MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON
WEDNESDAY 13th MARCH 2019 AT 5.00PM

PRESENT:

Mr S Aziz – Staff Governor
Mrs Z Alimohamed – Co-opted Governor
Mrs F Gelu – Parent 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
Mr N Sabir – LA Governor

In Attendance:

Miss J Marshall – Clerk to Governors
Mrs R Conway – Deputy Head Teacher
Miss J Glover – Year 1 Team Leader
Miss K Lyall – Year 2 Team Leader
Miss N Hussein – Observer

Blue indicates comments, questions or challenge

Description

1. Governing Body Business

a. Apologies for Absence

Apologies were received and accepted from Mrs S Orton and Mr Z Patel. Mrs Rinde did not attend the meeting and no apologies were given. The Chair welcomed Miss Hussein to the meeting who was thinking about becoming a governor and wanted to observe a meeting.

b. Governor Interests

The Chair asked for any interests in the business to be discussed. There were none declared.

c. Governor Roles Expiration – ZA, PK, FM, RR

Mrs Alimohamed, Mrs Keshav and Ms Mayat's terms of office would end on 31st May 2019. The governing body were keen to retain their services and invited them to consider a further term. They were asked to make contact with the Clerk prior to the next governing body meeting. The

term of office for Mrs Rinde would also expire on 31st May 2019. Another parent election could be run; the Clerk agreed to check if it would be possible to refer to the previous parent election and elect the runner-up.

ACTION: Mrs Alimohamed, Miss Keshav, Ms Mayat, Clerk

The Chair also discussed the role of Chair of Governors and Vice-Chair. He wished to relinquish this role when his term of office ended as he felt it would be beneficial for another governor to take on this role. Governors were encouraged to consider and discuss who might be a suitable replacement. There would also be a requirement for a Vice-Chair election; this role was currently undertaken by Mr Patel.

ACTION: All Governors

d. Any Other Business Notification

- **Commendations** – Mrs Orton felt that everybody deserved a commendation as all staff were on-board with the proposed changes for the children. It was agreed that the Chair would send a card in the next couple of weeks to thank all staff.

ACTION: Chair

The Chair added that every time he had visited the school, staff were incredibly complementary about Mrs Orton's leadership.

e. Minutes of Previous Meeting & Matters Arising

The minutes of the meeting held on **5th December 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.

ACTION: Clerk

- Attendance – The Chair confirmed he had contacted Mrs Rinde who was keen to remain a governor.
- The Clerk confirmed that the minutes had been published on the website.
- All self-evaluation forms were now complete.
- The Chair confirmed that a letter of commendation had been sent to Mrs Ibraimo.
- ISO27001 – the governors had agreed to lapse the accreditation and follow an internal programme of audit.

The minutes of the meeting held on **28th January 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

f. Policies

Governors approved the extension of the following policies (having previously been circulated) until 31st March 2019:

- Freedom of Information Scheme

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

- Physical Intervention
- Safeguarding Audit - Miss Keshav commented that she had reviewed this with Mrs Conway and it was clear that the school followed up actions on CPOMS and there was a full audit trail. The Chair asked about safeguarding from an academy perspective? Mrs Orton confirmed that there would be a MAT-level policy and a school level policy that provided the contextual safeguarding information.

Governors noted that the following policy had been approved by the Head Teacher (having previously been circulated):

- Food Safety

2. Maths Update Presentation

Miss Glover and Miss Lyall presented an update to governors about the school's work on the Maths curriculum. They explained that the school had identified a scheme of work that would support mastery within the curriculum as the current scheme of work, Abacus, was not sufficient for problem solving. The NCTEM schemes of work and resources had proved to be very effective and provided teachable steps in Maths from Nursery to Year 2. There were clear tools and assessments together with questions that mimicked the format of SATs questions and were therefore very useful. Miss Lyall stated that previously children were achieving and knew the procedures and methods for maths but perhaps not *why* they needed to use those specific methods. This scheme supported the need for children to use the most efficient strategy. Governors were then shown examples of the scheme of work (copy filed herewith). The Chair asked how much the scheme had cost? Miss Lyall was delighted to confirm it was completely free of charge. Miss Glover added that it was closely associated with talk and language and so there was a clear link to Oracy. The Chair asked if it supported the Continuous Provision approach? Miss Glover confirmed that it did as there was lots of open-ended challenge. Miss Lyall said there was lots of scope in the EYFS. The school had also enjoyed training from a Maths consultant. Mrs Conway added that the training was very clear and provided skills for each year group and which skills were the most important to master. It was about supporting children to manipulate smaller numbers and use them in different ways to ensure that children are secure in this skill. Mrs Orton explained that this also fitted in with the changing Early Learning Goals and the importance of a deeper understanding of numbers up to 10. Miss Lyall explained that the Symphony assessments had been changed to match.

Ms Mayat asked how long it had been in place? Miss Lyall explained they had been using the scheme since the start of the academic year. Ms Mayat asked if the school was already seeing improvements? Miss Lyall confirmed they were and the children were already much better at efficiency and mental maths. Mrs Orton added that it would also impact positively on reading. The Chair asked about lower attaining children? Miss Glover explained it catered for all children. The Chair asked if it was fun? Miss Glover explained it was more fun because the children understand why they are doing it. Miss Lyall added that the lower attaining children understood it because of the consistency of the models and they could understand the connection between numbers. Any remaining gaps would then be closed through interventions.

Governors were then given a live demonstration of the models and strategies taught. Ms Mayat asked that even if using the concrete method, was it still mastery? Miss Lyall explained that it was not just this but also mental maths. Miss Hussein asked what year group would be expected to answer these questions? Miss Lyall explained it would be Year 2. The questions are built into the teaching so that children are prepared. Mr Aziz added that it provides the reasoning and explanation and children are engaged and focussed.

Governors thanked Miss Glover and Miss Lyall for attending and for the thorough update on the Maths curriculum.

3. Academisation

The Chair confirmed that all four schools had ratified their decision to move forward with academisation and conversion was planned for 1st April 2019. Staff would be informed on Thursday 14th March 2019. Mr Aziz commented that he felt that the ratification meeting was thorough. Miss Hussein asked if the LA move away completely? The Chair explained that the LA would now not be responsible for the school but would still have responsibilities for safeguarding and the provision of education. Admissions would also still rest with the LA. Governors were pleased with the work completed and were excited about the journey ahead.

4. School Improvement Plan/ Head Teacher's Report

Governors received a copy of the SIP/ Head Teacher's Report having previously been circulated. Mrs Orton added that the focus of the next meeting's presentation would be Oracy.

The Chair asked if 92.53% was an acceptable level? Mrs Orton clarified that on our Inspection Data Summary Report (ISDR) attendance was a weakness. She explained that attendance was affected by two Eid's falling within the year and extended holidays. Patchy attendance was rigorously reviewed together with the Education Welfare Officer on a fortnightly basis. Ms Mayat asked if there were still fines issued? Mrs Orton said there was but they had no impact on stopping extended holidays. The Chair asked if it was a case of parents understanding the importance? Mrs Conway explained that meetings were held with all parents at the start of the year explaining the importance of attendance. Miss Hussein asked how long it was before children were taken off roll? Mrs Orton confirmed it was 6 weeks and 1 day. Mrs Kalra asked if all parents asked permission? Mrs Orton said that all parents completed forms, permission was not granted but parents still took the leave. Mrs Conway added that many parents find the fine is reasonable versus the cost of the flights during holiday time. Mrs Orton added that she was reasonable about those parents who planned carefully to minimise the time off during school. The Chair asked if the school had an attendance target? Mrs Orton felt that it was the decision of the governing body; as long as governors were happy with the work the school was doing to minimise absences where it could as legally there was no more that could be done with regards to extended holidays. Mrs Orton also added that the attendance data included non-statutory school age children. It was agreed to separate future attendance data into statutory and non-statutory age.

ACTION: Clerk

Mrs Orton added that younger children tend to pick up more illnesses when they start school and so attendance can be lower. Mrs Conway explained that the absences had a negative impact on attainment in Year 2.

The Chair asked about gifted & talented? Mrs Orton explained that the school did not keep a register as developmentally children change constantly. The provision caters for the children who are more able at that time in that area. It was agreed therefore to remove the Gifted & Talented line from the contextual report.

ACTION: Clerk

The Chair asked about the sickness levels in the contextual report. How many days did this relate to? This information was not available but would be included in the next report to provide better information. *Post meeting – the 81 days of support staff sickness in December related to 6 members of staff (12 days, 16 days, 21 days, 3 days, 3 days, 20 days and 6 days.*

ACTION: Clerk

Miss Marshall explained the process for monitoring absence including the triggers for inviting staff into the formal process. **The Chair asked if sickness was high?** Miss Marshall felt there were high occurrences of sickness particularly amongst support staff. She confirmed that return to work interviews were completed following each absence. Miss Hussein asked about compassionate leave? Miss Marshall confirmed that these were not included in the figures presented; these were only for sickness days. **The Chair felt that the governors may need to review this at a strategic level. It was agreed to re-format the report and to see if the governors needed to implement a strategy. Mr Aziz confirmed that the Senior Leadership Team were very supportive which was seconded by Mrs Alimohamed.**

Mrs Orton explained that Continuous Provision was being taken much further as detailed on page 4 of the report. She felt that this approach met the needs of all children in school. It meant that the strengths and interests of the New Arrivals were immediately identified as demonstrated in the reports delivered in February; this would not normally be possible. The Early Years team had already begun the journey and Year 1 had been trialling the approach. There were already improvements to wellbeing. Mrs Orton confirmed that the school had highly invested in CPD. Year 2 staff had reported that once they had seen the approach in action they were keen to adopt it. However the current setup of the school would not work. Middle management therefore discussed possible solutions and as a result a move of classrooms is planned to accommodate the changes. Governors were shown the provisional plans and Mrs Orton explained that staff had ownership of the plan and how it would work. **Ms Mayat asked who would be based in the community mobile?** Mrs Orton said it was not confirmed but the school would be moving away from territory; it was the children's space. Mrs Conway added that it was about the children in the environment; a rolling programme of topics will go into the shared areas. Mrs M Orton added that the move would enable all Key Stage 1 adults to be in the provision and it would be inclusive of children with SEND. Children must be independent and this will give them the best opportunity to do that and will provide engaging activities for all children whether an adult is with them or not. Mrs Conway explained that there would be more collaboration and marking will reduce as feedback would be immediate.

The Chair asked when the move would take place? Mrs Orton confirmed it would be undertaken this year to give staff the time to settle in. Mrs Alimohamed added that the feedback she had received about colleagues visiting Continuous Provision in Bradford was very positive. **The Chair asked how the school would evaluate the impact and when?** Mrs Orton explained that it would be continuous and it was a calculated risk. She explained the importance of school readiness and that the school needed to adapt to the children coming into the school. **The Chair said that it would make sense, at some stage, to invite Year 3 to show them the approach.** Mrs Conway agreed and

added that an excellent transition process was already in place. Governors were warmly invited to view the changes in due course.

Governors thanked Mrs Orton for her report.

5. Sports Premium/ Pupil Premium Update

Governors received a copy of the Sports Premium Report and Pupil Premium Report having previously been circulated (copy filed herewith).

Mrs Orton confirmed that the Sports Premium report had been updated and was published on the website. The school was attempting to ensure that different children benefitted from the Sports Premium Grant particularly with regards to trips.

Mrs Orton confirmed that the Pupil Premium report had been updated and was published on the website; Pupil Premium was discussed during pupil progress meetings and academically were outperforming non-Pupil Premium in the Early Years (except Moving), Year 1 were in line and Year 2 were above. Ms Mayat asked if the amount of Pupil Premium children had reduced? Mrs Orton confirmed that it had but this was not a true reflection of the poverty levels within the area.

6. Finance – Current Position & Budget Report

Miss Marshall circulated a copy of the current school budget (copy filed herewith). She explained that this reflected the year-end position and the school's carry forward was projected to be between £170,000 - £190,000. Miss Marshall explained that the school would be implementing a new system called PS Financials and as an academy would be using different budgetary codes and so the reports would look different at the next meeting. She also confirmed that the school would prepare an 18 month budget to prepare for the conversion from maintained to academy.

Miss Marshall asked for the governing body to delegate authority to a small panel of governors to approve the school budget. Governors approved this request and delegated authority to Ms Mayat, Mr Mahmood and Mrs S Orton.

7. SFVS

Mrs Alimohamed provided an update on the work completed for the SFVS which took place with the Business Manager and Mrs S Orton. Governors approved the SFVS, having previously been circulated. Miss Marshall would submit this to the Local Authority by the required deadline.

ACTION: Clerk

8. Benchmarking

Mrs Alimohamed provided an update on the benchmarking exercise which she completed with the Business Manager and Mrs S Orton (copy filed herewith).

Mrs M Orton asked if there were any areas of concern. It was reported that the school spent more on teachers and administrative staff. Energy costs would be reviewed and the school would try to do more to self-generate income.

9. Peer Challenge Review (5 mins)

Governors conducted a peer review challenge about their contribution to good governance of the school. Governors requested that current pupil performance data be added to the contextual information.

ACTION: Clerk

10. Date of Next Meeting

Wednesday 26th June at 5.00pm. The meeting closed at 7.10pm.

Summary of Actions	
Check about parent election results and governors to consider extending terms	Clerk, ZA, PK, FM
Consider Chair and Vice-Chair roles	All Governors
Arrange thank you card for all staff	Chair
Publish minutes on website	Clerk
Separate statutory and non-statutory attendance in contextual report	Clerk
Remove gifted and talented line from contextual report	Clerk
Add in number of staff sick days relate to into contextual report	Clerk
Add current progress/attainment data into contextual report	Clerk

Signed as accurate:(Chair of Governors)

Date: