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MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON TUESDAY  
26<sup>th</sup> JUNE 2018 AT 9.30AM

**PRESENT:**

Mrs Z Alimohamed – Co-opted Governor  
Miss P Keshav – Co-opted Governor  
Mrs S Makda – Staff Governor  
Mrs F Mayat – Co-opted Governor  
Mrs M Orton – Head Teacher  
Mrs R Rinde – Parent Governor

**In Attendance:**

Miss J Marshall – Clerk to Governors  
Mrs R Conway – Deputy Head Teacher

*\*Blue indicates comments, questions or challenge\**

Description
<p><b>1. Apologies for Absence</b></p> <p>Apologies were received and accepted from Mr Mahmood, Mr Patel and Mr Sabir.</p>
<p><b>2. Governing Body Business</b></p> <p><b>a. Declaration of Governors' Interest</b></p> <p>The Chair asked for any interests in the business to be discussed. There were none declared.</p> <p><b>b. Reconstitution Working Party Update</b></p> <p>The Clerk confirmed that the governing body had been formally reconstituted as of 26<sup>th</sup> June 2018. This comprised 12 governors.</p> <p><b>c. Chair of Governors post</b></p> <p>Governors discussed the potential for a new Chair of Governors. Governors were asked to think about succession planning. The clerk advised that anyone interested would be fully supported.</p> <p><b>d. Vacant Governor post</b></p> <p>The Clerk confirmed that Ms Dagia had resigned as parent governor. This meant that there were 2 co-opted governor posts and 1 parent governor post available. The Clerk also notified that a new staff governor election would be held in due course.</p>

Governors discussed and agreed that Miss Keshav would act as SEND and Safeguarding Governor as these roles were closely aligned. Mrs Alimohamed agreed to act as Pupil Premium Governor.

**e. Dates of 2018/2019 meetings**

Governors agreed that future meetings would take place in the evening. Mrs Orton reminded all governors of the importance of attending the training scheduled for 4pm on Wednesday 4<sup>th</sup> July. This would be a really inspiring session to think about governor roles and the strategic vision.

Mrs Orton explained that the curriculum & standards would be incorporated into the full governing body meeting so that all governors were aware. Governors discussed options for combining finance, resources, health & safety and information security into one committee. It was agreed that this would be discussed and confirmed at 4<sup>th</sup> July meeting. Governors also discussed visits. Mrs Makda commented that it was about quality and not quantity, governors agreed.

**3. Urgent Items for Any Other Business**

- CCTV

**4. Confirmation of the Minutes of the Last Meeting**

The minutes of the meeting held on 15<sup>th</sup> March 2018, 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.

**5. Matters Arising from the Minutes**

- The Clerk had written to Mr Patel and Mrs Rinde
- The New Instrument of Governance was in place
- The Clerk completed the traded services form
- The Clerk had published the approved minutes on the website
- Mrs Orton had contacted MLR for training – Wednesday 4<sup>th</sup> July 2018
- Mrs Rinde would discuss with the Clerk about time for visits
- Ms Dagia has resigned as a governor
- Mrs Orton enquired about gritting in bad weather; optimum times to grit and grit in the morning is the ideal time
- The Chair still needs to make a visit – intends to visit in the autumn term
- The Chair wrote to Miss Marshall to express thanks
- The Clerk wrote to Mrs Lorgat to express thanks

**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 invited questions from governors:

The Chair submitted the following question in advance: "As it is being done at a class teacher level, is there any mechanism for quality assurance, accuracy and consistency across the school. Do SLT play any part in it and how is data on Higher Achievers fed back to the SLT/ Head

teacher.”

Mrs Orton explained that Higher Achievers were identified by results in Early Years so if they had achieved exceeding they were tracked throughout school. These children were tracked at every pupil progress meeting to ensure that the provision is in place. RC said that consistency was also achieved through moderation and book scrutiny to check that those children were being challenged through their books. Mrs Mayat asked if there was differentiation taking place in lessons as well? Mrs Orton confirmed this both through provision and in the books. Progress tracking was also used. FM said that there were no numbers in the data on page 3? Mrs Conway explained that children were identified as Higher Achievers in so many different areas. Mrs Orton added that children were discretely identified in the areas they excel but it was difficult at this age. Mrs Makda said that children’s abilities change and grow. Mrs Orton explained that Higher Achievers can be difficult to identify. Mrs Orton discussed the benefits of signposting as an infant school. Mrs Makda said that children were not labelled. Ms Mayat confirmed that therefore it was discrete provision. Ms Mayat asked if Higher Achievers would be considered during lesson observations; would the school look at where the stretch and challenge was? Mrs Orton confirmed that this did happen during lesson observations. Mrs Orton also confirmed that Higher Achiever and talented information was shared with the Junior School as part of the transition process.

Governors discussed the results of the Junior school which were increasing, which was great news for the Infant school.

The Chair submitted the following question in advance: “Can we add another column to indicate the CPD provider and how much of the training is cascaded internally to show the benefit?”

Mrs Orton confirmed that this would be incorporated into the report (page 4 – CPD Record).

The Chair submitted the following question in advance: “Can you please provide a narrative for this data? Is there any local or national published data on this for us to compare with?” in regards to staff absence.

Governors agreed this would be useful and Mrs Orton confirmed that this would be incorporated into the report (page 4 – Absences).

Mrs Orton talked through the highlights of the report:

- Early Years report by Mrs Kavanagh – Reception must achieve a good level of development by the end of Reception. This year brought some challenges in that numbers were low (96 children started) and 15 new children have started during the year. There has been some turbulence in the numbers. However, the GLD has been raised again which continues an upward trajectory for 6 years. It was 73% which was 4% higher than last year, 2% higher than national last year and the school was hopeful that the school would be in line or above national. The % of children who started in the autumn was 78%. The children who joined the Nursery were achieving in the range of 80% which shows the importance of Nursery. MO said it was clear that the teachers and teaching assistants were passionate about enabling the children to achieve their full potential.
- Mrs Conway explained the Year 2 results. There had been challenges in the sense of gaps in learning and so those gaps had been closed in order to reach age-expected. Staff had

worked incredibly hard and adapted the curriculum to meet the needs of the children. The results show that 81% achieved age-related in reading and maths and 70% in writing. These were above last year and would hopefully be above national in writing (the others are definitely). Greater depth in maths and reading was around 10-12% above national. Writing was 19% which was an increase of 2%. Mrs Orton said that Year 2 were very committed, the evidence was in place and moderation had taken place.

- Mrs Orton explained that there had been a dip in phonics (90%, 88% and this year 84%) which showed a 3-year downward trajectory and would therefore be a SIP focus. Mrs Odedra, Assistant Head Teacher would be working on this area next year. Mrs Orton was clear it was not down to the teaching as this has been moderated but tweaks could be made. There would always be different cohorts with differing needs but the school had made this a focus.
- Mrs Orton commented that writing would remain a focus and Mrs Conway had unpicked that spelling was the main issue. She had therefore created a strategic vision to improve spelling. It was about doing extra. Mrs Conway explained that part of the ITAFs was about language, composition and writing fluently and having a writer's voice. There were also 3 statements related to spelling so if the spelling was not accurate, children would be marked down. Mrs Conway explained that it was looking at ways of embedding spelling and the strategies. *Ms Mayat asked what the strategy was?* Mrs Conway explained that early bird had been redesigned so that spelling was now the focus. This would work in partnership with the parents and would be spelling-led each morning following a set structure. Parents could then support children at home having learned a range of strategies throughout the week. There would also be a feedback loop so that children could make mistakes but know how to correct them. *Mrs Mayat asked how many words the children would aim to spell each week?* Mrs Conway confirmed it would be approximately 8-10 words. *Mrs Mayat asked if this was just for Year 1?* Mrs Conway explained that it had been trialled in year 1 so that they could begin Year 2 ready and it would be cascaded to the new Year 1 children after the autumn half-term. *Mrs Makda asked if all parents had come?* Mrs Orton confirmed that the school knew there would be issues that not all parents could make it. Core parents would take responsibility for children whose parents can't attend and they were very happy to do that. *Ms Mayat commented that it was a good idea to pilot it to obtain feedback.* *Mrs Alimohamed asked about any feedback received so far?* Mrs Conway confirmed that parents liked the structure. Teachers have to teach for the first 2 weeks but this would set the foundations. *Mrs Alimohamed said it was a great idea as it helped the parents and put emphasis on pronunciation.* Mrs Conway said that for many children they did not know the strategies and a spelling test was ineffective. Mrs Orton wondered what the value of the spelling test was if it wasn't working for children. It was all about the application of the strategies. Mrs Orton also noted that cursive handwriting had really helped with presentation and because these were taught from Nursery, there was no re-learning to teach later in the years. Governors agreed this was a really effective whole school method. *Mrs Alimohamed said that visitors from other schools were impressed with Reception children's writing.* *Mrs Makda commented that she had received positive feedback from the farmers who had been written to by Year 2.*
- Mrs Orton confirmed that school had been part of an Early Years project which had identified how the school could improve its provision. The last report identified the need for the children to showcase the good work and this would be a SIP target for the next year. This would apply across all years and would showcase the quality of the school

through work displayed. [Mrs Makda asked for further clarification.](#) Mrs Orton explained that if there was great work taking place, why was it not on display? If there was a current focus of the school then that should be evident in the displays throughout school. Mrs Conway confirmed that it was showcasing that was important whereas at the moment there was a lot of reference material. School results showed amazing teaching but the process was not evident in the classrooms. Mrs Conway explained through the example of the Great Fire of London topic; some fantastic work could have been displayed that showed a range of the writing and the art showing the process. [Mrs Makda suggested that it could be one board where it was complete.](#) Mrs Conway agreed that there could be a working/ process one as well. [Ms Mayat explained that sometimes we look for the aesthetics but the process was important to see as well, even if it did not look neat.](#) [Mrs Makda said that as soon as work was displayed, parents would take photos and express compliments.](#) Mrs Orton said that the priorities should be reflected across the school and in the environment. It was also about provision and the indirect teach and this would be looked at in KS1; are the other children learning when an adult is not present and was it meeting their needs? Mrs Conway said that would be where challenge and differentiation comes in.

- Mrs Orton had been asked to take on the Early Years Strategic Lead for Leicester City. She explained that there was 1 Early Years consultant who worked 2 days per week who would be based at the school from the autumn term. Mrs Orton confirmed that the school had already carried out some Early Years Health checks and had used the feedback to strengthen the practical support offered. [Ms Mayat asked what the Early Years Health check consisted of?](#) Mrs Orton confirmed it was a visit, verbal feedback followed by a report. She explained that the service would be sold to other schools and it would also help schools with the professional development of their Early Years practitioners. [Ms Mayat asked how it would be delivered?](#) Mrs Orton confirmed it would be visits to the school. [Ms Mayat asked if there would be visits to the school to showcase our Early Years practice?](#) Mrs Conway confirmed that a showcase room would be set up to use in this way to exemplify good practice. Mrs Orton confirmed that they were working with Mrs Mansoor from Charnwood, Mrs Bailey from Shenton along with Mrs Kavanagh and Mrs Butters (the Early Years consultant). [Ms Mayat said it would be important to bring in other practitioners.](#) Mrs Orton confirmed that the school would be working with 8 schools this year and some had already applied. A visioning exercise would take place on 27<sup>th</sup> June. [Ms Mayat asked what the monetary gain was?](#) Mrs Orton said that it had the potential to generate funds. Governors agreed this was a great project.
- Mrs Orton discussed the format of the HT report. SLT updated the SIP detail frequently with the targets and progress. This would form the new basis of the HT report and it would be clear what progress had been made. This would make it more relevant to governors. It will be easy to read and avoided unnecessary duplication. Governors agreed this was a good idea and looked forward to the new format.

Governors thanked Mrs Orton for her report.

## **7. Pupil Premium Update**

Mrs Orton provided an update for governors on Pupil Premium. In Reception and in Year 2, pupil premium were outperforming academically in every area. She would provide a further update

when national statistics were released in October to provide a comparison.

Mrs Orton confirmed that she had asked for a pupil premium review which took place on 6<sup>th</sup> June. The reviewer was pleased to find how proactive the school was as normally schools were told to have one undertaken. The reviewer spent a lot of time on book scrutiny looking for progression and consistency of marking and was very thorough. The books were supported by the data. A few suggestions were made about demonstrating data and using a RAG rated system, reviewing the form used and to appoint a governor to act as a Pupil Premium governor. The school had also begun to review pupil premium attendance specifically. [Mrs Alimohamed agreed to act as Pupil Premium governor](#). Mrs Orton confirmed that the school would look at the areas of development to strengthen the pupil premium provision. The learning walk showcased the fantastic work by our teachers and there was such a variety of high quality teaching happening.

## **8. Sports Premium Update**

Mrs Makda provided an update on the PLT link with Moat. Year 2 had visited Moat Community College for leadership courses. Hazel had struggled with time but hoped to continue in the next academic year.

Year 2 sports day was a real success. [Mrs Makda thought that it would be fantastic to combine both Year 1 and Year 2 to have a KS1 day. Governors agreed it was a great idea to combine both.](#)

Mrs Orton confirmed that an inter-school competition with DG4 at Saffron Lane for the next academic year including athletics would be held. Each school would choose their 5 best at each event. We would have to undertake our own trials before the event set for May/June 2019.

## **9. Minutes/ Reports of Committees and Working Groups**

### **a. Finance Committee – 9<sup>th</sup> May 2018**

Governors received and noted the minutes of the Finance Committee. Mrs Orton confirmed that the budget for 2018/2019 had been agreed. Miss Marshall had secured a bid for £10,000 from National Lottery to buy iPads. These will be used for parents and digital literacy.

### **b. Health, Safety & Information Security Committee – 25<sup>th</sup> April 2018**

Governors received and noted the minutes of the Health, Safety & Information Security Committee. Mrs Orton confirmed that the ISO27001 policies were reviewed and GDPR policies were agreed and updated. The meeting also included a governor inspection of the Year 2/ Nursery building.

### **c. Curriculum & Standards Committee – 20<sup>th</sup> June 2018**

Governors received and noted the minutes of the Curriculum & Standards committee. Outcomes were discussed for the year.

## **10. Academisation**

Mrs Orton provided governors with an update. Work streams were underway and there was an all governor update on Wednesday 27<sup>th</sup> June 2018 at 5.00pm at the Ark Theatre. The interim



CEO would be Jane Ridgewell from Highfields and the interim DFO would be Dave Nimmo from Highfields. Ms Mayat gave her apologies for the meeting but requested a copy of the presentation slides. Mrs Orton confirmed she would send these out.

Mrs Orton confirmed that Green Lane would be joining the proposed MAT. Mrs Orton was really happy with the progress made so far and explained that the proposed MAT required generic SIP targets and so she had shared these with the CEO. Miss Keshav asked if the MAT would remain 6 schools? Mrs Orton explained that the MAT must have a growth plan but were looking at 3 schools per year. Mrs Makda asked about the application process? Mrs Orton explained that due diligence would be undertaken, reviewing the risks of the school (finance, results) and if the school did not fit with the proposed MAT they could be rejected. Being a founding school gave that advantage to set those standards and ethos that we all share. Mrs Orton confirmed there would be more opportunities for staff to move across the proposed academy for career progression if they wanted to. There would be no contractual changes for staff currently working in school and they would not be asked to work in another school. Mrs Orton confirmed the projected conversion (if agreed) was April 2019.

## **11. Policies to approve**

Governors approved the following policies:

- a. Governor Code of Conduct – LA Adopted and updated

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

- b. Ratification of 2018/2019 budget
- c. Ratification of CFR 2017/2018 return

## **12. LA/ Statutory Information**

### **a. Annual Safeguarding Audit – Summer Review**

The Clerk confirmed that the summer safeguarding audit had been completed. The issue with governor training had been raised as a query and governors agreed to combine the role of SEND/ safeguarding governor to add capacity.

### **b. Formal Collaboration Arrangements**

Governors discussed a formal collaboration agreement with another local school in the case of requiring an independent governor/ additional governors for panels etc. Governors agreed this was a good idea and asked the Clerk to make contact with local DG4 school. This would be an agenda item to agree the collaboration at the first meeting in the autumn term.

### **c. Admission Arrangements**

The Clerk advised governors about the changes in selection criteria with regards to admission arrangements for the city (copy filed herewith).

### **d. Universal Credit Roll Out**

The Clerk advised governors about the changes to the Universal Credit benefit and the potential impact on Free School Meals/ pupil premium eligibility (copy filed herewith).

#### e. Leicester Operation Encompass

The Clerk provided an update on Operation Encompass (copy filed herewith). Mrs Orton defined domestic abuse and clarified that it could also be sibling on siblings, siblings on parents so not just necessarily spousal. Mrs Orton confirmed there had been 3 notifications but the school was not informed whether the child in school saw the incident or not.

#### 13. Governor Visits

Governors agreed to redesign the visits form and discuss their impact at the training session on 4<sup>th</sup> July 2018.

#### 14. Commendations

All teaching staff were commended by governors for the excellent work undertaken this year. The Clerk agreed to send a letter of thanks for all teaching staff.

#### 15. Governor Training Opportunities

Be an Awesome Governor – Wednesday 4<sup>th</sup> July at 4.00pm.

#### 16. Any Other Business

**CCTV:** Mrs Orton explained that by having improved CCTV installed in the playground, many issues could be investigated and resolved quickly. Ms Mayat said that it had been discussed before it was a question of rights etc. Mrs Orton said it would save a lot of time. Mrs Orton referred to a previous incident that, with CCTV, had enabled the school to defend its position. Ms Mayat said if it was for the safety of the children then it should be installed as safeguarding was, of course, our primary concern. Mrs Orton said it was also about the safety of staff. Governors **agreed to install CCTV** for the purposes of safeguarding in the playgrounds.

#### 17. Date of Next Meeting

Wednesday 3<sup>rd</sup> October at 5.00pm. The meeting closed at 11.20am.

Summary of Actions	
Organise staff governor election	Clerk
Organise parent governor elections	Clerk
Add column into CPD record on HT report to show provider & cascading	Clerk
Add narrative/ comparison data for sickness on HT report	Clerk
Distribute copies of presentation from 27 <sup>th</sup> June to Governors	MO
Confirm safeguarding training requirements for Governors	Clerk
Contact local DG4 schools to agree formal collaboration	Clerk
Letter of thanks to all teaching staff	Clerk
All governors to attend training session at 4pm on Wednesday 4 <sup>th</sup> July	All governors

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

Date: .....