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MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON  
WEDNESDAY 1<sup>st</sup> DECEMBER 2021 AT 5.00PM

**PRESENT:**

Mrs F Gelu – Local Parent Governor  
Mrs S Orton – Local Governor (Chair)  
Ms M Fojdar – Local Governor  
Miss P Keshav – Local Governor  
Ms A Odedra – Local Staff Governor  
Mrs M Orton – Head Teacher

**In Attendance:**

Mr L Jowett – Chair of the Trust  
Mr P Patel – Vice Chair of the Trust  
Mrs J Ridgewell – CEO, ALT  
Miss C Bath – School Business Manager  
Dr R Cooper – Clerk to Governors

\*Blue indicates comments, questions or challenge\*

**1. Apologies**

Apologies were received and accepted from Nasir Sabir. Apologies were not received from Numera Ismail and Nazreen Hussein.

The clerk would contact Ms Hussein to see if she wanted to continue as a governor as she no longer had children at the school and had left the area.

***ACTION: Clerk***

**2. Declaration of Interests**

The Chair asked for any interests in the business to be discussed. There were none declared. The Clerk has sent a reminder email to those governors who have not returned their register of business interests form. Governors would return them by the 8<sup>th</sup> December.

***ACTION: Clerk/Governors***

**3. Election of Vice Chair of Governors**

The LGB discussed the role of Vice Chair. The Clerk explained that those governors who worked at the school or Trust were not eligible to be Vice Chair in case they had to substitute for the Chair. Mrs S Orton would contact Mrs Ismail to see if she was happy to undertake the role.

#### **4. Any Other Business Notification**

- Mr Jowett and Miss Bath were reviewing the recruitment process for governors and there was an advert currently on Inspiring Governance, Governors were asked to share any community links for recruitment.
- Mrs S Orton reported that Mr Jowett had shared the results of the skills audit. She highlighted that the form had been much easier to complete with the guidance included. Mrs S Orton would chase Mr Sabir to return the form and also regarding his re-appointment form.

**ACTION: SO**

- The Governor Day was scheduled to take place on the 9<sup>th</sup> December.

#### **5. Minutes of Previous Meeting (06/10/2021) & Matters Arising**

The minutes of the meeting held on **6<sup>th</sup> October 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

- The action regarding the Vice Chairs had been discussed under item 3.
- The action regarding the register of business interests was discussed under item 2.
- The action regarding the skills audit analysis had been superseded by Trust skills audit discussed under item 4.
- The meeting had taken place with Mrs M Orton, Mrs S Orton and Miss Bath to look at pupil numbers figures/finance implications and Miss Bath had contacted Mrs Ridgewell and Mr Nimmo. Mrs Ridgewell explained that they had taken this back to the resources committee and had agreed to keep a watching brief on the situation and at this time not take a formal decision to look at lowering the PAN or restructure based on financial projections going forward. She stated that the Trust were happy with the decision and that the school would continue to monitor.
- The code of conduct was included on the agenda
- Mrs S Orton had discussed finance during the review of the PAN but would diarise some dates for more regular review in the spring term.

**ACTION: SO**

- Mrs S Orton noted that the meeting was planned as face to face but due to the changing circumstances had been moved back online. She stated that they would look to have the March meeting face to face if governors were comfortable and guidance allowed it. Mrs M Orton stated that she would prefer face to face.

#### **6. Training and Development**

- There was no training reported.
- The training information had been circulated dates from Governor Services and governors were encouraged to attend.

## **7. Attenborough Learning Trust Update**

### **a. Code of Conduct**

Mr Jowett explained that a code of conduct had been discussed at the last Chair of Governors catch up and he and Mrs Ridgewell had taken the NGA model version and included some specific information to the Trust. He explained that the same code would be used across all levels of governance and they were taking the draft to all LGBS for approval. Mrs Ridgewell explained that all levels of governance could review and reflect and suggest tweaks/amendments. Mrs S Orton noted that it was good to have a document to refer to if something did go wrong. She asked whether there was any allowance in there, for example the limitations on visits due to the pandemic. Mr Jowett stated that it was more about being pragmatic and suggested that visits could be a virtual meeting or discussion. Mrs Ridgewell explained that ultimately Ofsted would look at how well governors knew the school, and this could come from a range of activities/documents. Governors would provide any feedback by email.

### **Trust Event**

Ms Fojdar provided an update on the ALT Trust event at the Ark. She highlighted that it provided the opportunity to see the other schools in the Trust and look at how they worked together. Ms Fojdar suggested developing the networking more and support between schools. Mrs S Orton also noted the shadowing opportunities that would support this. Mrs Ridgewell stated that it had been positive hearing from the 4 schools She explained that they were looking at more collaborative opportunities and would reflect on this when they met with the Headteachers. She stated that they would need to look at when this approach would be most effective.

### ***Q (SO): How would this work and put into action?***

Mrs Ridgewell explained that it had to come from an identified desire. She explained that the Trust created a number of networks for collaborative working. Mrs Ridgewell stated that the next obvious opportunity would be the work on the SEN strategy, and work had already been happening this term.

Ms Fojdar highlighted that it had been positive to see how the Trust was working in schools and she would also like to visit the other schools to gain a better understanding. Mrs Ridgewell noted that the governance open day was a good model. She highlighted the importance of ensuring any collaborative work had a purpose.

Mrs Ridgewell highlighted that Ms Fojdar had attended the Trust standards committee as a guest and asked whether she would like to join as a member. Ms Fojdar confirmed that she would be interested. Mrs Ridgewell would contact her.

### **Ofsted**

Mrs Ridgewell provided the governing board with a short presentation on Ofsted and took them through timeframe, process, governance and the framework. She encouraged governors to take up the opportunity to be more informed including visits, training etc. (NGA, National College). Mrs Ridgewell also offered more in-depth sessions if needed.

***Mrs S Orton asked whether staff were comfortable with the Ofsted inspection process.*** Mrs M Orton stated that the governance open day was part of the support to staff in providing experience of talking about their subject.

Mrs S Orton asked whether it was an issue that the LGB currently did not have a Vice Chair. Mrs Ridgewell explained that it was about balance and strength and ensuring there was parent governor representation.

*Mr Jowett asked about the timescale for the inspection.* Mrs Ridgewell explained that there were a number of timeframes involved including academy conversion (3 years) and now Ofsted were inspecting all outstanding schools. She stated that some schools had been inspected outside their window so it would be best to be prepared.

The clerk would recirculate details of the training provided through the teaching school.

**ACTION: Clerk**

## **8. Policies**

### **a. Administration of Medicines**

Miss Bath explained that she had amended the policy following suggestions from Mr Patel. Mr Patel asked whether there needed to be a paragraph included to outline what happens if the policy was breached. Following a discussion, it was agreed that there was an awareness and there did not need to be an addition. The governing board agreed the policy.

### **b. Work related Stress policy**

The governing board agreed the policy.

## **Strategic Discussions**

### **9. Head Teacher's Update**

Mrs M Orton highlighted that a good way for governors to get to know the school was the website as there was a lot of information included. She shared the School Improvement Plan summary and SEF as published on the website. Mrs M Orton explained that it was important for governors to review the SEF and use when they met with subject leads (in the intent section on the website). She took governors through an example of a descriptor and that intent, implementation, impact and curriculum drivers for every subject were included on the individual subject page. She shared an example of a long-term plan. Suggested questions for the subject leads were shared with governors.

A reminder of the governance open day would be circulated to governors. The clerk would also share this with the other LGBs in the Trust.

**ACTION: CB/Clerk**

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

The pupil premium report had been shared with the governing board. Mrs M Orton explained that new DfE proforma had been used and focussed on pure evidence-based practice. She highlighted the EEF and research into the strategies that worked most effectively and shared the website with governors.

*Q (L): What do you expect governors to understand around pupil premium?*

Mrs M Orton explained that governors should be able to talk about how the school spent the pupil premium funding. She stated that the lead governor would have a more in-depth knowledge.

*Q (L): Had the school received a similar amount of funding over the last few years?*

Mrs M Orton explained that it had been similar but was not reflective of the deprivation of the area. She highlighted that a number of parents worked 0 hours contracts. She stated that Universal FSM was also an issue. She stated that they asked all families to fill in the form.

### **Sports premium**

Mrs M Orton explained that they would be producing a report to outline the sports premium spend and impact. She stated that they needed to ensure plans were reflective of children's needs.

### **Challenge and Decisions**

#### **11. Safeguarding Question – Guidance has been updated to clarify that a school or college's child protection policy should include a policy, and procedures for dealing with WHAT, and all staff should be aware of this**

The question was answered and peer on peer abuse was explained. Mrs Ridgewell also explained low level concerns.

#### **12. Health & Safety**

##### **a. Accident Statistics**

Miss Bath shared the data for August - October. She highlighted that slips, trips and falls were the highest type of accident in the data and Reception had the highest number. Miss Bath explained that there had been 4 So2 forms completed and explained. She stated that they were incorporating the data into the CIF bid to improve the playground surfaces. Mrs M Orton also highlighted the spend on sports premium to improve physicality for Reception pupils.

##### *Q (LJ): What was the trend for this data?*

Miss Bath stated that it was consistent, and the number was always higher in Reception.

##### **b. Governor Audit**

Miss Bath and Mrs Gelu conducted an audit of the bungalow and outside area. It was highlighted that the only issue was the surface and there were no concerns with the bungalow.

##### **c. External Audit**

Miss Bath explained that there had been a whole day audit undertaken by the LA and they had achieved 93%, which was positive. She stated that they had been impressed with the systems in place. Miss Bath explained that they were actioning the recommendations suggested. Mrs Ridgewell congratulated the school. Mr Jowett highlighted that it was a reflection on the work of the school business managers and support staff and echoed his thanks.

#### **13. Finance Update**

Miss Bath explained that she was compiling a 3-month outturn. She stated that they were currently running slightly over budget due to premises work being moved into this financial year, subscriptions and an increase in support staff costs due to higher SEN needs than expected. Miss Bath also highlighted that they had purchased 14 laptops, 1 for each class. She stated that she would add in the January nursery intake as they did have pupils starting.

Mrs S Orton stated that she would contact Miss Bath about reviewing the outturn.

**ACTION: SO/CB**

Mrs Ridgewell highlighted that there was also a pending 1.75% pay rise for support staff which will be back dated so it will have a particular impact on one month.

**14. Governor Visits**

The governor open day had been discussed under items 4 and 7.

**Date of next meeting**

23<sup>rd</sup> February 2022

25<sup>th</sup> May 2022

Summary of Actions	
Clerk to contact Nazreen to see if she wanted to continue as a governor	Clerk
Clerk to chase outstanding registers of interest forms	Clerk
Sarah to contact Numera about the Vice Chair role	Sarah
Sarah would contact Nasir about the skills audit and reappointment form	Sarah
Sarah and Colleen to arrange some dates to review the budget	Sarah
Clerk to recirculate training information	Clerk
Colleen to circulate a reminder about the open day and Clerk to circulate to wider LGBs	Colleen and Clerk

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

Date: .....