



MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON TUESDAY 27th JANUARY 2015 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
 Miss P Keshav – Staff Governor
 Mrs S Makda – Staff Governor
 Mrs M Orton – Head Teacher

Miss J Marshall – Clerk to Governors

Item	Description	Action
1.	Apologies for Absence Apologies were received and accepted from Ms Mayat. No apologies were received from Mr Patel or Mr Shirley. The Clerk agreed to contact them following the meeting.	Clerk
2.	Governing Body Business a. Declaration of Governors' Interest Forms to be completed Nil.	
3.	Items for Any Other Business The Chair received and agreed that the following items be placed on the agenda at Any Other Business: <ul style="list-style-type: none"> • Parent surveys and obtaining feedback 	
4.	Confirmation of the Minutes of the Last Meeting The minutes of the meeting held on 27 th November 2014, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith).	
5.	Matters Arising from the Minutes <i>Item 2b – Ms Mayat & Mr Ismael's Term of Office</i> The Clerk confirmed that she had written to Governor Services	

	<p>and Ms Mayat had been appointed as a community governor.</p> <p>The Clerk confirmed that Mr Ismael had decided not to continue as a governor and therefore would let his term of office expire without seeking appointment as a community governor. The governors expressed their thanks to Mr Ismael for his work as a governor over the past four years and asked that the Clerk arrange for a thank you card and a gift voucher to be sent to Mr Ismael.</p> <p><i>Item 5 – Uplands Junior School Proposal</i></p> <p>The Chair gave feedback to the governors regarding his meeting with the School Improvement Advisor and the Vice-Chair regarding the suggestion of exploring a merger with the Junior School.</p> <p>The Chair reported that the current position was that the LA could not explore the opportunity of merger between the two schools; the Juniors are currently in special measures and may need to convert to an academy as per government policy. The Chair reported that a good discussion took place regarding future options but at the moment, the schools would remain separate entities.</p> <p>The Chair expressed his wish that the two schools continue to build links and for the Infant school to support them as much as possible through partnership. The Chair would like to see evidence of this partnership increasing over time.</p> <p><i>Item 5 – Head Teacher’s Report Format</i></p> <p>Mrs Orton confirmed that the report now included references to the School Improvement Plan. These also appeared, where relevant, on the Agenda.</p> <p><i>Item 5 – Mrs Dirieh’s Visit Report</i></p> <p>The Clerk confirmed this had now been received and thanked Mrs Dirieh for submitting the report.</p> <p><i>Item 6 – Halal Meat in School Meals</i></p> <p>The Clerk confirmed that she had written to City Catering regarding the governing body’s wish for the kitchen itself to be HMC certified. The Clerk had not yet received a response but explained that it may not be possible for City Catering to take this course of action as to certify the kitchen as HMC may run contrary to the beliefs of some consumers of City Catering’s food. The governing body asked the Clerk to chase City</p>	<p>Clerk</p> <p>Clerk</p>
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	<p>Catering for a response. The governing body was happy to keep school meals vegetarian.</p> <p><i>Item 8 – Higher Achievers Sample Folder</i></p> <p>Mrs Orton confirmed that she would take a sample folder to the next Curriculum & Standards Committee.</p> <p><i>Item 14 – Governor Thank You</i></p> <p>Governors discussed further the suggestion of a thank you present for the staff. It was agreed that staff should be asked for suggestions of how they would like the governing body to express their appreciation. It was suggested that this could then be arranged for the end of the spring term.</p> <p><i>Ms Grant arrived at 5.37pm.</i></p>	<p>Head</p> <p>Clerk</p>
<p>6.</p>	<p>Governor Reconstitution Decision [SIP E4]</p> <p>The Clerk relayed information about the Skills Audit completed by the governing body. There was one response still outstanding but the target areas for development were:</p> <ul style="list-style-type: none"> • Experience of being a board member/ governor in another school • Experience of chairing meetings • Experience of procurement/ purchasing • Experience of premises and facilities management <p>The Chair explained that the skills audit was not to identify problems but to see what areas can be developed. All governors are extremely valued by the school. It was suggested that a mentoring and coaching approach could be taken so that governors are prepared to take on responsibilities with confidence.</p> <p>The discussion moved onto deciding the new model ahead of reconstitution. Ms Grant and the Clerk had compiled some options to discuss and a copy of the suggested models is filed herewith.</p> <p>QUESTION: Mrs Dirieh asked what Ofsted would want to see in a governing body?</p> <p>Mrs Orton responded that Ofsted would want an effective governing body that is fully staffed and has good attendance.</p> <p>QUESTION: Mrs Orton asked the Clerk if the rules about attendance at governing body meetings remained the same in</p>	

Mrs Orton confirmed that the School Improvement Advisor (SIA) had reviewed the SIP and was happy that the school was keeping a close eye on progress.

QUESTION: Ms Grant asked about the Helping/ Hindering section on the SIP; was this the school's narrative?

Mrs Orton confirmed that it was the school's decision to add in what hinders and helps as the last Ofsted inspection was some time ago and the issues raised in that report had been addressed.

Mrs Orton explained that by using the helping and hindering actions, this enabled the school to create an action plan which is evaluated for progress throughout the year.

QUESTION: Mrs Dirieh asked how often the SIP was updated?

Mrs Orton explained that it is reviewed at every SLT meeting which is usually weekly. It is a fluid, working document.

QUESTION: The Chair asked if it was all electronic?

Mrs Orton confirmed that it was which makes it very easy to maintain and update.

QUESTION: The Chair asked how long it had been in use?

Mrs Orton confirmed that the school had been using iAbacus since Summer 2014.

QUESTION: Mrs Dirieh commented that there was no judgement in for the New Curriculum?

Mrs Orton explained that this had been incorporated into Quality of Teaching.

QUESTION: Ms Grant asked if the categories were chosen by the school?

Mrs Orton confirmed that these are the broad categories that Ofsted use but the school has the option to add in additional categories that require attention within the school.

QUESTION: The Chair asked how the school would add in their own criteria if they chose other areas to add in?

Mrs Orton explained that the school develops its own success criteria and what outstanding in that particular category would look like.

	<p>QUESTION: Ms Grant asked about how evidence is added to iAbacus?</p> <p>Mrs Orton explained that evidence can be added as an attachment to iAbacus but there was also signposting within the narrative about where evidence for each statement could be found.</p> <p>QUESTION: Ms Grant asked how the software had been received by staff?</p> <p>Mrs Orton confirmed that it had been well received.</p> <p>QUESTION: Mrs Dirieh asked if adding in our flaws would be a hindrance to Ofsted or was it good to acknowledge our flaws?</p> <p>Mrs Orton confirmed that yes, pointing out what needs developing was expected by Ofsted; schools should be looking at how they should improve based on the data available to them.</p> <p>The Chair expressed that it was nice to see Leadership & Management improving. Mrs Orton explained that this was due to a proactive governing body and a substantive Head and Deputy Head now in place.</p> <p>QUESTION: Ms Grant asked whether Behaviour & Safety may rise?</p> <p>Mrs Orton agreed that this would increase given that attendance has significantly improved as well as extra safeguarding measures such as a lock on the front door of school.</p> <p>QUESTION: Ms Grant asked if governor visits are affecting the judgement?</p> <p>Mrs Orton agreed that more visits by governors should be conducted as well as increasing their visibility to parents, perhaps via an afternoon drop-in session or attendance at the parents evening which takes place week commencing 2nd March 2015.</p>	
8.	<p>Head Teacher's Report [SIP E4]</p> <p>Mrs Orton presented the Head Teacher's report, having previously been circulated to all governors. Mrs Orton reviewed the highlights of the Head Teacher's report:</p> <ul style="list-style-type: none"> • Rise of 22 children – this is mainly accounted for by the F1 intake in January of rising 3's. 	

- Achievement of children is now analysed by Team Leaders.
- Year 2 is better as are F2 compared to this time last year.
- In F2 and Year 2, Pupil Premium children are a vulnerable group but in Year 1 they are Higher Achievers.
- In Quality of Teaching [SIP D5] lots of moderation has been undertaken, age-expected identifiers are secure. There has been moderation in-house, within the Development Group and within the wider city network.
- PGCE focus day was a great success where 18 students visited the school and were made very welcome by staff and was really useful for keeping staff up to date.
- Kimble's Music and Movement programme is running in school which focuses on improving children's gross motor skills and also trains staff as well. It was free of charge and is having a positive impact on those children participating.

QUESTION: Mrs Dirieh asked when the programme was taking place?

Mrs Orton confirmed it was at 9am on Tuesdays if Mrs Dirieh would like to visit.

QUESTION: The Chair asked if the programme was for a particular group of children?

Mrs Orton confirmed that it was but would also be useful for younger children in Foundation 2.

- Attendance is continuing to improve – now 6th best attenders in Leicester City at the autumn half-term!
- Half-termly traffic light letters now sent out to all parents to give an indication of attendance levels.
- F2 classes are now regularly winning the Weekly Attendance Cup.
- Winners of the best attending class each month choose the school menu.

The Chair commented that it was really good to see these strategies working.

- Holidays continue to be requested and the fines do not appear to be a deterrent – requests are between 2-6 weeks and really are extended. 1 child has been removed from roll due to an absence lasting over 10 weeks.
- Lunchtime supervision has been reviewed and Ms Mayat visited to see it in progress. F2 now use the main

playground with one class using the Foundation playground for specific sports games and KS1 using the sports pitch area. This also means that the ratio of lunchtime supervision has increased on the main playground.

- Health & Safety audit undertaken in December 2014 and a score of 100% was achieved which is a great result.
- Mrs Orton informed governors that a number of children had left the school and had cited the problems the Junior School was experiencing as the reason.

QUESTION: Ms Grant asked if there had been reasons given for leaving in previous years and whether this was comparable?

Mrs Orton confirmed that she could provide mobility figures but was providing this information because she felt governors should be aware of it.

QUESTION: Ms Grant said that she would want the numbers as to when pupils leave and why in order to provide context to this statement.

QUESTION: Mrs Dirieh asked how that would be beneficial?

Ms Grant felt that checking against previous years would ensure that we are being accurate about why children leave.

QUESTION: Mrs Dirieh asked what this information would be used for?

Ms Grant was not sure but felt it could be useful.

Mrs Orton explained that she had reported this information as children are leaving specifically because of the Juniors and are replaced by children who are generally new arrivals and this is affecting in-house results.

QUESTION: Ms Grant felt that numbers helped as evidence; if something is brought to the governing body it needs to be evidenced.

Mrs Orton explained that she had raised it with the governing body as parents are reporting it to her and it is having an impact and so she felt it was her duty to report this to the governing body.

QUESTION: The Chair asked what could be done to counter this reputation? Could staff be of assistance?

Mrs Orton explained that the Infant School could not interfere

	<p>with the operation of another school but she was aware that the School Improvement Advisor (share by both schools) was working closely with the Juniors.</p> <p>Mrs Makda confirmed that parents had been asking teachers for help and it had been difficult.</p> <p>QUESTION: The Chair asked if there was a way in which parents could be reassured?</p> <p>Mrs Orton explained that the parents have to be referred to the Junior School; staff within the Infant school could not give opinions or advice on the operation of another school.</p> <p>QUESTION: Mrs Makda asked how the Junior School could be supported?</p> <p>Mrs Orton confirmed that support had been offered.</p> <p>Mrs Dirieh believed that the Junior School were receiving a lot of support. The Chair talked about perceptions of the school. Mrs Orton explained that parents are encouraged to go the Junior School and see for themselves the progress being made.</p> <p>The Clerk explained that the Junior School's Ofsted rating is on the Infant School's risk register and it is an external risk that the school does not have control over.</p> <p>The Governing body agreed that it was hopeful and supportive of seeing the Junior School improve in due course.</p> <p>QUESTION: The Chair asked about the secondment of Mrs Shirley to Spinney Hill. How long the secondment would last and how was it being covered?</p> <p>Mrs Orton confirmed that Mrs Shirley had been seconded for 1.5 days per week to lend coaching and mentoring support to the Head Teacher and her staff. The secondment will last as long as it needs and Spinney Hill is reimbursing the school for the cost of supply. It will be reviewed at Easter. It was a fantastic opportunity for Mrs Shirley and for the swapping of skills amongst schools [SIP G – School to School Collaboration].</p> <p>The Chair thanked Mrs Orton for preparing the Head Teacher's report.</p>	
9.	<p>Pupil Premium Update [SIP E4]</p> <p>No further updates at this time; all information is available on the</p>	

	website for parents and interested stakeholders.	
10.	<p>Sports Premium Update [SIP E4]</p> <p>Mrs Makda provided an update on Sports provision. Multi skills will start for Year 1 next term. Ballet Club and Gym Club continue and are very popular.</p> <p>The Clerk discussed the installation of the Sports Pitch that was granted by Sports England.</p>	
11.	<p>Minutes/ Reports of Committees and Working Groups [SIP E4]</p> <p>a. Finance Committee – 10/12/2014</p> <p>The governors received the Finance Committee minutes dated 10th December 2014. Governors were informed about the change of bank from the Co-operative to Barclays as of 1st April 2015.</p> <p>b. Health & Safety Committee – 02/12/2014</p> <p>The governors received the Health & Safety Committee minutes dated 2nd December 2014.</p> <p>c. Curriculum & Standards Committee – 09/12/2014</p> <p>The governors received the Curriculum & Standards Committee minutes dated 9th December 2014. Mrs Conway was the Chair of the committee and the committee discussed the new curriculum, progress, assessment, SMSC and reviewed Raise Online as well as discussing British Values and ensuring this is highlighted. All Key stages have created mind maps.</p> <p>QUESTION: The Chair asked if there were any whole school activities that cover British Values?</p> <p>Mrs Orton confirmed there was and for example, as part of democracy, the Student Governors are elected.</p> <p>QUESTION: The Chair asked if the mapping exercise made clear what activities took place in school?</p> <p>Mrs Orton confirmed that it served as evidence of what is carried out in school.</p> <p>QUESTION: The Chair asked what was happening with SATs?</p> <p>Mrs Orton explained that Reading, Writing and Maths would remain the same this year as the current Year 2 are still working</p>	

	<p>on the old curriculum. Next year (2015/16) SATs will be different with a significantly higher emphasis on grammar (previously it was writing).</p> <p>QUESTION: Mrs Dirieh asked if the school would be ready?</p> <p>Mrs Orton confirmed that it would; the school is moving away from 2a, 2b etc. and using an indicator within a range. Mrs Orton confirmed this would be discussed at the next Curriculum & Standards Committee.</p> <p>QUESTION: Mrs Dirieh asked about the emerging, expected, exceeding terms and whether these would be used in SATs?</p> <p>Mrs Orton did not expect them to be used in SATs, they would be used within school but SATs are calculated differently.</p>	
12. Policies	<p>The Governors considered and approved the following policies:</p> <ul style="list-style-type: none"> a. Code of Conduct b. Data Protection c. Restructuring Policy (adopted from the Local Authority) <p>Ratified from the Sub Committees:</p> <ul style="list-style-type: none"> d. Health & Safety e. Charging f. Financial Management Policy & Procedures g. Whistleblowing h. Confidentiality 	
13. Statutory & LA Information	<p>a. Schools Financial Value Standard</p> <p>Governors were made aware of the need to complete the yearly SFVS document which is a self-assessment. The Business Manager would be completing this in conjunction with a governor.</p> <p>b. Early Help Information</p> <p>The Chair explained the concept of Early Help which is providing the right support at the right time for a child and their family. Mrs Orton explained that the school had previously worked very closely with Surestart and the Inclusion Manager, Mrs Odedra, will be rebuilding these links following changes in</p>	

	<p>the Surestart funding.</p> <p>c. Promoting Fundamental British Values as part of SMSC in Schools</p> <p>The governing body were well aware of the need to promote British Values and discussion had taken place throughout the meeting about this. The SMSC mind maps produced by the different year groups will be displayed on the website.</p>	Clerk
14. Governor Visits [SIP E4]	<p>a. To receive reports from visiting Governors</p> <p>Reports from Mr Patel and Ms Mayat were received and a copy filed in the records.</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 the Kimble's Music and Movement Programme • Mr Sabir agreed to visit to view the Reading Club • Ms Grant volunteered to visit on a School Improvement topic 	Ms Dirieh Chair Vice-Chair
15. Governor Training Opportunities	<p>The Clerk reminded governors that the governors' conference would take place on Wednesday 28th January, 4-8pm.</p> <p>Ms Grant reminded governors about the COLGA conference taking place on 5th February 2015. COLGA had requested feedback about how to share information across schools; one such suggestion was a Facebook page. Ms Grant explained that there was a national Facebook group for governors which she had found useful and urged governors to explore this.</p>	
16. Correspondence	<div style="background-color: black; width: 150px; height: 15px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 550px; height: 80px; margin-bottom: 10px;"></div> <div style="background-color: black; width: 150px; height: 15px;"></div>	Clerk

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17. Any Other Business	<ul style="list-style-type: none"> • Parent surveys and obtaining feedback <p>The Chair discussed how the school is obtaining feedback via parents. Mrs Orton confirmed that a parent survey would be handed out during the parents evening. The Chair agreed it would be sensible for governors to visit during this week. The Clerk would remind governors two weeks prior by email.</p>	Clerk
18. Date of Next Meeting	<p>Thursday 19th March 2015 at 5pm in the School Hall.</p> <p>The meeting ended at 7.34pm.</p>	

Signed as accurate:(Chair of Governors)

Date: