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MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON  
WEDNESDAY 26<sup>th</sup> MAY 2020 AT 5.00PM

**PRESENT:**

Mrs F Gelu – Local Parent Governor  
Mrs N Ismail – Local Parent Governor  
Mrs S Orton – Local Governor (Chair)  
Ms M Fojdar – Local Governor  
Mr N Sabir – Local Governor  
Miss P Keshav – Local Governor  
Mrs M Orton – Head Teacher  
Mrs R Conway – Staff Local Governor

**In Attendance:**

Ms A Odedra – Deputy Headteacher (from September 2021)  
Miss C Bath – School Business Manager  
Dr R Cooper – Clerk to Governors

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

**Governing Body Business**

The local governing board welcomed new local governor Madina Fojdar to the board and introductions were made.

**1. Apologies**

Apologies were not received from Ms Hussein.

**2. Declaration of Interests**

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

**3. Any Other Business Notification**

- Mrs S Orton highlighted the letter of thanks sent to all governors from Lee Jowett (Chair of the Trust) on behalf of the Trust.

- Mrs S Orton also highlighted the save the date email received for the Trust get together scheduled for the 1<sup>st</sup> July. All Trustees, Members, Local Governors and Headteachers were invited.
- It was noted that one of the school's link Trustees, Pankaj Patel, wanted to attend this meeting but there was a clash with the Trust Board meeting. Attendance at a future meeting would be arranged. It was noted that Hanif Asmal and Rob Grant were also link Trustees. Mrs M Orton reported that Mr Patel and Mr Grant had visited the school and Mr Patel had also joined a staff meeting. Mrs S Orton would invite Mr Patel to the next LGB meeting so he could report back on his visits to school.

**ACTION: SO**

#### **4. Minutes of Previous Meeting (03/02/2021) & Matters Arising**

The minutes of the meeting held on **3<sup>rd</sup> February 2021**, 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.

#### **Matters Arising**

##### **Item 1 ALT Finance Training**

- The ALT finance training link had been circulated to the LGB.
- The Trust meeting for staff had taken place.

##### **Item 2c Register of Business Interests**

- Mrs S Orton would countersign the forms.

**ACTION: SO**

##### **Item 2h Training and Development**

- The training courses have been circulated and if governors wanted to attend any of the courses, they were to contact Miss Bath.
- Mr Sabir would arrange to undertake the safer recruitment training courses online.

**ACTION: NS**

##### **Item 2i Skills Audit**

- Ms Fojdar had completed the skills audit. Mrs S Orton would check whether the updated analysis had been submitted to Mr Jowett.

**ACTION: SO/Clerk**

- Mrs M Orton, Miss Bath and Mrs S Orton to meet to discuss the skills audits and gaps.

**ACTION: CB/MO/SO**

- Mrs S Orton would contact Mr Jowett about the potential recruitment channels.

**ACTION: SO**

- Miss Bath had updated the risk register to include 'unexpected loss of a governor.'

##### **Item 3 Headteacher's Report**

- Mrs M Orton reported that the remote learning audit was taking place during the week commencing 14<sup>th</sup> June. Governors would contact Miss Bath with a preferred date.

**ACTION: Governors**

#### Item 4 Sports Premium/Pupil Premium Update

- The pupil progress meetings were scheduled for the w/c 28<sup>th</sup> June. Mrs M Orton suggested that one or two governors could attend and feedback. It was agreed that Ms Fojdar would attend, and Mrs S Orton would confirm. Mrs Ismail would act as reserve.

#### **5. Training and Development**

This was discussed under matters arising. The clerk would re-send the email about training from Governor Services.

***ACTION: Clerk***

#### **6. Skills Audit**

This was discussed under matters arising.

#### **7. To Consider the Re-appointment of Local Governor - Nasir Sabir**

The local governing board agreed the re-appointment of Mr Sabir as a local governor.

#### **8. Attenborough Learning Trust Update**

##### **a. Trust Committee Vacancies**

The vacancy on the Trust's resources committee was noted. Mrs S Orton would contact Amanda Bailey regarding the commitment needed and inform governors.

***ACTION: SO***

##### **b. Trust governance session - summer term**

This had been discussed under AOB.

#### **9. Policies**

Mrs Conway provided the LGB with an update on RHE following the discussions at the last meeting. She stated that they had taken on board the comments and suggestions about working with parents and the amount of information provided. Mrs Conway explained that they had reviewed the PowerPoint presentation again and amended it further to ensure it's even more parent friendly. She stated that they had also taken on the recommendations on the changes to the main policy and included an interface on the policy explaining clearly what it meant for the school, what topics were covered and that it would mean no changes in terms of the curriculum that was currently delivered. Mrs Conway reported that the parent consultation meetings were taking place on the 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> June and they would like governor presence to highlight their support for the policy. She stated that the meetings would be face to face and parents would have to register beforehand, and if there was a high demand, further sessions would be put on. The dates would be circulated, and governors asked to indicate if they were able to attend.

***ACTION: CB/Governors***

The policy would be re-circulated to governors and any further queries sent to Mrs Conway or Mrs M Orton.

***ACTION: CB/RC/MO/Governors***

#### **Strategic Discussions**

##### **10. Head Teacher's Report**

The headteacher's report had been circulated to the governing board. Mrs M Orton took the governors through the report and highlighted the following:

#### SIP 2020/21 latest

Mrs M Orton explained that the SIP had been put together at the end of the previous academic year and worked as a fluid document. She explained that some of the objectives had been prioritised this year and there had been some that they had been unable to complete (highlighted in blue) so were being carried forward to next year's SIP. Mrs M Orton informed the LGB that curriculum champions and continuous provision would be a priority. She explained that they wanted continuous provision on the forefront of everyone's minds. Mrs M Orton took the governors through the benefits of continuous provision. She explained that the Early Years lead would take on the lead of this area as an expert in continuous provision.

#### ***Q (SO): Would these plans be hindered if there was another lockdown or bubbles were burst?***

Mrs M Orton explained that it would depend on how long the lockdown was. She stated that they were anticipating that this would not be happening. She explained that planning with teachers and training could still take place online. Mrs Conway stated that if they were in that situation, provision and staff would still be in school so the opportunities would still be there.

Mrs M Orton highlighted that they also wanted to build on the work upskilling of parents that had been incidental during lockdown. She stated that they would continue the work on See Saw to support parents to be up to date with teaching methods, the ethos, expectations and wider curriculum.

#### Headteacher's report

Mrs M Orton drew governor's attention to page 4 of the Headteacher's report and the information on pupil numbers. She explained that there was a drop in the birth rate in the city and alongside Covid-19, families returning to home countries and Brexit, this was having an impact much sooner than anticipated by the LA. Mrs M Orton highlighted that next year's Reception numbers were 89 (PAN 120). She stated that other schools in the Trust were also being impacted. Mrs M Orton explained that funding was based on the census in October and so was always based on the previous year's pupils. She explained that they may have to look at class sizes or number of classes going forward. Mrs M Orton explained that there were staff on temporary contracts so they could reduce with natural wastage if necessary. She stated that she wanted to ensure governors were aware of this and the potential impact.

Mrs M Orton explained that Miss Bath had factored this into the budget too. She explained that they currently had 69 in the nursery in September, which was positive in comparison to other schools. Mrs M Orton highlighted that they needed to ensure that the nursery and school was desirable to parents, particularly with the number of nurseries in the area. She stated that all parents got their first choice for reception places in the city. Mrs M Orton highlighted the refurbished outdoor area, signage and ensuring there were virtual tours and videos online.

#### ***Q (NS): How were the Trust supporting with this issue?***

Mrs M Orton explained that the Trust were aware of the issue, but they had not received an overview or strategy. Mrs S Orton suggested that it would be useful to pull together resources and ideas and would take this back to Jane Ridgewell (CEO) and Dave Nimmo (DFO). Mrs M Orton stated that she had shared the marketing and induction process with Mr Nimmo. She highlighted that word of mouth was important.

**Q (SO): Was there anything you would do and were there any budget restrictions?**

Mrs M Orton stated that they had considered doing things like a flyer drop in the local area. Ms Fojdar highlighted that parents would discuss nurseries at playgroups usually and this was not happening at the moment. She suggested targeting some of the playgroups too.

***Fatima Gelu joined the meeting***

Mrs M Orton also suggested that they could target the 'readiness for school' training sessions too. Mrs Conway stated that it would be useful to know where in the community would be good to target. **Mr Sabir suggested running coffee mornings.** Mrs M Orton stated that they did run these for the school's parents. She stated that they had tried a PTA, but with no one wanting to take the lead it did not work out. She stated that they had to ensure that all parents were comfortable in attending and they put on programmes that they asked for. She highlighted that it would be more difficult to target those prospective families. **Mr Sabir asked about the Saturday club being run and whether that could attract interest.** Mrs M Orton highlighted that it was going well, and they were offering sessions in the holidays. Mr Sabir suggested emphasising the provision for the community and perhaps offering more.

Mrs S Orton suggested putting together a separate meeting to look at this and gather ideas. The governing board agreed that this was a good idea.

**ACTIONS:**

- **A date to be set to meet and discuss as a governing board and governors to send ideas in advance by email.**
- **Mrs S Orton to discuss the issue with the Chair of the Trust**
- **Mrs M Orton to ask the Family Liaison Office if there had been anything raised by families.**
- **Mrs M Orton to follow up with new parents to get testimonials about the nursery**

Governors noted the need to maintain communication with the parents at all times. Mrs M Orton stated that she would ensure team leaders were visible on the playground so parents could approach them with any concerns.

**Pupil Update**

- Mrs Orton highlighted the mid-year admissions numbers. She drew attention to Reception with 19 joiners and 17 leavers. She highlighted this was mainly families moving their children when a place in their local school became available.

**Q (NS): How does this mobility compare to other schools in the city/Trust?**

Mrs M Orton stated that there were schools in the city with much higher mobility but was quite high within the Trust. Miss Bath explained that they had high mobility as they had spaces. **Mr Sabir asked about the reasons for families leaving.** Mrs M Orton explained that it was nothing concerning and it was mainly being re-housed or a place being available at their first choice school. She explained that they had informed parents that they did not have to take it up. Mr Sabir highlighted the impact to the school and the children too.

## KPIs

- Mrs M Orton highlighted that data was in line with predictions and the other schools within the Trust.
- Mrs M Orton explained that the maths scheme used had higher expectations than the end of year National expectations, so once the data had been unpicked more pupils were at National age-related expectation and would be higher than in report.
- Mrs M Orton highlighted that the data was a testament to the teachers, parents and children that they had achieved a percentage increase despite lockdown.

## Staffing Update

- Mrs M Orton congratulated Mrs Conway for securing the Headship at Green Lane and to Kate Lyall (Year 2 lead) for securing the DHT post at Green Lane.
- Mrs Orton explained that this had provided opportunities for staff in school and Artee Odedra would step up to Deputy Headteacher and relinquish the SENCo role. Miss Solanki would take on the SENCo role and Mr Aziz, the year 2 lead. Mrs M Orton explained that there would be CPD to support these staff and Monika Singala (DHT at Highfields) would be providing support.

Mrs S Orton congratulated Mrs Conway and the other staff on behalf of the LGB. Mrs Conway highlighted that it was positive that she was staying within the Trust and it would also ensure that the collaboration between schools would be strong.

Mr Sabir noted the sad news that there had been a death in school. Mrs M Orton explained that a pupil from the nursery had passed away and the school was being supported by the critical response team and educational psychology team. Mrs M Orton took the governors through the support being provided to staff, the family, and the children.

## **11. Sports Premium/ Pupil Premium Update**

- The school's pupil premium report format had been amended to fit to the DfE's new statutory pro-forma.
- The school had started clubs again and the numbers of pupils accessing had been gradually rising.

## **Challenge & Decisions**

### **12. Safeguarding Question – Please read appendix 1 of Uplands Infant Schools 'Safeguarding & Child Protection Policies & Guidelines' (Child Protection Policy)**

What responses from parents may suggest a cause for concern in relation to signs of abuse?

- Delay in seeking treatment that is obviously needed
- Incompatible explanations offered
- Persistently negative attitude towards the child
- Reluctance to give information or failure to mention other known injuries
- Further examples can be found within the document

## **13. Finance**

### **a. School Resource Management**

Miss Bath had shared the benchmarking document, which was based on the 2019/20 data. She highlighted that there was nothing of concern to report. It was highlighted that the pupil/teacher

ratio and contact ratio was reflective of the census day and not the whole timetable. The local governing board noted the report.

#### **b. ALT Financial Strategy**

The ALT Financial Strategy had been circulated to the local governors. Miss Bath took the governors through the strategy and highlighted the following:

- The strategy provided guidance on the level of reserves schools could hold as expected by the Trust (8% of the GAG). On this basis, the school could hold £123,000. Miss Bath stated that the school currently had £235,000 so would need to spend £112,000 to be in line with the strategy.
- Miss Bath stated that she had put together a list of plans to spend the reserves, including a lot of capital work. She explained that this came back to the discussions around marketing the school and ensuring the outside area was improved, including providing Reception with their own outside space. Miss Bath explained that they had budgeted £50,000 from capital in 21/22 to cover this. Mrs M Orton explained that this would also support learning as the space was currently a thoroughfare, so cordoning it off would benefit learning.

#### *Q (SO): Were there any grants that the school could apply for?*

Miss Bath stated that she would look for potential grants as good practice, but they did need to spend their reserves. She explained that the Trust would challenge high reserves. Mrs S Orton asked whether they could put together a wish list to earmark the reserves over the next few years. Miss Bath would circulate the list of plans.

**ACTION: CB**

#### **c. 2021-22 Budget Approval**

Miss Bath had circulated the 2021/22 budget and commentary to the governing board. She explained that she had gone through the budget with Dave Nimmo (DFO). Miss Bath explained that the staffing changes had been covered and drop in pupil numbers also considered. *Mrs S Orton asked whether it was best practice to run through the budget with a member of the LGB.* Miss Bath and Mrs S Orton would arrange a meeting to go through the budget in more detail.

**ACTION: CB/SO**

The 2021/22 budget was approved.

#### **14. Governor Visits**

- Miss Keshav had undertaken the safeguarding audit and would be attending the safeguarding meeting on 27<sup>th</sup> May.
- Remote governor visit sessions would be arranged.

**ACTION: MO/CB/Governors**

#### **7. Dates of Next Meetings**

Suggested Dates for 2021/2022

- 6<sup>th</sup> October 2021, 1<sup>st</sup> December 2021, 23<sup>rd</sup> February 2022, 25<sup>th</sup> May 2022

Summary of Actions	
Sarah would invite Pankaj Patel to the next LGB meeting so he could report back on his visits to school.	<b>Sarah/Clerk</b>



Sarah to countersign register of business interest forms	Sarah
Nasir to undertake the safer recruitment training online	Nasir
Sarah to check whether the updated skills audit analysis had been sent to Lee Jowett	Sarah
Michelle, Colleen and Sarah to meet to discuss the skills audits and gaps	Michelle, Colleen and Sarah
Sarah would contact Lee about the potential recruitment channels	Sarah
Governors would contact Miss Bath with a preferred date – remote learning audit	Governors
The clerk would re-send the email about training from Governor Services.	Clerk
Sarah would contact Amanda Bailey regarding the Trust committee vacancy/commitment	Sarah
Parent RHE consultation dates to be circulated and governors indicate if they can attend.	Colleen/Governors
RHE policy to be recirculated and governors to send any queries to Becki or Michelle prior to the meetings	Colleen/governors
A date to be set to meet and discuss as a governing board and governors to send ideas in advance by email.	Sarah?
Sarah to discuss the pupil numbers issue with the Chair of the Trust	Sarah
Michelle to ask the Family Liaison Office if there had been anything raised by families (re pupil numbers)	Michelle
Michelle to follow up with new parents to get testimonials about the nursery	Michelle
Colleen to circulate the list of plans for the reserves	Colleen
Colleen and Sarah to arrange a date for a meeting to go through the budget in more detail	Colleen and Sarah
Remote governor visit sessions to be arranged	Colleen/Michelle/governors

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

Date: .....