



MINUTES OF A MEETING OF THE GOVERNORS OF UPLANDS INFANT SCHOOL HELD ON
WEDNESDAY 28th SEPTEMBER 2022 AT 5.00PM

PRESENT:

Ms M Fojdar – Local Governor
Miss P Keshav – Local Governor
Mrs K Asmal – Local Governor
Mrs N Ismail – Local Governor (Chair of Governors)
Ms A Odedra – Local Staff Governor
Mrs M Orton – Head Teacher

In Attendance:

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

Blue indicates comments, questions or challenge

1. Election of Chair of Governors

Ms Ismail was elected Chair of the Local Governing Board for the 2022/23 academic year.

2. Election of Vice Chair of Governors

Mrs Asmal was elected Vice Chair of the Local Governing Board for the 2022/23 academic year.

3. Apologies

Apologies were received and accepted from Mrs Gelu.

4. Declaration of Interests

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

5. Register of Business Interests

The governors present completed their register of business interest forms for the 2022/23 academic year. These were countersigned by the Chair and would be kept in school for audit purposes.

6. To Consider the Appointment of Governors:

- Kirti Asmal
- Fatima Gelu
- Numera Ismail

The governing board approved the appointments of Mrs Asmal, Mrs Gelu and Ms Ismail as local governors.

7. Any Other Business Notification

There was no further business to discuss.

8. Minutes of Previous Meeting (26/05/2021) & Matters Arising

The minutes of the meeting held on 26th May 2022, 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 parent governor election was in progress.
- All governors, including staff governors, were reminded to undertake the safeguarding training for governors (National College).
- The SEND policy was included on the agenda for this meeting.

ACTION: All Governors

9. Governor Roles and Responsibilities

The following governor link roles were agreed:

- Mental health and wellbeing and anti-bullying – Ms Fojdar
- SEND – Ms Ismail
- Safeguarding – Miss Keshav
- Pupil Premium and Finance – Mrs Asmal
- Health & Safety – Ms Gelu

10. Governor Code of Conduct

The code of conduct had been circulated to all governors for the start of the year and was noted.

11. Arrangements for the Headteacher Performance Management and Pay Committee

A pay committee would be arranged with Ms Gelu, Ms Ismail and Mrs Asmal. The same 3 governors would also undertake the headteacher's performance management.

ACTION: Clerk to arrange a pay committee

12. Training and Development

- Governors had been reminded about undertaking safeguarding training under item 8.
- Ms Ismail would undertake safer recruitment training.

ACTION: NI

13. Attenborough Learning Trust Update

- Mrs Ridgewell provided an update on the Trust sustainability focussed meeting which had taken place this half term. She explained that staff and governors from the 4 schools had come together to look at the sustainability strategy and start to put together an action plan. She explained that the feedback was being collated and this would be shared with the schools.

- Mrs Ridgewell provided an update on the Trust growth update and that Charnwood Primary School were currently consulting stakeholders and a decision would be made by their governing board before half term. She explained the next steps if the decision was approved and that there was a potential for conversion in April/May. Mrs Ridgewell stated that she had done a lot of work with the school and governors.

Q: What do you think will bring to the Trust?

Mrs Ridgewell explained that the school had strong governance with a large board, with the majority non-school based governors and strong community connections. She also highlighted the SEND provision and strong subject leadership. Mrs Ridgewell highlighted that it would be positive to have another KS2 in the Trust.

Q: Was there a possibility of support from their governing board in terms of capacity?

Mrs Ridgewell stated that she had discussed this with the Clerk and the plan was to wait until further down the conversion timeline.

- Mrs Ridgewell also drew attention to the policies to come to LGBs this term. She highlighted that the Trust anti-fraud and corruption policy would be shared. Mrs Ridgewell explained that this had been put in place on the recommendation of the auditors.
- The SEND policy and Safeguarding policy were on the agenda. Mrs Orton explained that the behaviour policy needed updating in light of changes in KCSIE.

14. Policies:

The following policies had been circulated to the governing board:

- a. Child Protection Policy
- b. Face Covering Policy
- c. SEND Policy
- d. Physical Intervention Policy
- e. Social Networking Policy
- f. Staff Code of Conduct
- g. Staff Induction Policy

Q: (Child Protection Policy) The policy references storing data, was there a limit to how long you need to store the data?

Miss Bath explained that the school had a separate data retention policy, which outlined the specific details. She stated that the retention time depended on the type of data.

Q: (Physical Intervention Policy) When it references the hold types would it be beneficial to add pictures to the policy to support the definition?

Ms Odedra explained that the staff would know what the holds were as they had undertaken training. She stated that the school was a Team Teach school. Mrs Orton explained that all staff had to complete a form if a hold had taken place. Ms Odedra explained that the policy talked about the preventative measures - diverting and preventing.

All policies that were circulated were approved by the governing board as presented.

Strategic Discussions

15. Headteacher's Update

Data

Mrs Orton shared the end of year data with the governing board. She highlighted that the GLD data was not comparable to 2019 due to the new early learning goals. Mrs Orton highlighted that the data in green was above or in line and the amber was under. She stated that she would provide a more in-depth profile at the next meeting.

Mrs Orton explained that disadvantaged pupils were 10% lower than non-disadvantaged at the end of year 1 and the same for year 2. She highlighted that this was rare for the school with disadvantaged having caught up or exceeded non-disadvantaged pupils by end of year 2 historically. She stated that they knew who these pupils were and the context behind the data. Mrs Ridgewell highlighted that the national picture was that the impact of Covid and school closures affected pupil premium/disadvantaged pupils more and the gap had widened. Mrs Orton explained that they had a provision mapping tool in school that recorded all support provided to individual children including interventions and any resources bought for them to support their learning and/or wellbeing.

School Improvement Plan

The school improvement plan had been circulated to the governing board. Mrs Orton asked governors for their input on what the 3 main priorities were for the school this year.

Q: What levels were children coming into school?

Mrs Orton explained that the majority of children came in below age expected. She stated that she would have the baseline data for the next meeting. She explained that communication and language were the biggest issue. Mrs Orton stated that the majority of their pupils were EAL and they needed to ensure that this was clear in the data and they had supported families to get the correct information.

Mrs Orton stated that oracy was one of the main priorities. She stated that the SIL review had identified it as something that could be strengthened in the school and as a result, they had refocused the thread running through the school, and it was also part of this year's appraisal targets. Mrs Orton also highlighted that pupil premium was always a priority.

Mrs Asmal suggested Early Years provision as an important priority. Mrs Orton explained that they had changed the design of Early Years classes this year. She explained that instead of 4 reception and 1 nursery class, there were 5 Early Years classes combining reception and nursery. The governing board discussed the new structure and the benefits, including encouraging independence and improving oracy.

Mrs Orton highlighted the need to ensure that retrieval practice was taking place in lessons, so pupils knew what lesson they were in, it's links to prior learning and making links with bigger concepts.

Mrs Asmal highlighted the importance of leadership and management and pin-pointing teachers who had expertise. Mrs Orton stated that they had been working on this in terms of subject areas. She stated that there was strong leadership in place in terms of core subjects and now they were working on building foundation subject leads.

16. Sports Premium/ Pupil Premium Update

Mrs Orton informed governors that they were in the process of updating the reports for the website.

Challenge & Decisions

17. Safeguarding Question – Please ensure you have read the updated Safeguarding policy and are aware of the updates

Miss Bath provided governors with the headline changes to KCSIE and subsequent changes to the safeguarding policy including the change from peer on peer to child-on-child abuse and the new section on domestic violence. Mrs Orton highlighted that domestic violence was a huge contextual issue for the school.

Miss Bath highlighted that she had shared an online safety module for governors to complete but would check if there was a governor-specific one and send that. She highlighted that there was an expectation that governors were aware of online safety in school.

ACTION: CB/Governors

Miss Bath highlighted that she had a new list of safeguarding questions that she asked in each staff meeting and would include one on the next agenda for governors.

18. Finance – 21/22 outturn

The outturn had been shared with the governing board. Miss Bath highlighted that the school had ended last year on a positive, £53,500 above where was predicted due to additional SEND funding and other Government grants.

Miss Bath shared the following points that were impacting this year's budget:

- Teacher pay increase had been budgeted at 2.75% but had been announced as 5%.
- Support staff pay increases had been budgeted at 2% and could potentially be 10% for the lowest paid staff.
- Miss Bath explained that they were trying to get across to staff that the school did not have the budget that they used to.

19. Governor Visits

Mrs Ridgewell suggested that governors could be invited to the school's ALT review or feedback. She stated that to support school resources and workload of the staff, it would be beneficial to tag a visit onto something that was already happening. Mrs Orton highlighted that the first review was scheduled for November. She also highlighted that the subject leads had half a day each half term to work on their subject and this could form part of the link visits. She stated that they could send the dates to governors where things were scheduled.

ACTION: MO/CB

Mrs Asmal highlighted an example of a visit where she had been a governor previously, including talking to children. She stated that governors also provided a report. Mrs Orton explained that they did have a visit report form for governors to complete.

20. Date of Next Meeting

The dates of the remaining meetings were changed to during the day to support governor availability:

- Monday 5th December 2022, 1pm
- Monday 27th February 2023, 1pm
- Monday 22nd May 2023, 1pm

Summary of Actions	
All governors to complete the National College governor safeguarding training module	All Governors
Pay committee to be arranged	Clerk
Numera to complete safer recruitment training	Numera
Colleen to check if there is a governor specific online safety module and circulate to governors.	Colleen
All governors to complete the online safety training module	All Governors
Michelle /Colleen to circulate monitoring activities scheduled to governors	Michelle/Colleen

Signed as accurate:(Chair of Governors)

Date: