



Head Teacher: Mrs M Orton
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MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON THURSDAY
21st MAY 2020 at 3PM.

PRESENT:

Mr S Aziz – Co-opted Governor
Mrs F Gelu – Parent 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
Mr S Thornton – 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

1. Governing Body Business

a. Apologies for Absence

Apologies were received and accepted from Mrs S Orton. No apologies received from Ms N Hussein.

b. Governor Interests

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

c. Governor Vacancies

The Clerk noted that this was Ms Mayat's last meeting as a governor. Governor expressed their sincere thanks for her support and expertise over the years. The Clerk advised that the governing body would still be quorate if they chose not to fill this vacancy. [The Chair invited all governors to ask anyone who might be interested to join the governing body to get in touch with the Chair or](#)

the Clerk. Ms Mayat was, of course, most welcome to rejoin the governing body. Governors wished her all the best for the upcoming birth of her child.

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

The minutes of the meeting held on 11th March 2020, 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.
- Governors were still to confirm that they had read and understood KCSIE2019 and were asked to contact the Clerk to declare this as soon as possible.

ACTION: Governors

- Safeguarding training – it was agreed that Mohammed Patel would be invited to deliver the training to all governors. The Chair also noted that he had shared some training opportunities which were free to undertake; Ofsted and safeguarding. The Chair encouraged all governors to attend.
- Information sessions had been shared with parents but, of course, the sessions did not go ahead due to the pandemic. These would be rescheduled.
- Curriculum implementation statement had been shared with governors.
- The attendance data would now take account of long-term holidays and the graph had been amended.
- Miss Bath confirmed that she had circulated an explanation via email with regards to the 19/20 income and GAG funding.
- Governor vacancies had been discussed (as above).

2. Headteacher's Report

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

Mrs M Orton confirmed that there would be 16 children in school from 25th May 2020 – this had increased by 1 vulnerable child and 1 key worker child. She confirmed that these arrangements had been working well. Mrs M Orton explained that online interaction had not been as successful. Miss Bath explained that there were 12 parents in Year 2, 6 parents in Year 1, 7 parents in Reception and 10 parents in Nursery who had not accessed Weduc, the online learning platform. This was despite contact via email and telephone to encourage them to join. The Chair asked if she could explain Weduc to the governors? Was it a two-way communication platform? She explained it was an app where the school could send emails, add information to a dedicated news feed and send work to a year group or to a particular class. Parents were able to respond via Weduc. Each class also had their own dedicated email address so that parents could contact teachers directly.

Mrs M Orton shared that parents had asked if children were being formally taught. She had explained that they were being taught in all areas of the curriculum but in a different way. She confirmed that all pupil premium children were in receipt of their food vouchers. Vulnerable children were contacted on a weekly basis and this fed into their individual risk assessments. This was reported to the Local Authority on a weekly basis. Mrs Conway confirmed that all vulnerable children had been offered a place in school but this was up to parents. Those who had chosen not to attend were monitored via phone calls and the risk assessments. These decisions had been taken in agreement with their social workers.

Mrs M Orton confirmed that safeguarding had continued to be thorough and today governors will have received the revised policy that had taken account of changes in school. She confirmed that safeguarding meetings were taking place online; these were proving to be much more efficient and all parties were able to attend.

[The Chair asked about the wellbeing of staff especially those working at home?](#) Mrs Conway confirmed that she contacted these members of staff on a weekly basis.

[The Chair asked if any Covid 19 testing had taken place for staff?](#) Mrs M Orton said that there had been no tests undertaken that she was aware of. She also explained that all staff working in education were able to access a test and from 1st June this was available to all children over 5 and their family.

[The Chair asked about the arrangements for reopening the school from 1st June.](#) Mrs M Orton explained that initially Nursery and Reception would return. She explained that this would consist of approximately 17 Nursery and 18 Reception children which would be in addition to the existing key worker/ vulnerable children. [The Chair asked about the staffing arrangements?](#) Mrs M Orton explained that, in order to accommodate a maximum of 15 children per session, the school wanted consistency for the children and to establish a routine. This meant that a morning and afternoon session would be implemented with equal timings. The afternoon session would therefore be longer than the normal school finish time. To ensure staff were not working beyond their contractual hours, the school would be closed on Fridays. The start times had been staggered. At present the school would only be open in the morning between 8.45am and 11.30am as the level of numbers was currently low and therefore afternoons were not yet required. For the majority, teachers would be working with their own class. Mrs M Orton confirmed that risk assessments had been completed and sent onto the Local Authority and the Trust. She explained that they were fluid documents and would be amended as necessary. She confirmed that all staff had been consulted in the production of this document.

Mrs M Orton explained that hot dinners would not be served given the logistics and the need to maintain social distancing. Therefore, all children would be given a packed lunch to take home. She explained that when afternoon children joined the school, they would be given a packed tea to take home.

Mrs M Orton explained that thorough cleaning would take place between sessions along with the provision of further cleaning materials for staff in classrooms. [Mr Sabir asked about the fluidity of the numbers of children; how many staff were well enough to attend work? Did the school have a ratio of how many staff must be present?](#) Mrs M Orton confirmed that there were enough staff to accommodate all children in all specified year groups to return to school.

[Mr Sabir asked about handwashing?](#) Mrs M Orton explained that a timetable had been devised to ensure handwashing, information had been sent to parents about handwashing and there was a strict protocol in place. Mrs Conway added that parents must give one weeks' notice if they wanted to send their children to school to ensure that staffing levels were appropriate.

[The Chair asked about the curriculum coverage?](#) Mrs Conway explained that the focus would be reading, writing and maths as these were the foundations of learning. Within a morning session, time could be spent on shared reading, guided reading, outside learning for physical development, PSHE linked to wellbeing and the effects of the pandemic along with an hourly maths and English session. Mrs M Orton added that online learning would also continue. Mrs Conway explained that although parents were signed up to Weduc it was important to ensure that parents were engaged with the online learning. She confirmed that a daily task was added along with a website of the day to the platform. A weekly overview would still be sent home which would include topics but the online learning would mirror what had taken place at school. Mrs M Orton explained that there would be support from teachers for parents in doing this.

[Mr Sabir asked about the numbers attending; what would be the process for parents to request attendance? Could they send a request during the week and would they have to wait for a week?](#) Mrs M Orton confirmed that parents would be able to start the following Monday regardless of the day the request was made. The school was prepared for full capacity in the specified year groups. [Mr Sabir asked how social distancing would be taught?](#) Mrs M Orton explained that this was built into the timetable devised by teachers and the school had asked parents to talk to their children about the importance of hand washing and not touching their face. The children in KS1 would be seated 2m apart and would have their own equipment bags which would not be shared. The children in Early years would have their own equipment bags but strict 2m social distancing would not be implemented. Any shared classroom equipment would be rigorously cleaned. Soft furnishings had already been removed from classrooms and the classrooms were prepared for the morning and afternoon sessions. [Mr Sabir said it was clear the school had thought this through and had put into place careful measures to keep children and staff safe. Mr Sabir asked about parents arriving at school with children and how children were handed over?](#) Mrs M Orton explained that Nursery and Reception parents had received a letter; Nursery would drop children via Oxendon Street in the playground and would loop round in a circle to exit the school. If they also had children in an older year group, Nursery children must be dropped off first followed by the older children. On pick up, they must come at the latest time to collect all children. Year 1 children would start at 9.00am. No parent could loiter and staff would be in the playground to supervise. Any parents refusing to follow the rules would be asked to leave. There will be only one

parent allowed to drop off. There will be designated areas to wait and they must maintain their own social distancing and will not be allowed to enter school. She confirmed that entrances had been moved to accommodate social distancing. Year 2 would start at 9.15am and will be left at the gate and be guided in by the teachers; one class will access via the library and one class via the hall.

[The Chair asked if all parents were aware of this.](#) Mrs M Orton confirmed that all parents had been telephoned and that it had been made clear to all parents that this was voluntary and they would not be penalised if they did not send their children to school. She was also clear that the risk would be minimised but the risk could not be eradicated. She added that all parents would receive the risk assessment on Friday 22nd May 2020.

[Mrs Ismail asked about access for children with accessibility issues?](#) Mrs M Orton explained that the one-way system would not present any issues for those with accessibility needs. Parents who did not need to bring their babies in pushchairs had been encouraged to leave pushchairs at home.

[The Chair asked if all measures undertaken were in line with trust policy and other schools in the trust?](#) Mrs M Orton confirmed that all government guidelines were being followed and the risk assessment undertaken had been meticulous.

Mrs M Orton added that, presently, the school would be opening on Monday 1st June. The Mayor had made it clear that it was up to individual trusts to decide whether it was safe to open or not.

[The Chair asked if governors were happy with the arrangements made in order to open the school? Governors were in agreement provided the trust was happy and had approved the risk assessment.](#)

[Mr Sabir asked if there were any plans to bring in Year 2 to enable them to see their teachers?](#) Mrs M Orton explained that Year 1 would be welcomed on 8th June and Year 2 be welcomed from 15th June. The Junior school would be conducting an online transition meeting. The capacity was in place to do this.

[Ms Mayat asked if all children on roll returned, would the school be able to deal with this?](#) Mrs M Orton explained that the capacity was there; all children would come in on either mornings or afternoons. This would be a long-term solution in light of any changing circumstances with the pandemic. Mrs Conway added that it would increase consistency and learning if the children attended every day rather than 1 or 2 days per week or on a fortnightly basis. She was confident that effective teaching would take place.

[The Chair asked if there was any financial impact as a result of the interim measures?](#) Mrs M Orton said there was not at the moment. There would be additional measures such as external handwashing facilities which would also suit continuous provision.

Governors were pleased with the planning undertaken by the school. There being no further questions, governors thanked Mrs M Orton for her report.

3. Finance

Miss Bath explained that there were no concerns in the current year. The financial position had improved. Expenditure had been reduced as a result of the pandemic. Planning for the 20/21 budget was underway which had been approved by the Finance Director. She confirmed that the budget would be ready to approve at the next meeting.

4. Business Continuity plan

Governors had discussed the plans for re-opening. All risk assessments had been completed. There were no further comments to be made.

The Chair added his sincere thanks to all staff for their commitment in keeping the school open during this pandemic. They were thankful for everybody's support. It was agreed that the Chair would write a letter to all staff to share their gratitude.

ACTION: Chair

5. Date of Next Meeting

Monday 8th June 2020 at 5pm.

The meeting closed at 3.45pm.

Summary of Actions	
Publish minutes on the website	Clerk
Send confirmation email to Clerk regarding KSCIE2019	Governors
Write thank you letter to all staff	Chair

Signed as accurate:



(Chair of Governors)

Date: 21/05/2020