



MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON TUESDAY 23rd SEPTEMBER 2014 AT 5.00PM.

PRESENT:

Mr N Sabir – Chair, Authority Governor
 Ms K Grant – Vice - Chair, Authority Governor
 Mrs Z Alimohamed – Staff Governor
 Miss F Bhula – Community 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

IN ATTENDANCE:

Mrs R Conway – Deputy Head Teacher
 Mrs M Libreri – Director of Learning, Leicester City Council
 Mrs A Odedra – Inclusion Manager

Miss J Marshall – Clerk to Governors

Item	Description	Action
1.	Apologies for Absence Apologies were received and accepted from Mr Shirley.	
2.	Governing Body Business a. Declaration of Governors' Interests in the business to be transacted Nil. b. Governors' Responsibilities 2014/2015 Confirmation Governors agreed Governor Responsibilities for 2014/2015.	
3.	New Deputy Head Introduction – Mrs Conway in Attendance Mrs Conway introduced herself to the Governing Body as the new Deputy Head Teacher. A copy of her presentation was filed with the minutes.	
4.	Margaret Libreri, Director of Learning, Leicester City Council – in Attendance The Chair welcomed Mrs Libreri to the meeting on behalf of the Governing Body.	

	<p><i>Mr Ismael and Mrs Makda joined the meeting at 17.09.</i></p> <p>Mrs Libreri explained the reasons for her attendance and thanked the governing body for allowing her to attend. Uplands Junior School was in special measures and, as a result, was required to explore options of academisation. The LA's view was to consider a number of different routes. The IEB of the Junior School have raised the question of a possible merger between the two schools. This is often a course of action when one Head Teacher leaves an infant/ junior school and it ensures better continuity.</p> <p>Mrs Libreri had therefore been asked by the IEB to approach the Governing Body to gauge interest in exploring this option.</p> <p><i>Ms Grant joined the meeting at 17.15.</i></p> <p>Mr Patel commented that there had been unofficial conversations before but he would be interested.</p> <p>Mrs Libreri confirmed that there was no commitment required at this stage and Mrs Libreri could return with a proposal should the Governing Body be interested in exploring this option. There was no pressure for a quick decision.</p>	
<p>5.</p>	<p>New SEN Code of Practice – Mrs Odedra in Attendance</p> <p>Mrs Odedra gave a presentation to the Governing Body about the new SEN Code of Practice which came into effect on 1st September 2014. It was a statutory requirement and the key points were more parental/ child involvement and ensuring that teachers meet the needs of children.</p> <p>The Governing Body took part in a quiz to learn about the new Code of Practice and a copy of the quiz is filed with these minutes.</p> <p>QUESTION: Mr Patel asked how EHC's are awarded?</p> <p>Mrs Odedra explained the process. An Integrated Assessment Meeting (IAM) is convened to decide. The Inclusion Manager applies for the EHC and all external agencies and parents contribute. The request for an EHC is based on evidence.</p> <p>The new EHC's are more parent/ child friendly. SEN support provided by the school is called the Graduated Reponse.</p> <p>Mrs Odedra also explained about the Local Offer. This is information that the LA must provide about all schools in its area and the expertise they can offer to families. The School Offer must be published on our website and will link to the LA</p>	

	<p>website.</p> <p>Mrs Odedra talked about the greater focus the new Code of Practice has on teachers including refining and strengthening quality first teaching.</p> <p>The School must meet with parents termly to set clear goals and supportive activities for learning. Parents have a greater contribution to the meeting. Minutes from the meeting must be recorded and filed in the child's file.</p> <p>QUESTION: Ms Grant asked Mrs Odedra what her take on the new Code of Practice was.</p> <p>Mrs Odedra felt that the LA had been well prepared as it was a pathfinder to trial the changes. She felt that as a result the school had been able to work towards these changes in advance. The school will gain because parents and children will be more involved. Outside agencies will work together and this will avoid parents having to repeat their story over and over.</p> <p>QUESTION: The Chair asked how teachers engage with this approach.</p> <p>Mrs Odedra explained that the school had lots of experienced staff and support strategies already in place. A cause for concern form is in place which is flagged upto Mrs Odedra for further support. Additional support is still given to children so they always get what they need.</p> <p>The Governing Body thanked Mrs Odedra for her thorough and interesting presentation. Mrs Odedra welcomed governors to the school if they wanted to learn more about the changes. <i>Mrs Conway left the meeting at break time, 18.00.</i></p>	
6.	<p>Items for Any Other Business – Urgent Business Only</p> <ul style="list-style-type: none"> • Mr F Tayebjee – Community Governor 	
7.	<p>Confirmation of the Minutes of the Last Meeting</p> <p>The minutes of the meeting held on 26th June 2014, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith).</p>	
8.	<p>Matters Arising from the Minutes:</p> <p>Item 1 – Mr V Patel resigned from the Governing Body as he was unable to attend meetings. Mr Ali is no longer a governor and the Clerk wrote to him as requested.</p> <p>Item 5 – Ms Grant wrote to the prospective governors regarding their applications.</p>	

	<p>A copy of the Head Teacher's report from St Barnabas had been requested.</p> <p>Pupil Premium children query – of all children receiving interventions (205), 62 were pupil premium children which equates to 30%.</p> <p>The Chair asked for the remaining skills audits to be submitted. A date for training will be booked once the analysis is complete. The Chair thanked governors for returning the audits.</p> <p>Item 6 – iAbacus demonstration deferred to the November meeting.</p> <p>Item 12a – Mrs Dirieh will submit the outstanding report for Year 2 sports day.</p>	<p>Head</p> <p>Chair</p> <p>Clerk</p> <p>Mrs Dirieh</p>
9.	<p>Head Teacher's Report – Verbal</p> <p>Mrs Orton gave a verbal report.</p> <p>The School Improvement Plan (SIP) Visual Summary had been created and had been circulated to governors. It is also available on the website. Mrs Orton explained that governors needed to read and know the contents. It is now on one page so is a lot more user friendly. Mrs Orton explained that at a recent Leicester Leaders meeting, an Ofsted inspector reported that the first thing they did was look at the website. The school had gone through a checklist to ensure that all the statutory information was present on the website.</p> <p>The new curriculum and assessment principles are on our website. British Values are key and ensuring that the curriculum covers it. This may be a key question for governors. Mrs Orton asked all governors to familiarise themselves with the website.</p> <p>It was suggested that a copy of the SIP be displayed in the foyer.</p> <p>QUESTION: The Chair asked about the new curriculum and what is involved?</p> <p>Mrs Orton explained that the new curriculum needs to be broad and balanced and developed in accordance with the context and needs of the school e.g. language is a key theme running through our school.</p> <p>British Values is another theme; assemblies evidence that we represent all faiths and are respecting and teaching universal values/ British values.</p>	<p>All</p> <p>Clerk</p>

QUESTION: Ms Grant asked if all faiths were represented or all faiths present in school?

Mrs Orton confirmed that it was all faiths.

Mrs Orton confirmed that there would be no data until October regarding last year's Year 2 children. There is no national data available for Phonics or EYFS yet. At a Good Level of Development the school achieved 44% for Foundation 2. The national is suggested to be 60%. This means that we are below but this was expected as the baseline was very low. However, we are moving in the right direction as this is an 11% improvement in just one year.

Positives:

- Progress is outstanding
- Phonics is 85%
- Good Level of Development in EYFS – 11% increase

Areas of Development:

- Challenge
- Progress in SEN Key Stage 1 groups (case studies ready)
- Writing

Vulnerable Groups:

- Pakistani Children – F2 – Y2
- Pupil Premium (we are over the national average but not compared to non-pupil premium in school)
- Black African Children

Contextual data is difficult at the present time as overfilling is taking place. Admission numbers are turbulent. Mrs Orton confirmed that numbers are lower in F1.

QUESTION: The Chair asked if there were any children on the waiting list for F1?

Mrs Orton confirmed that there had been two intakes (8th September and 15th September) and we were currently chasing parents as they do not have to start school. The school runs its own admissions service for F1.

Mrs Orton reported on the quality of teaching – joint observations are underway in conjunction with Team Leaders to ensure consistency of judgement.

Year 2 have undertaken trips to the Botanical Gardens to learn about food sources and fair trade.

Mrs Rawlings and Mrs Machher have both had their babies (a boy and a girl respectively). Mrs Riley, Finance Manager, leaves on 16th October 2014. The governors asked that their thanks is expressed to Mrs Riley for her support and hard work over the years.

Four new staff have joined us this year: Miss Davies, Mrs Hall, Miss Cummings and Mrs Crawley.

There have been no racist or bullying incidents. There have been no exclusions. There has been 1 safeguarding incident (child protection).

Attendance has improved. E-safety will be a focus this half-term and workshops will be carried out with each class in October.

Parent workshops continue with coffee mornings taking place on Fridays.

Pupil surveys are in progress.

Policies amended this term are the Maths and Calculation policies.

The outdoor environment has been improved by removing the mounds and laying astro turf; this has made a huge difference to how children play.

The new F1 entrance has really helped safeguarding as parents now do not walk through the main playground.

Mrs Orton has created a summary of the CPD in school which will be emailed to all governors. This explains why we have it, the types we have and how it is measured.

QUESTION: Ms Grant asked how school meals were going since the new policy.

Mrs Orton explained there was continual improvement. Serving is actually faster and the children are happier. The school cook is catering to individual needs. Curriculum time is not impacted.

Mrs Dirieh confirmed that on her visit she liked the new system.

QUESTION: The Chair asked about packed lunches and their popularity?

	<p>Mrs Orton confirmed that they are dropping steadily but still working on encouraging children to take up a school meal.</p> <p>QUESTION: Ms Grant asked about parent feedback?</p> <p>Mrs Orton confirmed that parent feedback had been good. We have invited parents in to see how the system works. We are also having a family feast day on Thursday 2nd October to invite parents of packed lunch children to eat a school meal.</p>	
10. Pupil Premium Update	<p>Mrs Orton confirmed that the latest Pupil Premium expenditure report is on the website.</p> <p>The Pupil Premium page will be enhanced with evidence on pupil engagement and learning.</p> <p>QUESTION: The Chair asked if there would be an issue with identifying Pupil Premium children online.</p> <p>Mrs Orton confirmed that there will be no labelling of children.</p> <p>Mrs Orton explained that the grant was now £1,300 per pupil. No impact in terms of the Universal Infant Free School Meals policy has yet been seen on the Pupil Premium Grant.</p> <p>As data is collated, this will be added to the Pupil Premium report.</p>	
11. Sports Premium Update	<p>Mrs Orton confirmed that the website page on Sports Premium will be enhanced with pictures and more text.</p> <p>Mrs Makda summarised the different expertise bought in which really benefits the children:</p> <ul style="list-style-type: none"> • Sports day for F2 and Year 1 • Gymnastics – after school club and during PE lessons • Year 2 Sports day at Saffron Lane • PLT link with secondary schools giving access to badminton, basketball and football skills • Sponsored football event • Sports coaching at lunchtimes • Leicester City Football Club are returning to give two afternoons and two after school clubs per week. <p>All of these initiatives are bringing in healthy competition to school. Mrs Dirieh commented that it was inclusive, covering all abilities.</p>	

12.	<p>Minutes/ Reports of Committees and Working Groups</p> <p>a) Finance Committee – 26/06/2014</p> <p>The governors received the Finance Committee minutes dated 26th June 2014.</p> <p>b) Health & Safety Committee – 18/09/2014</p> <p>The governors received the Health & Safety Committee minutes dated 18th September 2014.</p> <p>The Health & Safety Committee approved the following procedures:</p> <ul style="list-style-type: none"> • Fire Emergency Procedure • Dealing with Accidents Procedure (developed in consultation with the LA Health & Safety Department) <p>The Governing Body ratified the above procedures.</p>	
13.	<p>Policies</p> <p>The Governing Body approved Child Protection policy subject to a modification to clarify best practice in using school-owned equipment when taking photographs of children.</p>	
14.	<p>Correspondence</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
15.	<p>Any Other Business</p> <p>Ms Grant reported that Mr Tayebjee had contacted her to discuss his role on 22nd September. He had made the decision to apply to be a governor at a group of schools in Oadby and has therefore tendered his resignation to the Governing Body. This was accepted.</p> <p>Ms Mayat and Mrs Alimohamed kindly agreed to act as co-Chairs for the Finance Committee.</p>	
16.	<p>Date of Next Meeting</p> <p>Thursday 27th November at 5pm in the School Hall.</p>	

Signed as accurate:(Chair of Governors)

Date: