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MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON
WEDNESDAY 3rd FEBRUARY 2021 AT 5.00PM

PRESENT:

Mrs F Gelu – Local Parent Governor
Mrs N Ismail – Local Parent Governor
Ms N Hussein – Local Governor
Mrs S Orton – Local Governor
Mrs M Orton – Head Teacher
Mr S Thornton – Local Governor
Mr N Sabir – Local Governor
Mrs R Conway – Staff Local Governor

In Attendance:

Mrs J Ridgewell – CEO, Attenborough Learning Trust
Miss C Bath – School Business Manager
Dr R Cooper – Clerk to Governors

Blue indicates comments, questions or challenge

Governing Body Business

Prior to the start of the meeting Nicki Shaw and Lillian Reading were introduced to the local governing board. Mrs Shaw and Mrs Reading were undertaking their NPQH at the school and would present feedback on their projects to the governing board at a later date.

1. ALT Finance Training (Jane Ridgewell)

Mrs Ridgewell explained that at the chair of governors' half termly meetings they had discussed how to improve communication and links between the Trust and LGBs. She explained that it had been agreed that there would be a five-minute update to communicate updates from the Trust from herself, Lee Jowett or another Trustee.

Mrs Ridgewell provided the following updates:

- The Trust was going to have a review of governance, which was part of the process for new Trusts.

- All local governing boards had access to NGA Learning Link and the details had been circulated.
- The ALT finance training in December had been well-attended and the link to the recording would be re-circulated. Mrs Ridgewell thanked Mr Thornton for his contribution to the training. Mr Thornton invited governors to send him any questions.
- The Trust would look at developing the link trustee role and would consider how this could be delivered and how better to employ links between the Trust and LGBs.
- Mrs Ridgewell invited governors to bring any concerns/issues to the Trust through the Chair.

The Clerk would recirculate the finance training link.

ACTION: Clerk

Mrs Ridgewell informed the governors that she had invited all staff to a meeting for them to hear a bit more about what was happening at the Trust. She would share the link with governors.

ACTION: JR/Clerk

2.

a. Apologies

Apologies were received and accepted from Ms Keshav.

b. Declaration of Interests

The Chair asked for any interests in the business to be discussed. There were none declared.

c. Register of Business Interests

The clerk would send over the returned register of business interests forms to be countersigned.

ACTION: Clerk/SO

d. Any Other Business Notification

None.

e. Minutes of Previous Meeting (02/12/2020) & Matters Arising

The minutes of the meeting held on **2nd December 2020**, having been previously circulated to all governors, were taken as read, confirmed and signed. Governors approved that a copy of the minutes be published on the website.

Item 1 Governing Body Business

- Mrs S Orton explained that she had contacted Khalid Mahmood regarding Mr Butt's interest in becoming a governor and there had been a change of personal circumstances and he was no longer interested in pursuing the post.

Item 3 Headteacher's Report

- Miss Bath explained that they had worked round the issue of data restrictions on devices.

Item 8 Risk Register

- Mrs M Orton informed the governing board that there had been a change of Headteacher at the Junior school.
- The risk register had been updated and circulated.
- Mr Thornton informed the governors that he had fed back the discussions on the risk register to the Trust. He explained that the feeder school reputation would be added to the Trust's risk register and Green Lane would also consider it too.

Item 9 Governor Visits

- Governors had selected the link subjects and dates now needed to be scheduled.

f. To consider the appointment of local governors - Muhammad Junaid Butt and Madina Fojdar
Mr Butt no longer wished to be considered as a local governor.

Mrs Fojdar's pen portrait had been circulated to the local governing board. The governors agreed that Mrs Fojdar's education background and links to the community would be a very good addition to the governing board. The local governing board agreed the appointment of Mrs Fojdar as a local governor.

Mr Thornton informed the governing board that he had applied to become a Trustee, which would mean he would have to resign as a local governor. He stated that he would be able to support all the schools in the Trust and would still be involved in finance and can still support the school and local governors. Mrs M Orton thanked Mr Thornton for his time and for imparting his knowledge and expertise.

Mrs S Orton asked governors to consider other prospective governors.

h. Training and Development

- The finance training had been discussed under item 1.
- Governors had received an email outlining the spring term 2021 training available. Mrs S Orton suggested that governors attend at least one training course a year. Governors to contact Miss Bath if they wanted to attend any training.

ACTION: All Governors

- Mr Thornton suggested that a governor needed to undertake safer recruitment training. Mr Sabir stated that he had undertaken the training previously but would undertake a refresher.

ACTION: NS

i. Skills Audit

All governors had completed the skills audit. Mrs Fojdar would be asked to complete the skills audit.

ACTION: Clerk

Mrs S Orton suggested reviewing the skills audit and looking at the skills gaps, including if Mr Thornton were to become a Trustee.

ACTION: SO/MO

Mr Thornton suggested including 'unexpected loss of a governor' on the risk register.

ACTION: CB

j. Attenborough Learning Trust Update

Mrs S Orton informed the governing board of additional points discussed at the January Chairs of Governors catch-up:

- Mr Jowett was undertaking the analysis of the skills audits for all 4 LGBs and look at gaps across the boards.
- The Chairs were provided an update on Covid across the schools including implications and uptake of resources.

j. Policies

- **RHE Policy**

The RHE policy had been circulated to the governing board. Mrs M Orton explained that in terms of content, nothing had changed for the school. She stated that it was a Trust wide and city-wide policy but had been amended for an infant school. Mrs M Orton explained that the policy now needed to be shared with parents and the community.

Mrs Conway explained that they had worked with Green Lane Infant School on the policy and amendments to ensure it was appropriate for infant schools and for the school's community. She stated that they wanted to ensure it was user friendly for the school's parents. Mrs Conway explained the use of the Jigsaw scheme of work and that they had purchased some of the books used in the No Outsiders scheme. She explained that they wanted to ensure the children have a diverse range of books which were age appropriate and set the pupils up for the community and world they lived in.

Q (NS): How are you going to alleviate parental concerns?

Mrs M Orton highlighted the importance of the parent's meetings. She explained that they had pre-empted points of concern within the policy and previously as soon as they had spoken to parents about their concerns, they were satisfied with what the school was doing. Mrs M Orton also highlighted that Green Lane had undertaken their meetings before lockdown and had examples of the questions asked. *Mr Sabir highlighted concern of the language used in the policy and whether they would share a PowerPoint with more user-friendly language.* Mrs M Orton explained that they would not put the policy on the website until they had undertaken the parent meetings. She stated that they would share the meeting PowerPoint with governors. Mrs M Orton explained that they were looking at the logistics of the meetings as a Trust as two other schools had also still not had their parent meetings.

Mr Thornton highlighted that the policy was a wordy document and suggested producing a separate introduction to the policy which outlined the key points and that this would not result in a change for the school in terms of content. Mrs Conway explained that she had put together an overview for each year group on what the books being used were, why they were chosen and how they fit into the children's development.

The local governing board agreed the RHE Policy.

Strategic Discussions

3. Headteacher's report

The Headteacher's report had been circulated to the governing board. Mrs M Orton highlighted the following:

- The school had lost Fatima, the school's receptionist on January 18th. Her passing was a huge loss to the school and community. She had worked in the school for 20 years. Mrs M Orton stated that it had impacted the staff very hard. Governors expressed their sympathies and understanding for the loss the staff had suffered. Mr Sabir highlighted that it was positive for the community to see the school's message about Fatima and the acknowledgement of her work and time at the school.
- Mrs M Orton provided an update on the risk assessments. She explained that a remote learning risk assessment was being put together including the health and safety factors in relation to working from home.

- Lateral flow testing had been made available to staff this week and Kieran had ensured that the policies and guidelines were in place. Mrs M Orton highlighted that there had been a good uptake.
- Mrs Conway provided the governing board with an update on the school's remote learning offer. She explained that there was currently 98% engagement across the entire school including nursery with 9 children in total who have not been engaging. Mrs Conway explained that attendance on Zoom and sending in work was considered when looking at engagement. She explained that they had been phoning families, including bilingually when needed, to support them with the remote learning. There had been 14 home visits too. Mrs Conway explained that they had provided WIFI codes from BT with data until July and tablets for those children who needed a device. She explained the support currently taking place for those pupils not engaging.

Mrs Conway explained that teachers do the registers daily and then she and other staff made calls to families about any support needed to get online. She highlighted that they were seeing a lot of engagement and support from parents, with the school's videos supporting them to use the right terminology and KTC mantras. Mrs Conway highlighted that it was also improving the parents' English and vocabulary. Mrs M Orton highlighted that progression was the main thing they should be seeing in the remote learning offer. She explained that they were covering reading, writing and maths and were seeing progression through formative and summative assessments and guided reading. Mrs M Orton highlighted that pupils were having the opportunity to engage with each other.

It was reported that there were currently 57 children in school. Due to numbers, the nursery was only open in the afternoons and there had been a good uptake in the offer to places for rising 3s.

Monitoring was being undertaken and there would be an increased focus after half term with team leaders reviewing work and comments as well as joining live Zoom lessons. It was noted that there were no concerns, but the leadership team wanted to ensure that there was some quality assurance.

A remote learning audit would take place on the 22nd February at 11am. The audit would be undertaken by School Improvement Leicester and a governor was invited to sit in on the review. Miss Bath would circulate a reminder.

ACTION: CB

Governors highlighted how impressed they were by the work of the school and staff.

Mrs Ismail highlighted concern about supporting pupil's individual learning needs while learning remotely. Mrs M Orton explained that they planned to tighten up the offer for pupil's with learning needs. She stated that a remote individualised learning plan had been sent out.

Mrs M Orton highlighted that the videos were also supporting the teachers to reflect on their practice. She also informed the governing board that next half term there would be parents evenings delivered over Zoom and reports sent out.

Q (ST): Would you benchmark and how will you use this data as pupils came back into school? Mrs M Orton explained that they had data from December of the autumn term progress but due to this lockdown this data was irrelevant. She explained that once lockdown ended, they would baseline and track from that point. Mrs Conway stated that she thought due to the 1:1 and guided reading and comprehensions sent home, progress in reading would be good and similar for maths and phonics. *Mr Sabir asked whether there were any concerns about handwriting and motor skills and had this been planned*

for. Mrs M Orton explained that they would assess pupils when they were back in school. Mrs Conway explained that they had sent out whiteboards and pens. She stated that there were high expectations for Grammar, handwriting and spelling.

4. Sports Premium/ Pupil Premium Update

Sports Premium

- There was no update to bring to the governing board.

Pupil Premium

- 4 children had been added since the start of this lockdown. *Mrs S Orton asked whether the school thought this trend would continue.* Mrs M Orton explained that it was a result of the current climate and families losing jobs due to businesses not being open. She stated that they did expect more children to join the list. It was suggested that the information should be recirculated to ensure parents were aware.
- A governor would be invited to the pupil progress meetings.

ACTION: CB

Challenge & Decisions

5. Safeguarding Question

- Going forward it was agreed that the area of the policy that the question would be taken from.
- Mr Thornton highlighted staff wellbeing, particularly considering the loss of a member of staff. He highlighted the importance to reassure staff that their welfare was critically important and recognise the difficulties now. Mrs S Orton agreed and that it was important that staff knew that they appreciated their impact on the children.

5. Finance

Miss Bath circulated the 3-month outturn to the local governing board. She highlighted the following:

- There was an increase in Early Years funding. Miss Bath explained that they had been cautious on numbers when setting the budget and the January starters had not been budgeted for.
- There was a staffing overspend which could be covered within the budget.
- The 9-month forecast was a £50,000 surplus. *Mrs S Orton asked whether the surplus had been earmarked.* Miss Bath stated they would look at working on the outside areas and provision. She stated that they would look at this nearer the summer. Mrs Conway also highlighted the use of the training room going forward.

Mr Thornton highlighted that there was a process for capital bids and the Trust had been successful for one of the submitted bids last year. He commended Miss Bath for the forecast but urged caution in times of uncertainty. Mr Thornton highlighted that governors needed to recognise that the money was there and that they may need to spend quickly to respond to things in second half of the year.

Q (ST): How confident were you in the staffing salaries 3 months into the financial year? Miss Bath stated that she was very confident in staffing salaries with all pay increases budgeted and staffing in place. She stated that she could not see it increasing further or beyond what they could afford.

Mr Thornton stated that he was happy to continue to support with finance if he were no longer on the LGB as he would be involved through the Trust.

6. Governor Visits

Mrs M Orton asked that the governor visits were delayed until the first half of the summer term to support workload. This was agreed.

7. Dates of Next Meetings

- Wednesday 26th May 2021

Summary of Actions	
The Clerk would recirculate the finance training link.	Clerk
A link would be circulated to governors for the staff Trust meeting	Jane/Clerk
The clerk would send over the returned register of business interests forms to be countersigned	Clerk/Sarah
Governors to contact Miss Bath if they wanted to attend any training.	Governors
Nasir to undertake safer recruitment refresher	Nasir
Mrs Fojdar would be asked to complete the skills audit.	Clerk
Skills audit results to be reviewed	Sarah and Michelle
'unexpected loss of a governor' on the risk register	Colleen
Colleen to send reminder for remote learning audit to governors	Colleen
A governors to be invited to pupil progress meetings	Colleen

Signed as accurate:(Chair of Governors)

Date: