



## MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON THURSDAY 22<sup>nd</sup> MAY 2014 AT 5.00PM.

### PRESENT:

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

Miss J Marshall – Clerk to Governors

Item	Description	Action
1.	<p><b>Apologies for Absence</b></p> <p>Apologies were received and accepted from Mr Ali, Mr Tayebjee and Miss Bhula.</p> <p>No apologies were received from Mr V Patel. The Clerk confirmed that she had tried to make contact with Mr V Patel but without success. It was noted that Mr Patel was working in London all week and so had mentioned to Ms Mayat that he was unable to make meetings during the week. It was agreed that the Clerk would try to contact Mr Patel again to see if he could be accommodated.</p> <p>The Chair commented that it was a great privilege to be a governor and required a big commitment.</p>	Clerk
2.	<p><b>Governing Body Business</b></p> <p><b>a. Declaration of Governors' Interests in the business to be transacted</b></p> <p>Nil.</p> <p><b>b. Vacancies and impending terms of office ending</b></p> <p>Vacancies:</p> <ul style="list-style-type: none"> <li>• 1 parent governor</li> <li>• 1 LA governor</li> </ul>	

	<p>Ms Grant had contacted the remaining candidates for the Local Authority Governor. The next candidate would be contacted for a visit to the school. Both candidates have been tasked with reading the previous minutes available on the school website and coming prepared with questions.</p> <p>The Clerk confirmed that she had not been able to run a parent election as agreed. The Clerk informed the Governing Body of the changes to the School Governance (Constitution and Federations) (England) (Amendment) Regulations 2014 that will come into force in September 2014. This will require all Governing Bodies to reconstitute in accordance with the new regulations by September 2015. The Governing Body agreed that it would defer the election for now and table the new regulations as an agenda item in the autumn term.</p>	<p><b>Ms Grant</b></p> <p><b>Clerk</b></p>
<b>3.</b>	<b>Items for Any Other Business</b>	
	None.	
<b>4.</b>	<b>Confirmation of the Minutes of the Last Meeting.</b>	
	The minutes of the meeting held on 3 <sup>rd</sup> April 2014, having been previously circulated to all Governors, were taken as read, confirmed and signed (copy filed herewith).	
<b>5.</b>	<b>Matters Arising from the Minutes:</b>	
	<p>Item 5 – St Barnabas had come back to Mrs Orton; their governors are happy to work with the school, dates to be supplied. The Governors discussed this item in more detail under agenda item 9.</p> <p>Item 7 – Posters regarding pupil premium had been translated into numerous different languages and had been displayed in the community mobile. The Clerk would also arrange for these to be displayed on the website.</p> <p>Mrs Dirieh felt that involving teaching assistants was valuable to help parents understand that it is an incentive not a taboo.</p> <p>Item 8 – It was confirmed that Saffron Lane Sports Centre had been booked for a Year 2 sports day on Friday 27<sup>th</sup> June.</p> <p>Item 9 – Mrs Orton confirmed that she had sought the opinion of parents in preparation for the determination renewal. Mrs Orton presented the school's case and determination renewal was unanimously approved for a further 5 years.</p> <p>Item 10 – The lunchtime policy decision was tabled as an</p>	<b>Clerk</b>

	<p>agenda item and so all matters are discussed under agenda item 11.</p> <p>Item 18 – The Clerk confirmed that the Finance Committee was working on a Governor Allowances policy and the departmental advice had been circulated to all governors.</p> <p>Item 19 – The Clerk confirmed that she had written to Mr Aziz to inform him of the decision.</p>	
6.	<p><b>Head Teacher’s Report</b></p> <p>The Head Teacher’s Report, having been previously circulated was received and considered (copy filed herewith).</p> <p>Mrs Orton provided some highlights of the report. Fluctuation within school was small but had a high impact. Since the last report one month ago, there had been some turbulence in numbers which was due to parents moving houses.</p> <p>The data judgement had changed from good to outstanding. This was following a progress review at Easter. Good progress and outstanding attainment combined meant that achievement was outstanding in all year groups. Pupil Premium children were still an issue in some areas. The children identified in red were making the least progress in different areas.</p> <p><b>QUESTION:</b> Mrs Dirieh asked why SEN and Black Somali children were making less progress in all areas?</p> <p>Mrs Orton confirmed that they were all making less progress but the school had to look at progress individually. SEN children are assessed on a different scale which is called the P scale. They do make progress but they are smaller steps compared to the levels we judge the rest of the cohort on.</p> <p>Mrs Orton confirmed that the Inclusion Manager, Mrs Odedra, had detailed case studies ready that show the progress children with SEN have made.</p> <p><b>QUESTION:</b> Mrs Dirieh asked if the school assessed children when they start school?</p> <p>Mrs Orton confirmed that the school did assess and all children were expected to make 4 points progress over the course of a year.</p> <p><b>QUESTION:</b> Mrs Dirieh asked if all children were making such progress?</p> <p>Mrs Orton confirmed that they were.</p>	

**QUESTION:** Ms Grant asked over what period this assessment was judged?

Mrs Orton confirmed that it was since September 2013.

The Chair commented that this was not the final result but a progress report. Mrs Orton agreed and reiterated that pupil progress meetings took place to identify issues and put in place action plans to address issues with individual children and with groups.

Mrs Orton confirmed that analysis of the Black Somali group showed that 1 was a new arrival to the country which impacted on attainment whilst they settled and 1 child had an SEN statement and so the impact was large because it was such a small group.

**QUESTION:** Mrs Dirieh commented that PSE (Personal and Social Education) was low too, was something separate happening to address this?

Mrs Orton confirmed that a range of interventions that dealt with PSE were in place including fun time, play interaction and the Inclusion Manager implemented these on a needs basis.

**QUESTION:** Mrs Dirieh asked if these interventions were making an impact?

Ms Grant commented that she had observed such interventions and feels it had made an impact. Mrs Orton confirmed that a provision map was in place which gave a detailed analysis of the individuals involved with different interventions including which group they belonged to.

**QUESTION:** The Chair asked if the average was taken in terms of the data shown?

Mrs Orton confirmed that it was.

**QUESTION:** Mrs Dirieh asked if these small groups impacted on results overall e.g. via RAISE online?

Mrs Orton confirmed that the groups were split but the school was judged on all children overall including high achievers and lower attainers. The school has to highlight to Ofsted that it is aware of these children and specify what has been done to help them. The knowledge of those children is reflected in both the Self Evaluation Framework (SEF) and the School Improvement Plan (SIP).

<p>The Chair commented that this is in effect a ‘no surprises’ approach.</p> <p>Mrs Orton confirmed that the school was pushing high achievers and working on challenge, particularly in F2.</p> <p><b>QUESTION:</b> Mrs Dirieh asked about the difference in achievement between boys and girls? Was it because the school has so many boys?</p> <p>Mrs Orton confirmed that the school had adapted the curriculum to appeal to boys but it was a national trend. Mrs Dirieh said that she was aware of the author week the boys had attended to try and foster interest in reading.</p> <p>The Chair commented that behind these numbers, the teachers really do know the children.</p> <p>Mrs Orton agreed that it was, as the Chair had said, a ‘no surprises’ approach and to ensure that when Ofsted asked questions, the school could answer them.</p> <p><b>QUESTION:</b> Mrs Dirieh asked if the school had any Eastern European children?</p> <p>Mrs Orton confirmed that it did.</p> <p>Mrs Dirieh said she asked this because there appeared to be a lot of translation issues in other schools.</p> <p>Mrs Orton confirmed that a translator was sought but then the family moved school. The school does have one other child from this background but there were no language needs.</p> <p><b>QUESTION:</b> The Chair asked the Governing Body how they felt about the Head Teacher’s report?</p> <p>Mrs Dirieh said it was alarming at first to see children highlighted in red. Mrs Orton agreed that it could be unsettling but she did not want to hide anything.</p> <p>Miss Keshav suggested that there be more of an explanation and summary at the beginning of the report?</p> <p>The Chair agreed and asked how the Governing Body verifies the outstanding judgement? The Chair felt that this was by using the data provided.</p> <p><b>QUESTION:</b> Ms Grant queried what the report from St Barnabas looked like and whether a copy could be obtained?</p>	<p><b>Head</b></p>
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Mrs Orton agreed to find out and confirmed that the school were reviewing the SEF and SIP in collaboration with other schools.

**QUESTION:** Mr Shirley asked where attainment was specified on the report?

Mrs Orton confirmed that this was the APS column. APS (Average Point Score) progress is from the last check and this is how the school checks if challenge is there.

**QUESTION:** Mr Patel asked how often progress checks were made?

Mrs Orton confirmed that these were made half-termly.

**QUESTION:** Mr Patel asked if this progress was fed back to parents each time?

Mrs Orton confirmed that parents evening happened twice per year and this was when feedback on progress was given.

Mrs Orton discussed the school's monitoring system and informed Governors that the school was installing a new system which would be faster and involve teachers.

**QUESTION:** Mr Shirley asked where the figures for attainment and progress could be found?

Mrs Orton confirmed that an example of these could be found on page 8, the baseline at the start was the APS and she explained how the data was displayed. Mr Shirley could see that Black Somali were lower but not much lower than the rest of the cohort.

**QUESTION:** Mrs Dirieh commented that last time Mrs Orton had said Indian children were the highest attainers; why was this?

Mrs Orton confirmed that this was one of the likely questions she would be asked and it would be about looking at individuals to discover why.

**QUESTION:** Mrs Dirieh asked if F1 were assessed and compared to Year 2?

Mrs Orton confirmed that there was not a system that tracked F1 through to Year 2. It was a different system for Foundation Stage and Key Stage 1. Turning F2 attainment data into Key Stage 1 is difficult.

The new curriculum however means that the school cannot use levels and so the school will have to report in a different way and will use terms such as exceeding, age expected or emerging as is currently the case in Foundation Stage.

**QUESTION:** Ms Grant asked if the school would keep APS?

Yes.

**QUESTION:** Mrs Dirieh asked whether there is a choice in how children's achievement is reported?

Mrs Orton confirmed that we do, Leicester is the only LA which completes a baseline assessment but it is possible that a national baseline assessment will be introduced.

**QUESTION:** The Chair asked about national assessments for Year 1 children?

Mrs Orton confirmed that there was nothing in place for Year 1. For the Government, a baseline is taken at F1 and then results at the end of Year 2 are recorded. As mentioned earlier the baselines that are taken in F1 and F2 do not translate into Key Stage 1.

**QUESTION:** Mrs Dirieh asked if parents would be told about the judgements?

Yes they would be told that their children are either on track to meet age expectations, are exceeding or are emerging. This is a complicated system which changed last year for the Foundation Stage.

**QUESTION:** Mrs Dirieh asked how the new curriculum will affect the school?

Mrs Orton confirmed that it would not have much impact as we already focus on skills and knowledge.

**QUESTION:** Mrs Dirieh asked about Foundation Stage; how will it affect them?

Mrs Orton confirmed that the Foundation Stage have their own curriculum. Teachers are working on the new curriculum to ensure the school is ready as we have to display the curriculum on the website. Computing is the biggest change as there is a change in the terminology used.

**QUESTION:** Mr Patel felt that the role of the Head Teacher was tough with justifying the progress of the different groups. Was it

	<p>different elsewhere?</p> <p>Mrs Orton confirmed that it is the same in every school, there are different groups to consider in every school. In smaller schools the impact is huge.</p> <p>Mrs Orton confirmed that extracurricular activities are being carried out to challenge the high achievers in school (e.g. Dinosaur Day).</p> <p>Mrs Orton also confirmed that F2 to Year 1 moderation exercises now take place together to make transition easier.</p> <p>Stranger Danger assemblies had been run following some incidents highlighted by the LA in the local area. Two incidents of people loitering outside the school have been reported to the police since Christmas.</p> <p>Mrs Orton updated the Governing Body on parking issues outside the school. A parking meeting was due to take place soon to help reduce parking. A parent had approached the school to become involved in this piece of work. The crossing patrol had moved up to outside the school gates and the timings of the patrol had been clarified.</p> <p>Mrs Orton confirmed that attendance was slowly rising but is steadily improving. Mr Patel felt that the message to parents was sinking in now that they are aware they could receive a fine.</p> <p><b>QUESTION:</b> Ms Mayat asked if parents accept the fines issued?</p> <p>Yes.</p> <p>The Chair commented that this could not continue as the receipt of fines was across the entire education of the child (0-18 years) and so some parents could find themselves in court.</p> <p>Mrs Orton confirmed that two requests for leave had been authorised but these were due to exceptional circumstances.</p> <p>Mrs Orton updated the Governing Body on the Ofsted Trial that took place on 30<sup>th</sup> April. The Ofsted inspector was very pleased with the SCR (Single Central Record) which is the first thing inspectors' view on an inspection. If it is incorrect, the school can be placed in special measures immediately.</p> <p><b>QUESTION:</b> Ms Mayat asked Mrs Orton to explain what function an SCR carried out?</p>	
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Mrs Orton explained that an SCR was a document that detailed the various checks undertaken by the school on employees, volunteers and contractors who work with children at the school. These include records of DBS checks, identity checks, right to work checks etc.

Mrs Orton explained that one action identified was to close gates inside the school. This was an action that the school needed support from parents. The inspector also noted that children tended to focus on fighting and bullying too much when it was not prevalent in the school. Educating the children to understand the meaning was the next step.

In terms of the leaders interviewed by the inspector, she felt that they did know their areas very well but needed more confidence.

The inspector (who is a real life Ofsted inspector) was impressed with the learning environment and noted the improvements we are making; one area required improvement but this is in progress.

Overall it was a very positive experience.

**QUESTION:** The Chair asked if Mrs Orton felt the judgement of good for leadership and management was right?

Mrs Orton said it was difficult as there was not the full complement of SLT in place and until Governors know their own judgement as a group, it was hard to judge. It was clear that all actions must be evidenced.

Mrs Dirieh commented that the Governors hardly visited the school so why would we achieve outstanding? We need evidence to show.

The Chair said that the challenging discussions are being recorded via the minutes but visits are needed to improve that judgement. The Chair commented that you learn so much when you visit the school. The children are so enthusiastic and it is really exciting to come in.

Mrs Dirieh felt that the Governing Body needed to be more proactive.

Mr Patel suggested a rota for visits.

Mrs Orton highlighted that training for the new tracking system would be taking place soon and the Clerk would email details;

**Clerk**

	Governors are welcome to attend the training.	
<b>7.</b>	<p><b>Pupil Premium Update</b></p> <p>There were no further updates since the last meeting.</p> <p><b>QUESTION:</b> The Chair asked if there would be an end of year Pupil Premium review or report to the LA?</p> <p>Mrs Orton confirmed that a report was not required but they will look at our progress and look at gaps and the reasons for any gaps.</p> <p><b>QUESTION:</b> Ms Grant discussed the effective spend of Pupil Premium; she was aware that all children receive what they need. How can the school say it is spent effectively on who and how?</p> <p>Mrs Orton explained that the Inclusion Manager holds a provision map which highlights Pupil Premium children and the support they receive.</p> <p><b>QUESTION:</b> Mrs Dirieh asked what percentage goes to Pupil Premium children and interventions?</p> <p>Mrs Orton did not have that information to hand but could prepare this for the next meeting.</p> <p><b>QUESTION:</b> Mrs Dirieh asked if teachers carried out interventions or was it just teaching assistants?</p> <p>Mrs Orton confirmed that teachers carry out quality first teaching which meets the needs of all children at all times. However some do need extra and this is where targeted interventions are used.</p> <p>Ms Grant said that Governors should come in and observe an intervention.</p> <p>Mrs Orton discussed some of the interventions taking place in school for which all teaching assistants are appropriately trained to carry out. The impact is huge. The school looks at the child's needs and what works and when.</p> <p><b>QUESTION:</b> Mrs Dirieh asked how quickly would the school review whether an intervention is working or not?</p> <p>Mrs Orton explained that when the school knows it isn't working, other interventions are sought. The teaching assistants are experienced and so pick up this aspect very quickly.</p>	Head

	<p>Interventions are short, sharp help and are measured in weeks rather than months to enable children to reach the level they need.</p> <p><b>QUESTION:</b> The Chair asked whether Mrs Odedra could present information about interventions at a future meeting?</p> <p>Mrs Orton agreed – Mrs Odedra needs to brief the Governing Body on the changes to the SEN Code of Practice coming into force from September 2014.</p> <p>Mrs Orton also confirmed that all team leaders are producing an end of year report for Governors to review.</p> <p>Mrs Orton confirmed that interventions for Pupil Premium children were being tracked. There is no doubt that Ofsted will look at Pupil Premium children. At the moment this group are perform above national levels but below school levels.</p> <p><i>Mrs Alimohamed left the meeting at 6.35pm.</i></p>	Clerk
8.	<p><b>Sports Premium Update</b></p> <p>There were no further updates since the last meeting.</p>	
9.	<p><b>Governor Ofsted Trial Session</b></p> <p>Mrs Orton confirmed that the Governing Body had a range of options with which to ready itself for an Ofsted inspection:</p> <ul style="list-style-type: none"> <li>• Working with St Barnabas Governors who have been judged as outstanding.</li> <li>• Organise a Governance review with the LA. This reviews the strengths and areas for development and costs £450.</li> <li>• Organise a trial Ofsted session with the trial Ofsted inspector who visited the school. There would also be a cost to this.</li> </ul> <p><b>QUESTION:</b> Ms Mayat asked whether we were outstanding already? Where are we? How far do we need to go?</p> <p>Mrs Orton explained that it depends on where we judge ourselves to be but the Ofsted trial is one person's opinion.</p> <p>Mr Patel suggested the Ofsted trial and working with St Barnabas.</p> <p>This was up to the Governing Body to decide. It was suggested that maybe the Governing Body needed to conduct an audit and then invite St Barnabas in?</p>	

	<p><b>QUESTION:</b> Mr Patel suggested that a couple of Governors attend a meeting at St Barnabas to shadow their work and provide feedback to the Full Governing Body?</p> <p>It was agreed that this was a good idea and Mrs Orton would make contact with St Barnabas.</p>	<b>Head</b>
<b>10. Governor Action Plan Review</b>	<p>Governors reviewed the action plan for 2013/2014 (copy filed herewith). It was agreed that progress had been made in the following areas:</p> <ul style="list-style-type: none"> <li>• Governor induction programme was in place</li> <li>• Governors assigned to key areas. A full list would be completed by the Clerk and distributed.</li> <li>• Recruiting Governors had been successful.</li> <li>• Governors invited to events in school and kept informed via the newsletter.</li> </ul> <p>It was agreed that more work could be done in the following areas:</p> <ul style="list-style-type: none"> <li>• Continue with improving Governing Body recruitment procedures to ensure Governors with the requisite skills and commitment are appointed.</li> <li>• Raising the profile of Governors; the Clerk asked all Governors to send one line to the Clerk for the newsletter. This could be about anything, what they are concerned about, what they have learned about etc.</li> <li>• Presence in school including more visits and a presence at parents evenings and perhaps even at the Summer Fair.</li> <li>• Improve training – online training is available.</li> </ul> <p>Mrs Dirieh asked to work with Mrs Orton on her Governance course with the NCTL (National College for Teaching and Leadership).</p> <p>The Chair agreed that he would add his thoughts into the plan and return to the Clerk. It was also agreed that a skills audit would be carried out by the Chair.</p>	<p><b>Clerk</b></p> <p><b>All Governors</b></p> <p><b>Chair</b></p>
<b>11. Lunchtime Policy Decision</b>	<p>Mrs Orton explained that further research had been carried out into those schools published as case studies for banning packed lunches. In both schools the key was to get parents on</p>	

	<p>board and educate them about healthy lunches. These changes had been implemented prior to the universal free school meal policy; one returned to packed lunches and one did not.</p> <p>Mrs Orton presented her findings and explained the aims of lunchtimes. Of the parents surveyed so far, 27 would not take up a free school meal.</p> <p>Mrs Orton explained that packed lunches could not be taken in the hall which would therefore take away staff from the hall and would have a cost impact.</p> <p>The key was to involve children and steer the menu. Lunchtime Supervisors would have their own table and would serve food to seated children.</p> <p>Mrs Orton explained that there was an open door policy with regards to lunchtime and parents were welcome to come in and try the food and the experience; feedback is always welcome.</p> <p>To ban packed lunches, the school must prove there is a better alternative.</p> <p>Halal was identified as an issue. Governors discussed this at length and agreed that unless the meat was certified by HMC or City Catering were willing for the meat to be inspected by HMC, the school would be vegetarian.</p> <p>Mrs Orton explained that the school must have a policy that supports the lunchtime aims that lunches must be nutritional and if a packed lunch did not meet those criteria, a free school meal would be provided.</p> <p>Having heard the evidence, Governors agreed at this stage that it was not necessary to ban packed lunches.</p>	
<p><b>12.</b></p>	<p><b>Deputy Head Appointment Ratification</b></p> <p>Mrs Orton reported that following a robust interview process with a panel of 5 (2 Governors, 1 external Head Teacher, the School Improvement Advisor and Mrs Orton), an appointment had been made. Four candidates were interviewed and set a variety of tasks and one candidate was outstanding in all areas and a unanimous decision to appoint Rebecca Conway was made.</p> <p>The Chair commented on the variety of tasks and how thorough the process was; it was a real test for the candidates. Although only four candidates, this was reflective of the job market. The day was very intense but democratic with each task marked and scored to provide an evidence base for the decision.</p>	

	<p>The Governing Body were happy with the process and formally ratified the appointment of Rebecca Conway as Deputy Head Teacher. The Governing Body passed on their congratulations to Mrs Conway.</p>	
<b>13.</b>	<p><b>Minutes/ Reports of Committees and Working Groups</b></p> <p><b>a) Finance Committee – 15/05/2014</b></p> <p>The Governors received the Finance Committee minutes dated 15<sup>th</sup> May 2014. The Clerk reported on the main points of the meeting as the Chair of Finance was not present.</p> <ul style="list-style-type: none"> <li>The school budget for 2014/2015 was formally ratified following approval at the Finance Committee.</li> </ul> <p><b>b) Health &amp; Safety Committee – 08/05/2014 Safety Walk</b></p> <p>A safety walk was carried out and these issues will be addressed at the next Health &amp; Safety Committee meeting on 5<sup>th</sup> June 2014.</p>	
<b>14.</b>	<p><b>Governor Visits</b></p> <p><b>a. To receive reports from visiting Governors</b></p> <p>Mr Sabir visited the school on 14<sup>th</sup> May to review Year 1 progress data. Mr Sabir will file his report with the Clerk in due course.</p> <p><b>b. To discuss informal comments about the school</b></p> <p>None at this time.</p>	<b>Chair</b>
<b>15.</b>	<p><b>Governor Training Opportunities</b></p> <p>None at this time.</p>	
<b>16.</b>	<p><b>Statutory and LA Information</b></p> <p><b>a. New Safeguarding Children and Safer Recruitment in Education Guidance – Governor Responsibilities (Paper Attached)</b></p> <p>The Governing Body received a copy of the new guidance which has been given to all staff members to read and acknowledge. The Chair commented on the seriousness of this documentation and its importance and asked that all Governors ensure they are familiar with it.</p>	<b>All Governors</b>

	<b>b. Looked After Children Premium</b>  The Clerk advised that Looked After Children now qualified for 'Pupil Premium Plus' which was £1,900. The Virtual Head responsible for the Looked After Child directs how this funding is spent.	
<b>17.</b>	<b>Correspondence</b>  a. Private Staff Request	<b>Clerk</b>
<b>18.</b>	<b>Any Other Business</b>  None.	
<b>19.</b>	<b>Date of Next Meeting</b> Thursday 26 <sup>th</sup> June at 5pm in the School Hall.	

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

**Date:** .....