



MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON THURSDAY 27th NOVEMBER 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

Miss J Marshall – Clerk to Governors

Item	Description	Action
1.	<p>Apologies for Absence</p> <p>Apologies were received and accepted from Ms Grant and Mrs Dirieh.</p>	
2.	<p>Governing Body Business</p> <p>a. Declaration of Governors' Interest Forms to be completed</p> <p>Nil. Governors completed the annual declaration of business and personal interest forms.</p> <p>b. Governor Vacancies and Terms of Office</p> <p>The Clerk reviewed the vacancies and terms of office due to end. Ms Mayat and Mr Ismael's office as parent governors were due to expire this month. The Governing Body agreed to consider both governors as Community Governors and thereby renew their terms of office.</p> <p>Ms Mayat wished to continue as a Community Governor and was asked to leave the room whilst the Governing Body voted. The Governing Body unanimously agreed to appoint Ms Mayat as a Community Governor for a further four year term.</p> <p><i>Mr Ismael joined the meeting at 5.17pm.</i></p> <p>Mr Ismael confirmed he would consider whether he wanted to</p>	<p>Clerk</p> <p>Mr Ismael</p>

	<p>continue in this capacity and let the Clerk know.</p> <p>c. Move of Governing Body Meeting from Thursday 12th March</p> <p>The Clerk requested that the Governing Body meeting scheduled for Thursday 12th March be rescheduled due to the absence of the Head Teacher on a conference. It was agreed to move the meeting to Thursday 19th March 2015.</p>	
3.	<p>Items for Any Other Business</p> <p>The Chair received and agreed that the following items be placed on the agenda at Any Other Business:</p> <ul style="list-style-type: none"> • Policies to adopt from the Local Authority (Item 12) • Curriculum & Standards Committee Meeting Date 	
4.	<p>Confirmation of the Minutes of the Last Meeting</p> <p>The minutes of the meeting held on 23rd September 2014, having been previously circulated to all governors, were taken as read, confirmed and signed (copy filed herewith).</p>	
5.	<p>Matters Arising from the Minutes</p> <p>Item 4 – Junior School Merger Proposal</p> <p>The Chair confirmed that the Governing Body was awaiting further proposals from Margaret Libreri but no communication had been received.</p> <p>QUESTION: Mr Patel suggested that the LA be contacted for an update.</p> <p>The Governing Body agreed that this was a sensible suggestion and this would be pursued through the School Improvement Advisor.</p> <p>Item 8 – Head Teacher's Report</p> <p>Unfortunately a sample report could not be obtained from St Barnabas. The Clerk discussed good examples of a Head Teacher's report as she was attending a Clerking Course. It was important that progress towards the School Improvement Plan was highlighted in both the minutes and the Head Teacher's report.</p> <p>Governors discussed how best to demonstrate the vision, ethos and strategy that is already within the Head Teacher's report.</p>	Chair

<p>Mrs Orton confirmed that she would be reviewing the format of the report.</p>	<p>Head</p>
<p>It was agreed that it would be beneficial to link the report and the agenda back to SIP objectives so that governors can move forward in a focused direction. Mr Shirley suggested that governors address SIP actions through visits (e.g. A1 – Raising attainment through writing) which the Governing Body agreed was a good idea.</p>	<p>Head & Clerk</p>
<p>Item 8 – Skills Audits</p>	
<p>The Chair thanked governors for returning the skills audits. The Clerk would chase the remaining audits from governors and analyse with Ms Grant.</p>	<p>Ms Grant & Clerk</p>
<p>Item 6 (previous meeting) – iAbacus demonstration would take place in the January meeting.</p>	<p>Clerk</p>
<p>Item 12a (previous meeting) – The Clerk agreed to chase Mrs Dirieh for the outstanding report.</p>	<p>Clerk</p>
<p>Item 9 – British Values</p>	
<p>Governors discussed the importance of considering how the school was promoting British Values and ensuring children are protected from extremism. Mrs Orton explained that there was now a statement in the Child Protection policy and also on the website as mentioned at the last meeting.</p>	
<p>QUESTION: Mr Shirley asked if there was a specific list of British Values?</p>	
<p>Mrs Orton confirmed that there was and these values were covered in assemblies and the curriculum. An overview of assembly content was published on the website on a monthly basis.</p>	
<p>The Chair asked governors to consider how the school can further promote British Values and to share any good practice.</p>	
<p>QUESTION: Mr Patel asked how extremism was monitored by Ofsted?</p>	
<p>Mrs Orton explained that the first place inspectors check is the school website to ensure that the curriculum is broad and balanced; in recent months, no-notice inspections have been instigated on the basis that schools did not appear to have a broad and balanced curriculum.</p>	

	<p>The Chair explained that it was about making British Values obvious within schools.</p> <p>QUESTION: The Chair asked how the school had addressed the remembrance service and whether poppies were sold in school?</p> <p>Mrs Orton explained that a remembrance assembly was held which included a two minute silence.</p> <p>Governors discussed the cultural importance of taking part in remembrance services and agreed that awareness was important although poppies don't necessarily have to be sold in school.</p>	
6.	<p>School Meals – Reintroduction of Halal Meat</p> <p>Mrs Orton explained that City Catering had confirmed that it now only used suppliers that were HMC certified. Ms Bhula discussed the need for City Catering itself to be HMC certified rather than just its suppliers as she believed there to be a difference.</p> <p>Governors felt that City Catering should itself be personally registered with HMC to give reassurance to parents. It was agreed that the Clerk would write to City Catering. The school would therefore remain vegetarian.</p>	Clerk
7.	<p>Governor Reconstitution Work</p> <p>The Clerk explained that the Governing Body would need to reconstitute by 1st September 2015 under The School Governance (Constitution) (England) Regulations 2012.</p> <p>The Clerk distributed a hand-out (copy filed herewith) that explained the work needed.</p> <p>It was agreed that the skills audit be completed and the Clerk would suggest models of Governance at the next meeting.</p>	Clerk
8.	<p>Head Teacher's Report</p> <p>Mrs Orton presented the Head Teacher's report, having previously been circulated to all governors. Mrs Orton explained that the format followed the School Improvement Plan and how Ofsted reports to schools.</p> <p>Mrs Orton explained that numbers were lower than last year. In Year 2, 6 children had left with more due to leave. This was because of the Junior School's poor Ofsted performance. These</p>	

places had been filled by new arrivals to the country which will impact on standards.

QUESTION: The Chair commented that this was a significant number of pupils without English as a First Language. What was the school doing to help these children?

Mrs Orton explained that there was a programme of daily EAL learning in place which started with survival language e.g. I need the toilet.

QUESTION: The Chair asked if any of these children were supported by the Pupil Premium Grant?

Mrs Orton explained that she was not sure of their position yet given their new arrival into the country. Some of the funding does go towards EAL. Mrs Orton discussed the decline of Pupil Premium take-up in the city. The school had not experienced a significant decline but there were fewer. Mrs Orton confirmed that all parents are asked to complete the form which is sent to the LA for checking.

QUESTION: The Chair asked what would happen if parents did not take this up?

Mrs Orton explained that it is now not related to free school meals for infant children as they receive these free of charge anyway.

Mr Patel agreed that it was a really good idea and moving away from the stigma of free school meals.

QUESTION: Mr Shirley asked if the form came from the LA?

Mr Patel explained that it did and it was linked to lots of benefits available to families.

Mrs Orton discussed the context of the school.

QUESTION: Mr Patel asked how deprivation was monitored; was this by the Government?

Mrs Orton confirmed that the government provided this information via RAISE online, a copy of which governors had been provided prior to this meeting.

Mrs Orton discussed the fall in numbers in F1 which has resulted in a loss to the current budget of approximately £24,000.

QUESTION: Mr Shirley asked what the underlying cause for this drop was.

Mrs Orton explained that all parents came to the admission sessions, enrolled their children but did not arrive at the start of term. The feedback received was that the majority of families had moved out of the area.

Mrs Orton went on to explain that the unit has high quality staff but aesthetically the area needs improving. The playground will be revamped with old equipment removed to create a blank canvass.

Mrs Orton also discussed the fact that parents sometimes do not encourage their children to come to school which impacts on attainment as school is not a statutory requirement at this age.

There are thoughts about making F1 more select; having less children could mean having less staff as the current ratio is 1:13. The year group could therefore have 2 teachers and 2 teaching assistants in the morning to support 52 children and 1 teacher and 1 teaching assistant in the afternoon to support 26. Mrs Orton would need to investigate whether this was financially feasible.

QUESTION: The Chair asked if other years were full?

Mrs Orton confirmed that yes they were and, in fact, were oversubscribed. The problem with F1 is local providers can be flexible where the school cannot.

QUESTION: Mr Shirley asked if there would be a knock on effect of these changes?

Mrs Orton explained that it would not; admissions for F2 are carried out by the LA and so the school had no say. For F1 the school would give siblings a priority to be in line with the LA's admissions policy.

QUESTION: Mr Patel asked if it was a legal requirement to attend nursery?

Mrs Orton explained that it was not and this could be one of the problems; statutory school age is 5 years and above.

Mr Patel felt that children were missing out if they did not attend.

The RAISE online summary was discussed. Ofsted were able to view this information and it was important for governors to bear in mind that this was about Year 2 children who had already left.

Actions arising include **(SIP A1)** writing throughout school. The cohort came in with a lower attainment and was boy heavy. **(SIP A3)** Phonics retakes were considerably below the national average. Mrs Orton explained that she had requested a detailed report of who these children were and the reason for these results. The current Year 2 cohort is receiving extra phonics intervention.

Progress remains outstanding throughout the school. In reading, children in Year 2 have nearly doubled the expectations. All SEN children are above the national average but not compared to school counterparts; case studies are in place for these children.

Mrs Orton went on to discuss assessment without levels which started this academic year along with the new National Curriculum. This is currently for Year 1 as Year 2 are still following the old National Curriculum. The school is working on the premise of age-expected, above age expectations and below age expectations.

What these actually look like needs work and teachers are focusing on how to adequately assess children in light of the new curriculum and without levels. The New Curriculum means that it is a lot harder to achieve targets than before and so the school may see some impact on results.

The school has started to use a system called Symphony which is a toolbox to help assess without levels. Teachers have been attending networking meetings, developing skills progression and moderation with other schools as part of this work.

Mrs Orton is part of a cohort of new Head Teachers who are working together to gain a city-wide perspective so that assessment is in line with other schools.

Mrs Orton confirmed that reports to parents in February would be similar to reports parents receive at secondary; an assessment of where the children are now and comments on effort and personal attributes.

QUESTION: The Chair commented that whilst the curriculum may become more difficult, can we show parents clearer criteria of progress?

Mrs Orton explained that it would be a face-to-face conversation with parents following the issue of the report. Parents were made aware of this process during their induction meeting at the start of the term. For Year 1, the Foundation Stage terms continue and so parents are used to the terminology.

QUESTION: The Chair asked if the school will have clear criteria by next year?

Mrs Orton confirmed that these will be in place.

QUESTION: The Chair asked if the school has the criteria for what these terms mean?

Mrs Orton confirmed that this is what was being developed at present.

QUESTION: The Chair asked if there was a deadline?

Mrs Orton confirmed there was not.

QUESTION: The Chair asked how will we know progress for Year 1 children at the end of the year?

Mrs Orton confirmed that Target Tracker had been purchased (**SIP A3**) to help with assessment. Year 1 teachers have reviewed the Symphony toolbox and judged where their children should be in comparison to the end of year position. By Christmas, it is agreed that children should be entering into age-expected.

QUESTION: Mr Shirley said it was useful having a 3 term year as it gives the school the summer term to really push children forward.

Governors understood that comparisons with previous years would not be possible; assessment would essentially restart.

QUESTION: The Chair asked how will parents know about the changes?

Mrs Orton confirmed that what is taught was on the website and the school was working on the progression of skills.

QUESTION: The Chair asked if Mrs Orton could foresee parents knowing the criteria?

Mrs Orton explained that yes parents will receive targets and next steps. At the moment three steps of progress is expected but this will be reviewed in light of the new National Curriculum.

Quality of Teaching was discussed and joint observations with senior leadership had taken place. The observations were a snapshot and not indicative of the overall grade. The school also looked at books, data and there is now a teacher summary

<p>in place which helps to demonstrate the overall grade.</p> <p>42% of lessons were outstanding which demonstrates that CPD, coaching and mentoring were having a positive impact.</p> <p>Development required is continuous provision (how children are learning when an adult is not there to lead learning). Mrs Orton discussed effective use of support staff during whole class/ direct teaching.</p> <p>Mrs Orton also discussed Higher Achievers (SIP A2) and that staff training on differentiation took place on the previous day. Interventions are now in place to broaden the skills of Higher Achievers including an Apprentice style project which was going well.</p> <p>QUESTION: Mr Shirley asked when these interventions took place?</p> <p>Mrs Orton explained interventions took place on Wednesday afternoons. Working as a team can be difficult for Higher Achievers so this style of intervention can be really useful. Teaching assistants are keeping a clear log and Mrs Orton will bring along a sample folder for governors to view at the next meeting.</p> <p>Mrs Orton then discussed challenge within teaching, enabling children to have conversations without definitive answers and giving reasonings (SIP A2, A4 & B7).</p> <p>Mrs Orton discussed the events that had taken place this term and the reasons behind each activity.</p> <p>Mrs Orton explained School to School collaboration; outside validation was crucial to ensure the school was not living in a bubble.</p> <p>Attendance was steady at 96.58% (SIP C2) and was above the national average at October Census with 95.85% and Mrs Orton was delighted to report that the school was the second best attending infant school in the city.</p> <p>Ms Mayat commented that the incentives for attendance were really working.</p> <p>Mrs Orton explained it was about keeping up to date and meeting parents regularly too.</p> <p>QUESTION: Mr Patel asked about F1's attendance?</p>	<p>Head</p>
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	<p>Mrs Orton explained that it did not count towards the school's figures. Mrs Orton was pleased to report that classes in F2 were regularly winning the weekly attendance cup and given they were the worst attenders last year, this was real progress.</p> <p>Mrs Orton confirmed there were no ongoing child protection cases, zero incidents of bullying, exclusion or racism (SIP C4).</p> <p>Student Governors (SIP C3, F2) undertook a walk of the grounds to identify places where they felt unsafe. There were no areas where they felt vulnerable and the Premises Officers have reported back to the Student Governors on what actions they intend to take.</p> <p>Student Governors have also reviewed the Golden Rules (SIP C1).</p> <p>Mrs Orton reported that she can now see what is happening in school on a daily basis following the appointment of a Deputy Head Teacher. This has given her greater awareness and helps to keep up standards whilst providing opportunities to give praise.</p> <p>The Chair thanked Mrs Orton for her thorough report and it was a pleasant chance to input and consider how to link school improvement objectives with more focused questions.</p> <p>The Chair talked about the impact of early years education – the governing body needs to be strategic; if the Governing Body believes early years is important then we need to consider how it is promoted.</p>	
9.	<p>Pupil Premium Update</p> <p>No further updates at this time; all information is available on the website for parents and interested stakeholders.</p>	
10.	<p>Sports Premium Update</p> <p>Mrs Makda provided an update on Sports provision. Leicester City Football Club visited with two of its premier league players this term which was very exciting and inspiring for the children.</p> <p>Year 2 and F2 have been visiting Moat Community College for a range of sports.</p>	
11.	<p>Minutes/ Reports of Committees and Working Groups</p> <p>a) Finance Committee – 30/10/2014</p> <p>The governors received the Finance Committee minutes dated</p>	

	30 th October 2014. Governors ratified the October Outturn.	
12. Policies	<p>The Governors considered and approved the following policies:</p> <ul style="list-style-type: none"> a. Child Protection (updated) b. SEND c. Supporting Pupils with Medical Conditions <p>Adopted from the Local Authority:</p> <ul style="list-style-type: none"> d. Grievance e. Absence Management f. Disciplinary <p>Ratified from the Finance Committee:</p> <ul style="list-style-type: none"> g. Flexible Working h. Governor Expenses i. Recruitment j. Pay Policy 	
13. Statutory & LA Information	<p>a. New LA Authority Governor Appointment & Removal Procedure</p> <p>The Clerk explained that following the new Constitution regulations a new procedure for appointing an LA governor had been implemented.</p>	
14. Governor Visits	<p>a. To receive reports from visiting Governors</p> <p>Ms Mayat duly filed her report on her visit to the school to inspect the new Universal Infant Free School Meal policy. Ms Mayat spoke to staff and found it was a very positive experience; the children appeared to be enjoying it. Ms Mayat thought it was well planned and well executed.</p> <p><i>Ms Mayat left the meeting at 7.21pm.</i></p> <p>b. To agree visiting Governors for the Spring Term</p> <p>Governors discussed a staff/ governor meet and greet opportunity, possibly a meal before a governing body meeting. It was agreed that this would be considered after reconstitution</p>	

	<p>had taken place.</p> <p>Governors also discussed the possibility of holding a special event for staff at the end of the year to say thank you. It was agreed that Governors should organise this.</p>	Chair
15. Governor Training Opportunities	<p>No specific training opportunities but governors are reminded that GEL online training is available.</p>	
16. Correspondence	<p>None.</p>	
17. Any Other Business	<ul style="list-style-type: none"> Curriculum & Standards Committee Meeting Date <p>The inaugural meeting of the Curriculum & Standards meeting would take place on Tuesday 9th December at 3.30pm.</p>	
18. Date of Next Meeting	<p>Thursday 27th January at 5pm in the School Hall.</p> <p>The meeting ended at 7.26pm.</p>	

Signed as accurate:(Chair of Governors)

Date: