



MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON THURSDAY 19th MARCH AT 5.00PM.

PRESENT:

Ms K Grant – Vice - Chair, Authority Governor
 Mrs Z Alimohamed – Staff Governor
 Mrs S Dirieh – Parent Governor
 Miss P Keshav – Staff Governor
 Ms F Mayat – Community Governor
 Mrs S Makda – Staff Governor
 Mrs M Orton – Head Teacher
 Mr D Shirley – Community Governor

Miss J Marshall – Clerk to Governors

Item	Description	Action
1.	Apologies for Absence Apologies were received and accepted from Mr Patel. The Chair had forewarned the Clerk that he would be late to the meeting. The Vice-Chair chaired the meeting in his absence.	
2.	Governing Body Business a. Declaration of Governors' Interest Forms to be completed Nil.	
3.	F1 Pupil Numbers – Mrs Kavanagh in Attendance Mrs Kavanagh was welcomed to the meeting by the Vice-Chair. Mrs Kavanagh sought governor approval to reduce the capacity of the F1 unit to 91 places. Mrs Kavanagh and Mrs Orton explained that there was a concern with the F1 unit as 120 places were not being filled. Parents are interested and attend all of the induction meetings but when the autumn term begins, they do not turn up. Investigations revealed that there is lots of competition and if a child is already at a setting, it can be hard to persuade them to leave it. Mrs Kavanagh explained that given the 120 spaces available, the unit is staffed accordingly. This year there were 30 vacant spaces and as a result, £25,000 was taken from the school budget. The school is given its funding based on census	

numbers and the funding is varied according to actual uptake. This, combined with the additional staff, questions its financial viability.

Mrs Kavanagh explained that in order to make up the spaces, an intake of 30 children (known as 'rising 3's') took place in January 2015. The impact of having the new children was effectively a whole new class. At this point the rest of the children had been settled and groups had to be rearranged and key workers moved around. This caused a lot of stress both for the children and for staff. Mrs Kavanagh reported feedback from parents that their children were becoming upset because they could see that other children were upset (the new intake). It takes around 4-6 weeks to settle a child and the new intake upset the balance of the settling process.

Mrs Kavanagh also explained that having to juggle staff and deploying staff to deal with settling and PHSE issues that had already been addressed in the autumn term with the existing children had a stressful impact on children and parents and on teaching and learning.

Mrs Orton explained that the school would like to focus on admitting those children who already have siblings in school as this closely follows the admission policy of the Local Authority.

Mrs Orton explained that with 120 spaces the school is always trying to fill those spaces. Parents hedge their bets by applying to many places and as only 80-90 children get into F2, the 30 children invested in go elsewhere.

QUESTION: Mr Shirley asked whether the F1 unit was 120 part-time children or 120 full-time children?

Mrs Orton confirmed there were 120 part-time places, 60 AM and 60 PM.

QUESTION: Mr Shirley asked how many places F2 had? And were these filled every year?

Mrs Orton confirmed there were 120 places in F2. There was no problem in filling F2, there was usually a waiting list too.

QUESTION: The Vice-Chair asked if there were any regulations or applications to the Admissions Team to make this change?

Mrs Orton confirmed that there was not. The school was its own admission authority for the F1 unit.

Mrs Kavanagh added that the recent intake did appear to

parents to be lots of children and it did look busy. A change in numbers would help perceptions that some parents have expressed that the unit is too small and there is not enough room. Local providers have actually said that we would not be able to match their care. This is untrue and our children do very well but perceptions matter.

QUESTION: Mr Shirley asked whether the decision was about the money or the children?

Mrs Orton confirmed it was about the money. A costings sheet (copy filed herewith) that compared the current financial costs versus the proposed new model was circulated to governors.

QUESTION: The Vice-Chair asked about staffing and whether the unit would still require more staff if there were fewer children?

Mrs Kavanagh explained that they would not as the children would all start at the same time with the same settling and PHSE issues.

QUESTION: Mr Shirley asked whether the intake at January was a statutory requirement?

Mrs Orton explained that it was not, the intake was to try and fill the financial gap caused by the lower uptake in the autumn term.

Mrs Orton confirmed that intake will be based on children who have siblings in school and live in the local area.

Governors discussed the numbers and the ratios and were satisfied that these would be upheld including during PPA.

QUESTION: The Vice-Chair asked when this would be effective from?

Mrs Orton confirmed it would be from September 2015. Mrs Kavanagh added that the school would also maintain a waiting list so that the figure is always maintained.

QUESTION: Mr Shirley asked whether the LA choose the children?

Mrs Orton confirmed that it was the school that selected children to join F1.

Governors unanimously approved the request to reduce the F1 unit numbers to 91 children from September 2015. Mrs Orton

	<p>be made available to other schools.” Governors agreed to defer this discussion until the next meeting.</p> <p><i>Item 13c – Promoting Fundamental British Values as part of SMSC in schools</i></p> <p>The Clerk confirmed that the SMSC mind maps produced by the different year groups were now available on the website.</p> <p><i>Item 16 – Correspondence</i></p> <p>The Clerk confirmed that she had written to Ms Mussa and Mrs Ashdown regarding the decisions made by the governing body.</p>	
7.	<p>Governor Reconstitution Decision [SIP E4]</p> <p>The Vice-Chair thanked everybody for responding to her email regarding the reconstitution of the governing body and the possible roles for individuals within it. The Vice-Chair confirmed that Miss Bhula had resigned as a governor which the governing body accepted. Miss Bhula did express the possibility of becoming an Associate Member should the governing body require it.</p> <p>Governors reviewed the new model as circulated by the Vice-Chair (copy filed herewith) and agreed the new structure. Governors agreed that reconstitution should take place on 1st June.</p> <p>The Clerk confirmed that the rules related to absences by governors remained the same within the new constitution regulations.</p>	Clerk
8.	<p>Term Dates 2015/2016 – Teacher Days</p> <p>Mrs Orton explained that schools were to determine teacher days and start days for the 2015/2016 academic year. Some had already been set by the LA but this left three for the school to determine.</p> <p>The school was planning to be in line with Highfields Primary and Spinney Hill Primary and arrange for children to return to school on Wednesday 2nd September with teacher days taking place prior to this.</p> <p>The later start would help with the roof project which is not due to be completed until the end of that same week.</p> <p>Governors approved the term dates and asked that these be communicated to parents as soon as possible.</p>	Clerk

9. Head Teacher's Report [SIP E4]

Mrs Orton presented the Head Teacher's report, having previously been circulated to all governors. Mrs Orton explained that it was a new format and she invited questions from the governors:

Significant Changes/ Events/ Issues

QUESTION: The Vice-Chair asked about the Junior School and whether it had yet converted to academy? Mrs Orton confirmed that there was no information at this stage but a letter about shared services between the two schools had been sent to the LA who have confirmed that the school will be a full participant in any negotiations should the Junior School convert.

QUESTION: Ms Grant asked how long the School Improvement Advisor (SIA) had been in school to make the outstanding judgement? Mrs Orton confirmed that he had made a number of visits including a learning walk, interviews with Senior Management and Team Leaders and had also reviewed the SEF/SIP.

Statutory Data Report

QUESTION: Mr Shirley asked about the FOI request. It did not appear to add much value? The Clerk confirmed that a company had made a FOI request about what kinds of apps the school was using, presumably for market research. She confirmed she had checked with the LA who had advised that the FOI must be answered.

QUESTION: The Vice-Chair congratulated the school on the attendance figures. Were these figures including F2? Mrs Orton explained that the school's % included F2 whereas the LA do not include F2's under 5. The figures were therefore expected to be even better.

QUESTION: The Vice-Chair asked about LAC and PEP. What do these stand for?

Mrs Orton confirmed that they stood for Looked After Child and Personal Education Plan.

QUESTION: The Vice-Chair asked if a comparison point on staff absences to be included in the next report?

Mrs Orton confirmed that it would be included.

Mrs Orton confirmed that within the new format all Team

Head

Leaders/ Subject Leaders will complete the progress report for governors to review. This will ensure accountability for each area.

QUESTION: The Vice-Chair asked if the reports will feed into the SIP.

Mrs Orton confirmed that they would.

QUESTION: The Vice-Chair asked if there were any highlights governors needed to be aware of?

Mrs Orton said there was not. The evidence attached to the report sums up the SIA grading given to the school.

QUESTION: Mrs Dirieh referred to the data and asked why Black Africans were persistently the worse group?

Mrs Orton explained it was the make-up of the group; it was a very small group and so the weighting of 1 child was much higher.

QUESTION: Mrs Dirieh asked what action was being taken to address this issue?

Mrs Orton explained that there was a New Arrivals and EAL team in place complete with a programme to help children. The school scrutinises these children individually and looks at what they are receiving and what else they need to make further progress.

Mrs Orton also said that it was not every year group and that Ofsted consider a group when it consists of more than 12 children however the school looks at groups that consist of 5 children or more, which is best practice.

QUESTION: Mrs Dirieh felt that it looked statistically bad.

Mrs Orton said she could see that it might look that way but there were different weightings due to the amount of children within each group.

QUESTION: Mrs Dirieh felt that this group never improves.

Mrs Orton explained that they were different children and they are reviewed at every pupil progress meeting.

Mr Shirley commented that the figures do demonstrate that the group is showing progress.

Mrs Dirieh agreed that progress was shown but overall it was

	<p>not good.</p> <p>Mrs Orton reiterated that the children must be looked at individually because there are so few within the group.</p> <p>Mr Shirley commented that there tends to be a lot more turbulence within the Black African community and so attainment might not be that high.</p> <p>Mrs Orton explained that the school has very high expectations.</p> <p>QUESTION: The Vice-Chair suggested that from a governor point of view would it be worth mentioning how many children this group refers to?</p> <p>Mr Shirley noted that the numbers of children in each group were mentioned in some of the data. Mrs Orton confirmed she would ensure numbers are also included.</p> <p>Mrs Orton explained that Team Leaders have to explain why children are not making progress. <u>All</u> vulnerable groups are higher than the national average.</p> <p>Mrs Orton invited Mrs Dirieh to attend a pupil progress meeting as a visit to understand the scrutiny process further. Mrs Dirieh agreed to attend.</p> <p>QUESTION: Mrs Dirieh asked about F1 and the below age-related expectations that the children are entering the unit with. The report suggests targeting children before they start F1. How would the school go about this?</p> <p>Mrs Orton explained that links with Sure Start providers, running courses and offering support would be some of the ways in which the school would start working with parents prior to joining F1.</p> <p>Mrs Dirieh felt that this would be good for the school and would be pleased to see this work.</p> <p>The Vice-Chair thanked Mrs Orton for preparing the Head Teacher's report.</p>	<p>Head</p> <p>Mrs Dirieh</p>
10. Pupil Premium Update [SIP E4]	<p>No further updates at this time; all information is available on the website for parents and interested stakeholders.</p>	

11.	<p>Sports Premium Update [SIP E4]</p> <p>Mrs Makda provided an update on Sports provision. Foundation 2 went to multi-skills at Moat College and really enjoyed it. F2's have also been joining the multi-skills club by LCFC.</p> <p>The sports pitch launch party is on Wednesday 22nd April from 1.30pm and all governors are encouraged to attend if they are able to.</p>	
12.	<p>Minutes/ Reports of Committees and Working Groups [SIP E4]</p> <p>a. Finance Committee – 17/03/2015</p> <p>The governors received a verbal report from the Finance Committee Chair of the meeting that took place on 17th March 2015. The Chair reported that:</p> <ul style="list-style-type: none"> • The Schools Financial Value Standard (SFVS) had been discussed and completed and was submitted to the Vice-Chair for sign off at this meeting. • Benchmarking (as part of the SFVS) had been undertaken. • The January outturn had been approved and was ratified by the Full Governing Body at this meeting. • Contracts from the LA were reviewed and approved. <p>b. Health & Safety Committee – 17/03/2015</p> <p>The governors received a verbal report from the Finance Committee Chair of the meeting that took place on 17th March 2015. The Chair reported that:</p> <ul style="list-style-type: none"> • Policies were reviewed and submitted for ratification • Accidents and incidents were reviewed • Risk assessments were reviewed <p>c. Curriculum & Standards Committee – 03/03/2015</p> <p>The governors received the Curriculum & Standards Committee minutes dated 3rd March 2015. Mrs Orton reported that:</p> <ul style="list-style-type: none"> • The Terms of Reference were agreed • The Year 1 Team Leader provided a curriculum update • SATs and the implications were discussed • Book-led literacy and knowledge transfer were discussed. 	

13.	<p>Policies</p> <p>The Governors considered and approved the following policy:</p> <ul style="list-style-type: none"> a. Leave of Absence Policy for Teachers (adopted from the Local Authority) <p>Ratified from the Sub Committees:</p> <ul style="list-style-type: none"> b. Educational Visits c. Disability Equality Scheme d. Accessibility Policy 	
14.	<p>Statutory & LA Information</p> <p>a. Disqualification by Association Updated</p> <p>Governors were updated on the Disqualification by Association regulations that had caused some controversy across the UK. The school had sought advice from their HR provider and had received declarations from all members of staff and volunteers.</p> <p>Guidance had recently changed to cover those working with children under 5 years old and those staff who worked with children between 5 and 8 years old outside of school hours, such as after school clubs and breakfast clubs. In practice, all staff could be in contact with children under 5 and so declarations remained appropriate for all staff.</p> <p>b. New Parent Governor Election Procedures</p> <p>The Clerk advised that there was a new parent governor election procedure to follow which would be used in electing two new parent governors in time for the reconstitution.</p>	
15.	<p>Governor Visits [SIP E4]</p> <p>a. To receive reports from visiting Governors</p> <p>A report from Ms Grant was received and a copy filed in the records. Ms Grant enjoyed the parents evening and felt that it was a good opportunity to meet parents informally. She felt that that next time it might be a good idea for governors to move around the area, perhaps serving refreshments to waiting parents.</p> <p>Mr Shirley gave a verbal report on his visit with his school to Year 1. The children were given a technology challenge and it</p>	

	<p>was lovely to visit the school. He reported that staff were so open and welcoming and the children were mixing and making friends.</p> <p>b. To agree visiting Governors for the Summer Term</p> <ul style="list-style-type: none"> • Mrs Dirieh agreed to visit to view a pupil progress meeting • Mr Sabir agreed to visit to view the Reading Club • Ms Grant volunteered to visit on a School Improvement topic 	<p>Ms Dirieh</p> <p>Chair</p> <p>Vice-Chair</p>
16. Governor Training Opportunities	<p>Mrs Dirieh expressed that she had noticed some courses coming up and will try to attend one of them and let the Clerk know.</p>	
17. Correspondence	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Clerk</p>
18. Any Other Business	<p>Nil.</p>	
19. Date of Next Meeting	<p>Tuesday 12th May at 5pm in the School Hall.</p> <p>The meeting ended at 6.22pm.</p>	

Signed as accurate:(Chair of Governors)

Date: