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MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON
WEDNESDAY 2nd MARCH 2022 AT 5.00PM

PRESENT:

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

In Attendance:

Mr S Thornton – ALT Trustee
Mrs J Ridgewell – CEO, ALT
Miss C Bath – School Business Manager
Ms J Webb – Chair of Governors, Sparkenhoe Community Primary School
Dr R Cooper – Clerk to Governors

Blue indicates comments, questions or challenge

1. Apologies

Apologies had not been received from Mrs Hussein. The Clerk informed the governing board that Mrs Hussein had indicated that she would like to continue on the LGB.

The clerk informed the governing board that Mr Sabir had not returned his reappointment form despite a number of attempts, including contact from the Chair. The clerk would write to Mr Sabir to thank him for his time as a governor.

ACTION: Clerk

Mr Thornton explained that he was attending the meeting as one of the link Trustees to the school.

2. Governing Board Recruitment

Mrs S Orton informed the governing board that she was meeting Mr Jowett to look at recruitment on the 10th March. She explained that they had registered the vacancies on Inspiring Governance and published an advert on LinkedIn.

Jo Webb joined the meeting

Ms Webb was welcomed to the meeting and introductions were made.

Ms Webb explained that there was a potential governor at Sparkenhoe but they had paused the process due to concern about wider representation on the GB. She would share the details with Mrs S Orton.

ACTION: JW/SO

Mrs Ismail suggested targeting some of the University academics and that Twitter might be another good avenue. She stated that she could share the advert on there with her contacts.

ACTION: NI

The Clerk also suggested registering on the Governors for Schools recruitment site as other city schools had been successful using this service.

ACTION: Clerk/SO/CB

3. Declaration of Interests

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

4. Election of Vice Chair of Governors

Mrs Ismail was elected Vice Chair of Governors.

5. Any Other Business Notification

Ofsted Preparation

Mrs S Orton drew attention to the Ofsted Preparation training course circulated to all governors. Mr Thornton recommended that governors attended the training session. Mrs M Orton also highlighted that they had a copy of the presentation delivered by Cas Evans at the LA Chairs of Governors meeting in February and would share this with governors.

Mrs M Orton had shared the SEF with the governing board, which included detail of the school's vision. She stated that she was happy to clarify any areas for governors. Mrs M Orton also explained that the school was having a review through the Trust, which would involve an experienced Ofsted and Early Years specialist. She stated that part of this review would review the SEF. Mrs Ridgewell explained that the Ofsted process would sample subjects but would also ask more broadly about what was happening in school, safeguarding and also the work taking place to develop the curriculum. She explained that the review taking place would look at the school's SEF and test the statements.

Miss Keshav joined the meeting

6. Minutes of Previous Meeting (01/12/2021) & Matters Arising

The minutes of the meeting held on **1st December 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 Clerk had contacted Mrs Hussein and she had indicated that she wanted to continue. It was noted that she did attend the governor open day. The Clerk would continue to monitor her attendance at LGB meetings.
- All the register of interests' forms were now complete.
- Mrs S Orton and Miss Bath had discussed the budget by email and would arrange a meeting to look at it in more depth.

ACTION: SO/CB

7. Training and Development

- Miss Keshav reported that she had attended the training sessions, Every Governor a Governor of SEND.
- Mrs Ridgewell explained that the school had access to training via the National College platform and she could facilitate and find things that were relevant to governors.
- The Clerk also highlighted that the governors had access to the NGA Learning Link online courses, which could be done at your own pace.
- Governors highlighted that Ofsted for Governors training would be useful. Mrs Ridgewell would share the link for the National College webinar, Ofsted for Governors and Trustees.
- Ms Webb also highlighted that The Key for School Governors was also a useful source of information, question prompts and guidance.
- The Clerk would share details of the current training available to governors.

ACTION: Clerk

8. Attenborough Learning Trust Update

a. SEND Strategy

Mrs Ridgewell provided an update on the work taking place in the Trust in relation to SEND. She explained that the work started in response to the impact of the change to which the way SEND would be funded in the city. She explained that audits in each school took place in the autumn term by the SENCOs, including looking at SEND practice across the schools, what was working well, resources, caseload, and needs. Mrs Ridgewell explained that the SENCOs came together in early January with herself, the Headteachers, School Business Managers and Dave Nimmo to look at the modelling of the impact of the funding proposal from the LA and consider potential strategies. She explained that they considered the option of a DSP, exploring the pros and cons. Mrs Ridgewell explained DSPs to the governing board, highlighting that the LA controlled the places. She explained that Sparkenhoe already had a DSP type provision, a dedicated space, resource and staff allowing children in school who struggled in mainstream class a provision in school. She explained that they were looking to use this strategy rather than an LA DSP. Mrs Ridgewell explained that a lot of work continued across the 4 schools to make the change to funding and increase in high needs pupils work going forward.

Ms Fodjar asked how many DSPs they were looking at. Mrs Ridgewell explained that it was a self-driven strategy and depended on need, spacing and staffing. Mr Thornton highlighted that it would still be a DSP but an internal one for the school. Ms Fodjar explained that she had seen a similar provision work at a secondary school. Mrs Ridgewell stated that the provision would be driven by needs and the children would not be in the DSP the whole time. Mrs Odedra explained that they would still have access to the mainstream classroom. Mrs M Orton explained that during the SEND audit in the autumn term it was noted that those with sensory needs find continuous provision loud and they were looking to create a school sensory room.

Mrs S Orton stated that it was also about future planning. Mrs M Orton stated that each year they would look at the needs of the children and adapt. Mr Thornton agreed that having the flexibility in the school important. Mrs M Orton explained that they put a lot of thought into where they placed children and which teacher.

Mrs M Orton explained that they changed the dinner time arrangements in terms of how they supported those with specific needs following a tip from Sparkenhoe. She explained that this was working well.

Mrs S Orton suggested that they have an update on the plans for the sensory room/calm space at the next meeting.

ACTION: Agenda Item

9. Policies

• Data Protection & GDPR

All governors present confirmed that they had read and understood the documents.

• Business Continuity – School

Mrs S Orton asked whether they undertook tests of the school's plan. Miss Bath explained that they undertook fire drills and invacuation drills. She stated that she also took a copy of the plan home.

The governing board approved the plan.

10. Head Teacher's Report

The headteacher's report had been circulated to the governing board. The Triad feedback report had also been circulated. Governors asked the following questions:

Q (SO): In terms of professional development, how much was supported by the Trust and other schools and how was it paid for from the school's budget?

Mrs M Orton explained that the Oracy work and lesson study was from the school's budget and AFLaM, SEF, Eco schools, National College and leadership of English were all through the Trust.

Q (SO): Whenever there is a need are you tapping into Trust resources?

Mrs M Orton stated that they were, for example, they are using the skill set in maths from the Trust as well as the maths hub. She stated that it was about ensuring the impact was there and clear. Mrs S Orton asked whether the CPD had delivered the impact. Mrs M Orton stated that it had and more. She highlighted that the AFLaM had great impact.

Miss Keshav highlighted the writing moderation work in year 1 and that all the schools came together to look at learning objectives and standards of writing. Ms Odedra highlighted that it was good to see what other schools were doing. Mrs M Orton explained that there was not the impact when it was done as a development group previously. She stated that they had to ensure that there was an impact on standards and that there were clear expectations as to the outcome. Mrs M Orton explained that they would look at comparison to National. She explained that the current year 2 lead was a qualified moderator for the city and that skill set was now in the Trust.

Current Attainment

Mrs M Orton shared the data from Target Tracker from one class and took governors through the data in detail. She explained that they had identified barriers for each child and shared the example for the class. Mrs M Orton explained that they did look at particular groups as part of the overview (e.g. gender, ethnic minority). She highlighted that in Reception and Year 1, pupil premium children were outperforming non-pupil premium children, but this was not the case in year 2. Mrs M Orton explained that as a result they were spending more time on reading as the biggest barrier was comprehension and retrieving. Ms Odedra took the governing board through the work in place and focus, including the after-school booster classes and interventions.

Q (SO): Were the interventions outside school hours?

Mrs M Orton explained that some are and there was also the catch-up interventions too. Ms Odedra explained that they had targeted 25 children, the lowest 20% in year 2 and they had a session from 3:15 – 4pm on a Monday, Tuesday, Thursday and Friday. She stated that the parents were very positive and on board. Mrs M Orton explained that the family support worker also talked to the parents. She stated that this was in addition to quality first teaching. She highlighted that there was also phonics intervention group too.

Q (SO): Was See Saw utilised too?

Mrs M Orton explained that teachers were good at putting bespoke resources on there.

Mrs M Orton took the governors through the data, including the progress data and the review of barriers where progress was not being made.

Q (SO): When was the next data drop?

Mrs M Orton explained that it was in 10 weeks' time. She stated that they would share Target Tracker data with governors.

ACTION: MO

11. Sports Premium/ Pupil Premium Update

Mrs M Orton explained that the PE lead helped compose the sports premium strategy alongside the sports coach. She stated that a lot of work had gone into the strategy. Miss Bath drew attention to the PE section of the website and that this was regularly updated.

12. Safeguarding Question – What were some of the changes/updates to the latest KCSIE policy

- Miss Bath highlighted that governors had overall responsibility for safeguarding in school.
- Mrs M Orton would share the Ofsted presentation on governors and Ofsted.
- Mr Thornton highlighted that The Key was useful for outlining changes to legislation and outlined some of the changes to KCSIE.
- Miss Bath explained that they would introduce a low level concerns policy.
- Mrs M Orton highlighted the need to ensure a governor had done a spot check on the SCR

13. Finance Update

Miss Bath had shared the 3-month outturn. It was noted that Mrs S Orton had also seen the 5-month outturn. Miss Bath explained that she was undertaking a monthly outturn to ensure they knew what to watch out for going forward. The following was highlighted:

- Miss Bath explained that they were looking at a surplus at the end of the year.

- The variance for breakfast club was highlighted and explained.
- Mrs M Orton highlighted the impact of the changes to SEND and also the drop in pupil numbers. Mrs S Orton stated that they were still able to revisit the PAN reduction if needed.
- Mrs M Orton explained that they had discussed the possibility that they may not be able to renew temporary contracts with those staff. She stated that they had looked at staffing and a lot would depend on Reception numbers as the Nursery numbers were lower. Miss Bath stated that they would know numbers at the beginning of April. Mrs M Orton explained that they knew the Nursery numbers and were looking at combining Reception and Nursery.

Mrs Ismail left the meeting

- Mrs M Orton explained what they were looking at in terms of staffing.
- Mis Bath explained that she had met with Dave Nimmo, and they would put together the budget with the known information and model different ideas, so they could let staff know. The governing board discussed staffing and the impact on the permanent staff.
- Mrs Ridgewell stated that the Trust were very aware of the factors that would impact on the pressure points in terms of the budget. She explained that the current top slice was 3.5% and had been since the start of the Trust. Mrs Ridgewell explained that the Trust board had undertaken a long process looking at the viability and sustainability of the services provided by the centre. She stated that the DfE suggested 4-6% and the proposal was 4.3%. She stated that having discussed it with the Headteachers and School Business Managers, they would look to take a less percentage this year and then increase. Mr Thornton explained that the Trust Board did not want to increase the top slice, but there was a cost at the centre and as long as it was providing benefit, the current amount was not enough now, and they did not want to keep coming back and increasing every year. He stated that they wanted something sustainable for 3 years. Mr Thornton explained that the Trustees had agreed that anything left over would be available to the schools. He stated that the Resources Committee was meeting next week and would be happy to talk through it. Mrs S Orton highlighted that there were other economic factors at play this year. she highlighted that they had talked about the benefits of the Trust earlier and the softer benefits, not necessarily included in the formal top slice were there too.

14. Governor Visits

The governing board provided feedback from the Governor Open Day, which took place in December. Governors joined in school and remotely. Mrs M Orton stated that the feedback from staff had been positive and had boosted confidence. Miss Bath highlighted that the feedback forms were very positive. Mrs Ridgewell highlighted that it was a very good idea and other schools in the Trust were looking to replicate it. It was agreed that a follow up open day would be planned for the summer term.

ACTION: MO/AO/CB

15. Date of Next meeting

25th May 2022

Summary of Actions	
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Clerk to write to Nasir to thank him for his time as a governor	Clerk
Jo to share details of the prospective governor with Sarah	Jo
Numera to share the governor advert on Twitter	Numera
Register on Governors for Schools	Sarah/Colleen
Sarah and Colleen to arrange a meeting to look at the budget in more detail	Colleen/Sarah
Clerk to share all training opportunities available with governors	Clerk
Update on plans for sensory room/calm space at next meeting	Agenda Item
Target tracker data to be shared with governors	Michelle/Agenda Item
Governor open day to be planned for the summer term	Michelle/Artee/Colleen

Signed as accurate:(Chair of Governors)

Date: