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**MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL
HELD ON THURSDAY 29th JUNE 2017 AT 5.00PM.**

PRESENT:

Mrs Z Alimohamed – Co-opted Governor
Miss P Keshav – Co-opted Governor
Mr K Mahmood – Co-opted Governor
Mrs S Makda – Staff Governor
Mrs M Orton – Head Teacher
Mr Z Patel – Parent Governor
Mr N Sabir – LA Governor

In Attendance:
Miss J Marshall – Clerk to Governors

Item	Description	Action
1.	Apologies for Absence Apologies were presented and accepted from Mrs Hajwane, Mrs Rinde, Mrs Mayat and Mr Latif. The Chair confirmed that due to commitments, Mr Shirley had resigned from the governing body.	
2.	Governing Body Business a. Declaration of Governors' Interest The Chair asked for any interests in the business to be discussed. There were none declared. b. Reappointment of Mr N Sabir, LA Governor Governors agreed the reappointment of Mr Sabir as LA Governor. c. Reappointment of Mr Z Patel as Co-opted Governor Governors agreed to appoint Mr Patel as a Co-opted Governor following the end of his term of office as a Parent Governor.	

	<p>d. Arrangements for Parent Governor Election</p> <p>Governors agreed for a parent election to run in the autumn term beginning with an information session for interested parents and then a 'meet the candidate' session ahead of the election.</p>	<p>Clerk</p>
<p>3.</p>	<p>Urgent Items for Any Other Business</p> <p>None.</p>	
<p>4.</p>	<p>Confirmation of the Minutes of the Last Meeting</p> <p>The minutes of the meeting held on 7th March 2017, 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.</p>	<p>Clerk</p>
<p>5.</p>	<p>Matters Arising from the Minutes</p> <p>Item 1 – the Clerk confirmed that Mr Shirley had resigned from the governing body.</p> <p>Item 3f – the Clerk confirmed that the skills audit had been completed and sent to the Chair for further consideration of training requirements. This item remained outstanding.</p> <p>Item 9 – the SBM confirmed that a banner for Nursery had been produced; Governors had noted the new banner on visiting the school.</p> <p>Item 18 – Atrium refurbishment had been completed and Mrs Orton had explained that capital funding had been used for the works at a staff briefing.</p>	<p>Chair</p>
<p>6.</p>	<p>Strategic Vision Discussion</p> <p>Miss Marshall presented the strategic vision discussion documents that had taken place with SLT and staff. Miss Marshall explained that in addition to the annual SIP, it was important that the school had a short, medium and long-term plan to set its strategic direction and that governors were involved.</p> <p>QUESTION: The Chair asked about the objectives; how would the school ensure they were SMART?</p> <p>Miss Marshall explained that they were broad level objectives and so would be incorporated into an action plan. The how, when and who were not necessary at this stage.</p>	

QUESTION: The Chair asked about the long-term objectives, politically this could be difficult to achieve?

Mrs Orton explained that it was important for the school to have a vision and a plan of where it sees itself in the future. Miss Marshall explained that having this would ensure that all major strategic decisions were steered towards achieving the long-term goals.

QUESTION: The Chair asked what Rainbow Grammar was?

Mrs Orton explained that it was an approach to teaching that enables children to see grammatical techniques through different colours.

Miss Marshall explained that there was also a SWOT analysis that she would circulate to governors to review. Mrs Orton asked that all governors provide their strategic input to the vision via email to the Clerk.

The Chair explained that he had spoken to Caz Evans who is Ofsted trained and she has offered to carry out a governor training session and audit in the autumn term. The Chair confirmed he would look at a different day to the governors meeting as suggested by the Clerk.

Clerk

All
Governors

Chair

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9. Head Teacher's Report

Mrs Orton presented the Head Teacher's report, having previously been circulated to all governors. Mrs Orton talked through the highlights of the report and then invited questions from governors. No questions were submitted.

Mrs Orton then presented the KPI's to governors concerning the unvalidated results for the end of the year (copy filed herewith).

- GLD increased by 8% to 69% which is fantastic
- Writing has increased to 72.9%
- Nursery GLD is 25% which means this will carry through and boost Reception next year
- Speaking is 36% in Nursery
- Phonics is 88% (90% last year); there have been lots of New Arrivals
- Year 2 Reading – Expected is 74.8% (60% last year) and those working at greater depth is 35% (26% last year)
- Year 2 Writing – Expected is 64.2% (37% last year)

and so it is hoped that the difference has been diminished between school and national. Greater depth is 13% (19% last year). This has dipped but the school is more aware of what greater depth looks like.

- Year 2 Maths – expected is 75.6% (59% last year) and greater depth is 36% (24% last year)

Mrs Orton explained that this was as a result of great work from the Year 2 team.

QUESTION: The Chair asked about the difference between autumn 2 actual and spring 1 actual (9.8% and 26.85%)?

Mrs Orton explained that when looking at greater depth, teachers focus on what children are missing in order to move them further up. Comprehension builds through the year. Mrs Orton clarified that this was greater depth for the whole cohort.

The Chair congratulated Mrs Orton and the team for a brilliant job.

QUESTION: The Chair asked when the results would be validated?

Mrs Orton explained that this was usually around October.

QUESTION: Mr Patel asked about the baseline – when does this happen?

Mrs Orton explained that at the start of every year all children are assessed using formative assessment and teachers adapt their planning and teach accordingly.

QUESTION: Mr Patel asked whether some children are bringing their knowledge in from the previous year?

Mrs Orton explained that those at greater depth in Year 1 are reassessed at Year 2 and gaps are identified and closed through rigorous tracking and quality first teaching.

Mrs Makda commented that it is much more accurate through moderation too.

QUESTION: The Chair asked about Gifted & Talented?

Mrs Orton explained that greater depth children are really the Gifted & Talented, any children who are exceeding at Reception are tracked and expected to achieve greater depth.

	<p>The Chair commended all staff for their professionalism and hard work on improving results. Governors were in agreement and congratulated Mrs Orton and her team.</p>	
10.	<p>Pupil Premium Update</p> <p>No update at this time.</p>	
11.	<p>Sports Premium Update</p> <p>Mrs Makda provided an update on sports. Year 2 will be attending a zumba party on 7th July and hopefully the PLT link with Moat Community College will continue next year.</p> <p>QUESTION: Mr Patel asked about the dancing with Uplands Juniors?</p> <p>Mrs Orton explained that nothing further had been organised by the Juniors.</p> <p>Year 2 had enjoyed a great sports day at Saffron Lane and the trophies were currently being engraved. The football league is going very well and Uplands are currently 4th place.</p> <p>Governors discussed creating a league to generate interest for girls taking part.</p>	
12.	<p>Minutes/ Reports of Committees and Working Groups</p> <p>a. Finance Committee – 17/05/2017 The governors received a copy of the minutes of the meeting that took place on 17th May 2017.</p> <p>b. Health & Safety Committee – didn't meet. The committee was unable to meet as it was not quorate.</p> <p>c. Curriculum & Standards Committee – 07/06/2017 The governors received a copy of the minutes of the meeting that took place on 7th June 2017.</p>	
13.	<p>Policies to approve</p> <p>a. Face Covering Policy Governors reviewed and approved the Face Covering policy which remained unchanged.</p> <p>b. E-Safety Policy Governors reviewed and approved the e-safety policy. This policy would now be reviewed annually as part of</p>	

	<p>good practice in safeguarding.</p> <p>Policies to Note/ Ratify</p> <p>c. EVC Governors received and ratified the EVC policy.</p> <p>Ratification of 2017/2018 Budget Governors noted and ratified the 2017/2018 budget as approved by the Finance Committee.</p> <p>CFR 2016/2017 Sign Off Governors approved the CFR data for 2016/2017.</p> <p>Approval of Safeguarding Audit Governors noted and approved the 2016/2017 safeguarding audit completed by Mr Mahmood, Mr Patel and Miss Marshall. Miss Marshall confirmed that she would complete the safeguarding report due to the LA.</p> <p>Delegation of Policies 2017/2018 Governors reviewed and agreed the suggested delegation of policies. Miss Marshall agreed to look at what policies could be merged for simplicity.</p>	<p>Clerk</p> <p>Clerk</p>
<p>14.</p>	<p>LA/ Statutory Information</p> <p>a. School Maintenance Funding & Responsibilities Governors noted the paper regarding the changes to the Central Maintenance Fund and buy-back. Miss Marshall confirmed that the school would be looking to source competitive quotes to ensure that all statutory responsibilities would be covered.</p> <p>b. Summer Tasks for Governors Governors noted this guide for information.</p> <p>Mrs Alimohamed wanted to congratulate Miss Marshall on the quality of the school's website. She had reviewed many websites and comparatively, Uplands was amazing.</p>	
<p>15.</p>	<p>Governor Visits Ms Mayat, Miss Keshav and Mr Patel agreed to submit their forms following their previous visits. The Clerk agreed to check that Mr Latif's visit form had been filed.</p>	<p>Ms Mayat Miss Keshav Mr Patel Clerk</p>
<p>16.</p>	<p>Governor Training Opportunities Governors were encouraged to re-register for the new online learning portal at https://nga.vc-enable.co.uk/Register. If already registered as a user on GEL, governors should have</p>	

	<p>received an email about moving over to the new system.</p> <p>Governors were encouraged to take advantage of the online learning modules.</p> <p>The Clerk also stressed to governors the importance of reading all paperwork in advance of meetings to ensure they were prepared with questions and for the meeting to run effectively.</p>	<p>All Governors</p>
17. Correspondence	None.	
18. Any Other Business	None.	
19. Date of Next Meeting	<p>Tuesday 3rd October at 9.30am. Location TBC.</p> <p>The meeting ended at 7.10pm.</p>	

Signed as accurate:(Chair of Governors)

Date: