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**MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON
THURSDAY 15th MARCH 2018 AT 5.00PM**

PRESENT:

Mrs Z Alimohamed – Co-opted Governor
Ms S Dagia – Parent Governor
Mr K Mahmood – Co-opted Governor
Mrs S Makda – Staff 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

Description

1. Apologies for Absence

Apologies were received and accepted from Miss Keshav. No apologies were received from Mr Patel or Mrs Rinde.

2. Governing Body Business

a. Declaration of Governors' Interest

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

b. Reconstitution Working Party Update

The Chair confirmed that governors had met to discuss how to ensure the governing body remained efficient, taking account of the vacancies on the board. The working party suggested that the number of parent governors be reduced to 2 and to increase the number of co-opted governors by 1. A number of the vacancies already filled were by parents and so the governors felt they were well represented. Governors therefore agreed to reconstitute in accordance with the working party's suggestion. The Clerk would contact the Local Authority to request a new Instrument of Governance; the reconstitution date was agreed as 26th June 2018.

c. Governor Support & Development Offer (LA)

Governors were informed that the Traded Service offer from the Local Authority for governor

services had changed for the forthcoming year. Face to face training would now incur an additional charge and governors had the option to buy into the GEL learning portal. Governors discussed and agreed that they would opt for Package 1B at the cost of £390 without access to the learning link.

3. Urgent Items for Any Other Business

None.

4. Confirmation of the Minutes of the Last Meeting

The minutes of the meeting held on 5th December 2017, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith). Governors approved for a copy of the minutes to be published on the website.

The minutes of the meeting held on 15th January 2018, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith).

5. Matters Arising from the Minutes (5th December 2017)

- The Clerk had written to Mr Latif to confirm his resignation
- SD had completed her declaration of business interests form
- The Clerk had sent a thank you letter to Mrs Hajwane
- The reconstitution working party meeting had taken place
- KM had not sourced a training date for governors; MO offered to contact Michel Laurent-Regisse who would support the governors. Governors agreed.
- The Clerk had amended the governor visit template
- SD had made her initial visit to the school
- **RR still to make a visit to the Nursery**
- The Clerk confirmed that paid options for Nursery sessions had been added to the website
- MO had circulated the MOU to all governors for review.

6. Head Teacher's Report

Mrs Orton presented the Head Teacher's report (copy filed herewith), having previously been circulated to all governors. Mrs Orton talked through the highlights of the report and then invited questions from governors:

- New look format of the statutory/ contextual information to make it clearer to governors

QUESTION: The Chair asked why there was such a big percentage difference between Nursery and Year 2 for Pupil Premium?

Mrs Orton explained that this was due to 'EVER6'; children would be classed as Pupil Premium if they had ever received free school meals at any point during the previous 6 years.

QUESTION: The Chair asked who carried out the assessments for Pupil Premium eligibility? Mrs Orton confirmed that all parents were asked to complete an application form on admission to the school which was then sent to the Local Authority to confirm if a child was Pupil Premium

or not.

QUESTION: The Chair asked what the difference between Free School Meals and Pupil Premium was?

Mrs Orton confirmed that there was not a great deal of difference but FSM still applied as older children still paid for their school meals. Mrs Conway explained that the school encouraged parents to still apply for FSM/Pupil Premium as there were many benefits offered by the school in doing so. For example, one year the school purchased sleeping bags and places on a residential for Pupil Premium children which saw an increase in applications.

- The Key Performance Indicators on page 5 were a snapshot as to where the school was. Spring 1 actual data highlighted areas in green that were performing better than this time last year and areas in red that were not performing as well as this time last year. Mrs Orton explained that greater depth at Year 2 Reading had been flagged and interventions had already been put in place. Mrs Orton explained that the 'N/A' entries in Nursery and Reception were because the school was happy with the progress being made; with such a short term, there was no benefit to reviewing so soon after the last pupil progress meeting. Mrs Orton also confirmed that Year 1 had still completed their phonics check and Year 1 were on track to outperform last year's results. Reception would be closely monitored for attainment and progress.
- ISO27001 accreditation achieved which demonstrated that the school's information security system was effective and working well.
- Mid-term appraisals had taken place for all staff.

QUESTION: The Chair asked if these took place termly?

Mrs Orton explained the performance management process and that all staff underwent performance management. Initial observations were undertaken and together with the needs of the school, targets were produced for each teacher. All targets were filtered down from the School Improvement Plan (SIP).

QUESTION: Ms Dagia asked how often the SIP was reviewed?

Mrs Orton explained that it was reviewed each half-term by the Senior Leadership Team and was a working document with new improvement targets added as necessary.

QUESTION: Ms Dagia asked if it was always the Senior Leadership Team that added information to this document or could teachers contribute?

Mrs Orton explained that the Local Authority reviewed the school along with the school-to-school quad; strengths and areas for development were identified and in this way were externally validated. Mrs Orton was pleased to report that the LA had validated the school's findings. GLD was still slightly below national but if just progress was taken into account, it was much more than expected. Mrs Orton explained that just attainment did not tell the same story and therefore it was better to state a judgement of 'good' and then argue for Outstanding.

QUESTION: Mrs Alimohamed asked if Ofsted could rate the school higher than good?

Mrs Orton said that yes Ofsted could give us that judgement.

- The annual parent survey had been undertaken and no major issues had been revealed. Mrs Orton explained the procedure for complaints which were addressed by the class

teacher, then year group leaders and finally the Head Teacher. This was made clear in the school's complaints policy and Mrs Orton confirmed that Miss Bath acted as the school's Complaints Co-ordinator.

Mrs Orton presented the Key Findings 2016-2017 document, having previously been circulated to all governors (copy filed herewith):

- GLD had seen an upward trajectory and whilst not yet in line with national, the school's GLD had risen by 7.8% compared with 1.4% national which demonstrated the school was diminishing the difference.
- School gender gap was not as significant as national which demonstrated a balanced curriculum.
- Boys performed better than their national counterparts.

Ms Dagia commented that it was so nice to see boys performing well. Mrs Orton explained that the school still wanted to raise GLD. Mrs Orton invited governors to attend pupil progress meetings to demonstrate how the school tracked and analysed individual children. Ms Dagia asked to attend one of the meetings.

Ms Mayat joined the meeting at 5.46pm.

Mrs Orton explained progress expectations for each year group (6 steps for EYFS and 5 steps per year for KS1). Any child achieving less than expected was analysed and interventions put in place.

QUESTION: The Chair asked about the meaning of GLD, was it that children had passed the curriculum?

Mrs Orton explained that GLD meant children were on track and were at their expected level of development for their age.

QUESTION: Ms Dagia asked how children who were cause for concern were supported?

Mrs Orton explained there were many measures taken to support children. Mrs Conway explained that through gap analysis, gaps are first addressed in class and then with expert teaching assistants and there were also closing the gap teachers within each year group who could run a quick intervention to help children close those gaps and catch up with their peers.

QUESTION: Ms Dagia asked if the tracker contained just numbers?

Mrs Orton confirmed yes but names were also known when analysis takes place; the school must evidence all the support given to children. Mrs Odedra would be presenting at the next Curriculum & Standards committee to give further insight on the support provided. She also attended pupil progress meetings.

Governors thanked Mrs Orton for her report.

7. Pupil Premium Update

Mrs Orton provided an update for governors on Pupil Premium (copy filed herewith).

Mrs Orton confirmed that in Year 2 Pupil Premium children were outperforming non-Pupil Premium children in all areas.

In Year 1, non-Pupil Premium children were outperforming Pupil Premium children in Writing and in Maths (significant difference). Mrs Orton confirmed that this area had been targeted. There were SEND needs and delays in learning but an action plan was in place.

In Reception, there had been some turbulence. The school had low numbers and then children were placed out of catchment who would attend for a short time and then leave again. Target Tracker, the school's assessment tool, did not count children who were not present in Autumn 1 and so data could be skewed requiring further analysis. There were 11 non-Pupil Premium children who were outperforming Pupil Premium children and so Mrs Orton was not concerned.

QUESTION: The Chair asked why the two curriculums were separated. Could they not be combined?

Mrs Orton explained that they were very different and could not be combined. In Reception, the key terminology was emerging, expected and exceeding and therefore if expected at Reception, they should be expected at the end of KS1. Any children not on track were flagged with actions taken. Mrs Conway explained it was an interesting tool to ensure children were achieving across both stages.

8. Sports Premium Update

Mrs Makda provided an update on the PLT link with Moat. Year 2 had visited Moat Community College for multi-sports and badminton and had taken part in a dance performance which was to be repeated at school on 20th March.

The Clerk confirmed that the sports premium report for 2017/2018 site and the expenditure plan for 2018/2019 had been published on the website.

It was agreed that Mrs Makda would act as the Sports Premium Governor.

9. Minutes/ Reports of Committees and Working Groups

a. Finance Committee – 27th February 2018

Governors received and noted the minutes of the Finance Committee. Mrs Orton explained that the budget had been received but had been reduced due to a contribution to the LA's growth fund and that numbers were a concern. Nursery was vital to ensure that parents want to stay at the school for Reception. Mrs Orton confirmed that the induction process had been revised to make it a more personalised experience for parents and to market the principles of the school to parents, not the finer detail of everyday school life.

QUESTION: Mrs Mayat asked if there were booklets available for parents?
Mrs Orton confirmed that there would be plus one to one meetings for parents.

Ms Dagia felt that the school should make more of the very good things that it does.

b. Health, Safety & Information Security Committee – 17th January 2018

Governors received and noted the minutes of the Health, Safety & Information Security Committee. Mrs Orton confirmed that accidents and incidents had been reviewed to analyse any trends for problem areas. The Physical Intervention policy and Students and Volunteers policy had been reviewed as well as the strategic building plan. Governors had agreed to revamp the ICT suite to maximise use of the space. Two governors also conducted a health and safety visit, this time to the Bungalow.

QUESTION: Mr Sabir asked if there had been any issues with the recent bad weather?
Mrs Orton explained that there had been no issues with children, some parents did not send their children to school as the streets were too icy. It was always a difficult decision but there was no snow on the roads and all paths in the school had been cleared.

QUESTION: Mr Sabir asked if there were any issues with keeping the school safe and open?
Mrs Orton explained that Mr Clarke, Premises Officer, would review site safety and his first job in the mornings was to check the site was safe and grit the paths as necessary.

QUESTION: Mr Sabir asked if it was possible to grit the pathways the night before or would that not be effective?
Mrs Orton said she could find out.

Mr Sabir said that it showed schools could open during bad weather, children were local and apart from maybe some staff who lived far away, it should be sold as a positive that the school can remain open and continue education, that it was safe and there were no accidents.

c. Curriculum & Standards Committee – 24th January 2018

Governors received and noted the minutes of the Curriculum & Standards committee. Mrs Conway reported that team leaders had been invited to provide information around their year groups and the latest initiatives in school. Mrs Odedra and Mrs Seedat presented information about the PSHE Jigsaw programme and how effective this had been, especially for mindfulness. Mrs Conway confirmed there was an Early Years version in development. There was also an EAL project underway and the school had improved its induction process to ensure that New Arrivals were well supported; the admissions policy had been updated as a result.

Ms Mayat felt that the presentation by team leaders was very detailed and useful.

QUESTION: Mr Sabir asked about mindfulness?
Mrs Conway explained it was about calming and relaxation and enabled the children to be ready to learn especially after lunchtimes.

Mrs Alimohamed stated that the breathing exercises were really useful.

The Chair wanted to visit to watch the practice in action. He was advised that Monday afternoons in Lions and Leopards was the best opportunity.

Mrs Orton explained that Mrs Odedra also carried out mindfulness during an assembly.

QUESTION: Ms Dagia asked if this was a one off initiative?

Mrs Conway confirmed it was alternated every half-term.

QUESTION: Ms Dagia asked if the mindfulness could be practiced at home?

Mrs Conway confirmed that it could.

11. GDPR

The Clerk briefed the governors on the upcoming General Data Protection Regulation which would come into force in May 2018. The new principles and emphasis of risk to the subject user rather than the organisation were explained as well as the potential new fines if a breach occurred. The school had already taken steps to ensure compliance by achieving the ISO27001 accreditation and Miss Marshall had provided a whole staff briefing on GDPR. Policies and procedures would be reviewed and Miss Marshall, School Business Manager, would act as Data Protection Officer, as she did at present. The school would need to ensure it had records of processing and Miss Marshall would be looking for a suitable auditing company to ensure compliance in the future. Miss Marshall also confirmed that she had delivered briefings for a number of schools and had charged for it and so had generated some additional income for the school. Governors were satisfied with the progress made.

12. Policies to approve

Governors approved the following policies:

- a. Admissions Policy

Governors ratified the following policies from sub-committees/ HT:

- b. Disability Equality Scheme
- c. Adverse Weather
- d. Spring 2018 Outturn

13. LA/ Statutory Information

a. Ofsted reform of short inspections of good schools

Governors received information regarding Ofsted's consultation about changes to short inspections.

b. Schools Financial Value Standard

Governors received confirmation that the school had completed the SFVS and had submitted this to the LA ahead of the deadline (31st March 2018).

c. Working Together to Safeguard Children Revisions

Governors noted that the Working Together to Safeguard Children document would be revised with new information ahead of the Autumn term.

d. Prevent in Education

Governors received information that the new Prevent Officer was in place for the LA and she would be providing refresher training to staff in May 2018.

e. Operation Encompass

Governors received information about Operation Encompass which provided information to schools about domestic abuse; all staff were aware of the new initiative.

f. Updated Early Help guidance

Governors noted that new guidance about the Early Help referral process was available.

g. Managing Asbestos in Schools

Governors noted the managing asbestos in schools information file and received confirmation that this was managed by the school and centrally by the LA by the Corporate Asbestos Manager.

h. Daily Mile

Governors received information about the Daily Mile initiative and that this had already been implemented in Year 2 with plans to roll out to other year groups.

14. Governor Visits

Ms Dagia agreed to visit a pupil progress meeting taking place w/c 9th April 2018.
The Chair agreed to visit to see the Jigsaw initiative. Mrs Rinde was still to visit the Nursery. The Clerk would contact Mrs Rinde.

15. Commendations

Governors commended Miss Marshall for her work on GDPR and ISO27001 accreditation. The Chair would write a letter of thanks to her.

Mrs Orton commended Mrs Lorgat for her cleaning duties in the mornings; the playground is always very clean and parents have commented on how impressive it looks. The Clerk would write to Mrs Lorgat to thank her on behalf of the governors.

16. Governor Training Opportunities

None at this stage.

17. Correspondence

None.

18. Any Other Business

None.

19. Date of Next Meeting

Tuesday 26th June at 9.30am. The Chair was unable to attend and so the Vice-Chair would be required to the chair this meeting.

The meeting closed at 6.51pm.

Summary of Actions	
Clerk to write to Mr Patel & Mrs Rinde	Clerk ✓
Clerk to request new instrument of governance for 26 th June 2018	Clerk ✓
Clerk to complete traded services form for governor services	Clerk ✓
Clerk to publish minutes from 5 th December 2017 on website	Clerk ✓
Mrs Orton to contact Michel Laurent-Regisse for governor support	MO ✓
Mrs Rinde to visit the Nursery	RR
Ms Dagia to attend a pupil progress meeting (dates given)	SD
Mrs Orton to find out about gritting possibilities in bad weather	MO ✓
Chair to make a visit on mindfulness	Chair
Chair to write letter of thanks to Miss Marshall	Chair
Clerk to write letter of thanks to Mrs Lorgat	Clerk ✓

Signed as accurate:(Chair of Governors)

Date: