



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 13<sup>th</sup> SEPTEMBER 2016 AT 5.00PM.**

**PRESENT:**

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

Mrs J Dean – Clerk to Governors

Item	Description	Action
1.	<b>Apologies for Absence</b>  Apologies were received from:  Ms Hajwane Ms F Mayat Mr Z Patel Mr N Sabir.	
2.	<b>Year End Outcomes</b>  Mrs Kavanagh, Mrs Shirley and Mrs Seedat attended the meeting to provide feedback on year end outcomes:  <b>Nursery</b>  The focus last year was on reading and writing which were the lowest attaining areas, with boys, Pakistani and Bangladeshi children deemed to be vulnerable and attaining lower than other groups.  Strategies implemented:	

All teachers attended KTC training and began consistent implementation of KTC strategies especially in phonics. Teacher observations indicated that all teaching was at least good. There were increased opportunities for reading and writing and for staff to deliver personalised teaching tailored to individual needs.

Rigorous external moderation validated our judgements and staff reported feeling more confident in their judgements.

Outcomes:

Attainment from 22% ARE reading to 65.8%  
from 20% ARE writing to at least 60.8%

Previous year: from 28% ARE reading to 61.7%  
from 32% ARE writing to 58.3%

Thus greater progress has been made compared to last year in both areas. Reading and writing continued to be the lowest attaining areas. However, children in Reception made the highest rate of progress in these areas with at least 96% of the cohort making expected or more progress.

Good level of development this year is at 60.8% - 3.3% increase on the previous year. National data has not yet been released but local data has shown a closing of the gap, the difference this year being 0.1% and last year's difference being 10%. The upward trajectory continues although the rate of increase has slowed.

Pupil Premium children outperform non PP in all aspects of learning and girls continue to outperform boys.

Areas for development this year are speaking and its impact upon writing, improvement for boys in all areas and increasing good level of development in writing.

We are planning that the closing the gap staff member will work closely with class teachers and deliver effective interventions for identified pupils and monitor the impact and success of interventions.

### **Reception**

Last year baseline information indicated that maths and reading/writing were the lowest attaining areas. The focus was on pre reading and writing skills and all aspects of mathematics, with phonics also a main focus.

All staff attended KTC training for reading and phonics. We

carried out weekly team planning with step by step guidance of TFW and KTC strategies were promoted and ensured consistency of learning and teaching amongst staff. Weekly opportunities allowing the sharing of good practice and daily informal moderation ensured good teaching and secured understanding of accurate assessment information.

Outcomes:

**ATTAINMENT:** from 29% ARE reading/writing to at least 84%  
from 16% ARE in maths to at least 83%

Previous year: ARE in reading/writing at least 53%  
ARE in at least maths 53%

Areas of development for this year are speaking, boys in all areas and develop challenge in PD.

We do have a heavy girl cohort this year.

Planned actions include a focus on speaking- staff have been designated to focus on this daily. We will be looking at early identification of any needs which staff are already aware of through home visits and settling in process. We will be focusing homework on speaking, linking it to the curriculum. We are looking at utilising boys' interests and identifying who is vulnerable.

## **Year 1**

Teachers have received training in spelling from Becky Conway and are going to undergo training in guided writing from KTC. There will be guided writing and dictation lessons in Year 1 which enables children to concentrate on their writing without having to worry about what they are going to write, as they will be having text dictated to them. Mrs Orton said though that it was important not to lose the imaginative side of writing.

We will be considering running more workshops with the Bangladeshi community. This week alone we have had two or three children with several languages.

**QUESTION:** Ms Grant asked how the KTC came about and Mrs Orton said that two teachers went along to a session and were impressed, and hence came back and implemented some of the strategies. Every school that has embraced it has seen impressive results.

The governors wished to convey their congratulations on achieving such a good result.

## Year 2

Last year the focus was reading with staff attending KTC phonics and shared reading training. Targets for teachers and teaching assistants is based on reading observed. Children identified as struggling were put into class interventions to fill the gaps. KTC came to observe to make sure consistency in classes and with other schools.

This year the focus will be writing. Last year children achieved 37% in phonics in ITAFs. We will look at what we did last year and then put into place things we needed to change for this year and there has been an increase in the percentage of children achieving ARE.

Teachers and teaching assistant have also been trained on no nonsense spelling.

We also decided to look at literacy planning and refresh it by filling in the gaps we had last year. We are looking at incorporating grammar in literacy as part of the topics so it is evidenced in writing. A third of ITAFS are spelling so this is also a big area to look at this year.

We will also be looking at vulnerable groups – boys and girls, Pupil Premium and non-Pupil Premium, Bangladeshi and other ethnic groups. We have a designated SEN teacher and teaching assistant working with more structured groups. She will be teaching in the morning and identifying which children are falling behind and then a teaching assistant will target those children immediately.

Last year the focus was on phonics with the result at the end of year standing at 92% against a target of 85%. We were obviously thrilled with this result. We have been looking out consistently for barriers to learning. The KTC programme has been very successful. Mrs Orton said we should mention the skill and knowledge of the staff. The programme comes with phase 2, 3, 4 and 5 graphemes. Interventions very much according to needs that arose.

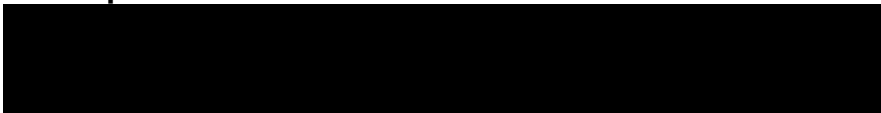
This year our focus as whole school is writing and we need to achieve 66% for ARE. ARE for present year 1s have been identified as attainment of Bangladeshi children, writing and closing gender gaps. To achieve this, there has been a change to ITAF Interim Teacher Assessment Framework. Mrs Orton explained that we could have ten statements which by end of year 2 children must be able to do.

Teachers have received training in spelling from Becky Conway and are going to undergo training in guided writing

	<p>from KTC. There will be guided writing and dictation lessons in year 1 which enables children to not worry about what they are going to write as they will be having text dictated go them to write down. Mrs Orton said though that it was important not to lose the imaginative side of writing.</p> <p>We will be considering running more workshops with the Bangladeshi community. This week alone we have had two or three children with several languages.</p> <p><b>QUESTION:</b> Ms Grant asked how the KTC came about and Mrs Orton said that two teachers went along to a session and were impressed, and hence came back and implemented some of the strategies. Every school that has embraced it has seen impressive results.</p> <p>The governors wished to convey their congratulations on achieving such a good result.</p> <p><b>QUESTION:</b> Mr Shirley asked if children have spelling sent home and it was confirmed that they do, along with the rules they have learnt for the week which helps parents' understanding.</p> <p>Mrs Orton added that there is no national comparison at the moment but we will fall below the national.</p> <p><b>QUESTION:</b> Ms Grant asked how we would know that and Mrs Orton replied that we have local data which shows a huge diversity and we know the areas that our children are struggling with, which is application of grammar and spelling.</p>	
3.	<p><b>Governing Body Business</b></p> <p><b>a. Declaration of Governors' Interest Forms to be completed and completion of annual declaration form</b> Miss Marshall asked all governors present to sign new annual declaration forms and will follow up with absent governors to obtain theirs.</p> <p><b>b. Election of New Chair of Governors</b> Mr Sabir is stepping down as Chair although he will continue as a Governor and is happy to support the new post holder. Ms Grant reported that she also wished to step down as Vice Chair. She will write to the Clerk, Mrs Dean when she is ready to do this.</p> <p><b>c. Election of Parent Governors</b> Mrs Dirieh has resigned and Mrs Dean has notified the Local Authority. Miss Marshall said that parent nominations for governors were due in tomorrow, 14<sup>th</sup> September.</p>	Miss Marshall

	<p>There are vacancies for a parent governor and a co-opted governor and we can approach people who we think might be suitable and interested and Miss Marshall will be contacting people if no eligible nominations are received.</p> <p>Discussion took place about filling the Chair, Vice Chair, Parent Governor and Co-opted Governor roles. It was agreed that whilst potential governors did not need to have a background in education, aptitude and commitment is important and we must be clear about what is expected of new governors. It was agreed that attendance was key and this is something that must be emphasised to not only new but existing governors. Mrs Orton suggested having a stand at parents evening due to take place in a few weeks. Ms Grant said that it is important to let people know that childcare is available. Ms Grant will contact Mr Sabir and speak to him, but she confirmed that she will defer stepping down as Vice Chair until the situation is settled. It was agreed to defer elections until the next meeting.</p>	<p><b>Ms Marshall</b></p> <p><b>Ms Grant</b></p> <p><b>All</b></p>
<b>4.</b>	<p><b>Items for Any Other Business</b></p> <p>Miss Marshall reported she had a staff request for leave which will be dealt with under Correspondence.</p>	
<b>5.</b>	<p><b>Confirmation of the Minutes of the Last Meeting</b></p> <p>The minutes of the meeting held on 21<sup>st</sup> June 2016, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith).</p>	
<b>6.</b>	<p><b>Matters Arising from the Minutes</b></p> <p><i>Mandatory Disclosure and Barring (DBS) Checks</i> Miss Marshall reported that she had received all paperwork and checks had been done, so the school is now compliant. As new governors come in they will go through the checking process. Ms Grant offered thanks to Miss Marshall for her work on this.</p> <p><i>Governor Reports</i> Miss Marshall chased Ms Grant for her report on her visit to look at school dinners which was received. Ms Grant will submit this as soon as possible.</p> <p><i>Annual Safeguarding Training</i> Mr Patel will be attending training in September on allegations against staff.</p>	<b>Ms Grant</b>
<b>7.</b>	<p><b>Pupil Premium Update [SIP E4]</b></p> <p>Mrs Orton reported that Reception pupil premium children outperformed non-pupil premium and achieved a higher Good</p>	

	<p>Level of Development. At the end of Key Stage 1, Pupil Premium children again outperformed non-Pupil Premium in all areas. With Year 1 there was a large gap at the beginning of the year in Maths, Reading and Writing but by the end of the year the gap had closed significantly. The knock on effect for Year 2 will be that pupil premium are now a vulnerable group for them to close the gap from Year 1.</p>	
8.	<p><b>Sports Premium Update [SIP E4]</b></p> <p>The Sports Premium has been extended to 2020. We continue to have lunchtime and after school clubs. Miss Marshall reported that we now have a long jump in place. She has contacted other infant schools to look at setting up an infants' league and will report back on this in due course.</p>	<p><b>Miss Marshall</b></p>
9.	<p><b>Policies to approve</b></p> <p>a. <b>Pay Policy</b> – Miss Marshall highlighted minor changes on page 7 and Governors approved the Pay Policy for 2016/2017.</p> <p>b. <b>Child Protection Policy</b> - Miss Marshall highlighted the key points of the policy which includes peer to peer abuse and abuse by children. She has been through it carefully and can't see anything missing. The Governors approved the Safeguarding Policy.</p> <p>c. <b>Managing Allegations Against Staff</b> – The Governors approved the policy.</p> <p>d. <b>Staff Code of Conduct</b> – Miss Marshall explained that new staff code of conduct had been drafted to be in line with the new safeguarding statutory guidance. The Governors approved the new code of conduct.</p>	
10.	<p><b>Statutory &amp; LA Information</b></p> <p>Autumn Briefing Papers including details of:</p> <p><b>Safeguarding/Child Protection Policy</b> – see above, Policies to Note/Ratify</p> <p><b>Revised LCC Information Governance Policies</b> – Miss Marshall said that this concerned Freedom of Information and Data Protection and they will be brought to the committees in due course.</p> <p><b>Governor Information to be published on EduBase</b> – Miss Marshall confirmed that this had all been done with all</p>	

	<p>Governors now on the database with details of start dates and terms of office.</p> <p><b>Governing Body Annual Planner</b> – Tasks for the Autumn Term – we have a copy of this and use it in planning agendas and topics for discussion at meetings, not only governor body meetings but finance meetings etc.</p> <p><b>School Census – English as an Additional Language</b> – Mrs Orton confirmed that the census is completed three times a year. It has always asked if a child is EAL. More recently the census has asked what a child's need is on a scale of one to five with zero being no English through to five which is English as an additional language but can meet requirements. This is also taken into account on entry of each child into the school so we can decide where they fit best.</p> <p><b>QUESTION:</b> Mr Shirley asked if there were stipulated numbers? Mrs Orton replied that we have a tool we use to match our level against the level set out. It was also asked if it was moderated between school and Mrs Orton said it should be to check that we are using the same criteria.</p>	
<b>11. Governor Visits</b>	<p>Ms Grant asked if there were any areas that needed particular attention? Mr Shirley would like to have a look at KTC regarding phonics but it will depend on when he can get time off. He will look into it.</p> <p>Mrs Rinde asked to attend the reading club. The feedback from parents about last year's club is that they were disappointed. There is now a reading club every day with 12 different children taking part each day. The intention is to improve the positive impact on their learning outcomes.</p>	<b>Mr Shirley</b>
<b>12. Governor Training Opportunities</b>	<p><b>To include feedback on any courses attended.</b></p> <p>There was no feedback on courses attended.</p> <p>Training Matters has now been issued since the Agenda for the governor body meeting was issued, with details of courses over the coming term.</p>	<b>All</b>
<b>13. Correspondence</b>		



	<div style="background-color: black; width: 100%; height: 30px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 100%; height: 30px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 100%; height: 30px;"></div>	Miss Marshall
14.	<b>Any Other Business</b> None.	
15.	<b>Date of Next Meeting</b>  The next meeting will be held on Thursday 1 <sup>st</sup> December 2016 at 5.00pm in the Staff Room. The meeting ended at 7.00pm.	

**Signed as accurate:** .....(Chair of Governors)

**Date:** .....