



## Directors' Note for Portfolio Groups

Portfolio title: Brayford/Umberleigh Local Governing Body

Date of meeting: Monday 27<sup>th</sup> November 2017

Attended by: Lucy House, Sue Davies (chair), Helen Cooke, Caroline El-Marazki, Holly Lawrence (head of school Umberleigh), Penny Wignall, Corrine Smith (head of school Brayford), Charlotte Janisch, Verity Lunn (clerk).

Brief overview of discussion	Bullet action points
<p><b>Procedural Items</b></p> <p><b>Welcome and apologies</b> – SD welcomed all to the meeting. No apologies had been received.</p> <p><b>Sign off previous minutes</b> – Minutes were agreed and signed as an accurate record of the meeting.</p> <p><b>Matters brought forward</b> – None not on agenda.</p> <p><b>Correspondence</b> – None.</p>	
<p><b>Monitoring and Accountability</b></p> <p><b>Autumn Curriculum Update KS1/KS2</b></p> <p>CS and HL reported on the term's events, including the dark skies trip or stargazing evening at Umberleigh, and planetarium visit. Children were still talking about the planetarium visit, and were very engaged and interested in the topic. Topic learning targets had been met. CS and HL outlined how the topic was being included in various subjects – for example children were learning about different religions' creation beliefs in RE.</p> <p>The accelerated reader programme was starting to be used in both Brayford and Umberleigh – the libraries still needed to be fully set up for this. 'Spellodrome' was also being introduced, which children could also access at home.</p> <p>Children in Y5 and Y6 at both schools had attended the poetry recital at Pilton, where they had both performed and listened to poetry pieces. In art week, children had been looking at the work of Van Gough, and had created some space themed mobiles and sewing projects.</p> <p>HL reported on the introduction of Read, Write, Inc in KS1 – children were responding well to this, but as it was quite prescriptive staff were making sure to include separate time for creative writing. A parents' workshop would be held in January (similar to parents' phonics workshops).</p>	

RE – schools had had a Divali festival, and were now looking at Christmas.

Maths – had started using the Shanhai maths approach (chunking). Initially staff had had some concerns over how best to implement this in mixed age classes, but after discussions between the schools had worked out a successful way to use it.

Next term would be the more geographical topic of China.

### **Ofsted feedback**

HL and CS were congratulated on the successful outcome of the recent Ofsted inspections. Both were felt to be very vigorous inspections, although SD reported that the approach of the two inspectors was very different. Governors were pleased that areas picked up by the inspectors as needing improvement were areas that had already been identified.

### Umberleigh

HL stated that a new action plan had been created following the Ofsted report – this listed the school's strengths as well as areas that needed improvement. HL outlined the future steps to ensure the consistency of teaching across the job share position and how this would be monitored.

Governors discussed marking. CE-M asked if this was to be done more often or in greater depth? HL reported that this was to be done more frequently with written feedback, ensuring that there was time allocated for children to respond to this.

SD asked if staff were being given opportunities to observe best teaching practise. HL confirmed that the expansion of this was planned for the future, with expertise across the MAT being used. CE-M felt it would be useful for the curriculum leads to be seen in school on a more formalised timetable. PW raised the idea of seeing if links with (eg) Exeter Maths School and Dartmoor Teaching Alliance could be pursued to access expertise from their staff.

Governors agreed that a lot of the feedback from the Ofsted inspection was for areas that could move forward rapidly. CE-M stated that she felt the inspector had been very fair, and had worked out how the school operated fairly quickly. HL felt the report had given staff members confidence.

### Brayford (report not available at time of meeting)

CS had felt that the inspection at Brayford had also been very fair, thorough and astute. The inspector had spent a lot of time in classrooms, asking questions of CS after each session – checking leadership. The inspector had been questioning about KS2 writing, which had already been identified and challenged in LGB meetings. CS reported that the inspector had been able to identify that the Y5/6 children had not had the benefit of the MAT in their early school life, compared to Y3/4.

CE-L asked if there was anything CS felt needed more support following the inspection. CS felt that in the first instance working

more closely with the other schools in the MAT would continue to be beneficial, which would also be the case for moderation.

SEN – the inspector had been happy with how much knowledge the SEN co-ordinator had of individual children, and the way that the progress of these children was monitored. Safeguarding was another strong area. LH reported that she was pleased to see the children had not been distracted by the inspector being there. It had been recognised that the trustees and LGB were monitoring effectively.

Governors were pleased with the two successful inspections, which had not revealed anything not already being monitored. Improvements could be worked on fairly rapidly. Governors who had been present for the inspections were thanked, and SD and Briony Parsons were thanked for their work on safeguarding.

**School Improvement Plan (MAT issues) inc EYs** – all governors had received. SD gave explanation of different areas.

**School Specific SIPs** – covered in post Ofsted discussions.

#### **Group Specific learning support**

##### Brayford

SEN – all children on SEN register were in KS2. Children benefited from the small classes in the school, and also a TA who did intervention work with them to help their progress. Although there were not any SEN children in the KS1 class, there was a full time TA who could support children when needed.

PP – all PP children were also on the SEN register, so no specific additional learning support in place. Children received financial support towards trips, as well as pastoral support.

##### Umberleigh

Six PP children, two SEN (some overlap). Children received intervention top up sessions, and some KS2 children were also doing the Read, Write, Inc programme as this was suited to their current needs. Two children were classed as 'children in need' and were receiving additional emotional and pastoral support.

Children in both schools would sometimes receive support from Speech and Language team, play therapist etc.

Next few meetings – to monitor progress of PP and SEN children, including use of target tracker and book scrutiny.

**Targets**

Brayford currently six children in Y6, four at Umberleigh (but one would not be sitting SATs tests).

Brayford – expecting four children to achieve expected standards in maths, with two exceeding by end of KS2. Expected four to achieve the expected standard in writing – other two had difficulties with SPAG, which was being targeted. Reading – five expected to reach the expected standard, with at least two exceeding. CS reported that one child was dealing with confidence issues – staff were working hard to improve this with additional support.

Umberleigh – of the three that would be taking the tests, all should achieve the expected standards, with one exceeding in maths, and two exceeding in reading.

Other year groups to be discussed in the next meeting.

**Brumblebees**

Uniform – some parents had asked if there could be a uniform sweatshirt. Governors agreed that if this was available it would be optional rather than required wear. Wendy Short had looked into the cost of this – embroidered sweatshirt would be £8, with no minimum order quantity. Governors agreed it would be useful to have a few spares kept at school for children to borrow for trips. Agreed to proceed with this – heads of school to put in newsletter after Christmas.

Facebook pages: Umberleigh – now in charge of Sharon (office). Brayford – governors were pleased with a very positive review recently left on the page. Page was updated with news frequently.

Numbers – Umberleigh currently had nine, would be eleven after Christmas. No children were taking the full 30 hours at Umberleigh, but did have some doing over 15 hours. Brayford currently had 8 Brumblebees, with 7 after Christmas – all will be YR in September.

Marketing at Brayford discussed – production of banner should move forward fairly quickly now – issue of mislaid e-mail resolved. After Christmas a feature was going to be included in the local newspaper/parish magazine, would be some open days and tours. Leaflets would be handed out at some local Christmas events.

**Safeguarding**

SD reported that she had completed the termly data collection at Umberleigh, and would be doing Brayford's next week. Had set date to do safeguarding audit.

SD, CS, HL to action sweatshirts/item in newsletters

<p><b>Health and Safety</b> Brayford – gate and fence had been installed as discussed at previous meeting. CE-M had date booked to do Health and Safety walk – report for next meeting.</p> <p>Governors discussed the yurt at Umberleigh – frequency of use vs issues. The possibility of specific fundraising to cover the repairs and replacements needed was discussed – would need to be sure that it would be maintained afterwards.</p> <p><b>Prospectuses</b> To discuss at next meeting – some factual misinformation.</p> <p>SD raised the idea of a page on the website introducing the LGB and giving a profile of each governor – would also put in a newsletter in the new year. Sample text was circulated. Governors agreed it was a good idea.</p>	<p>SD to take to trustees. CE-M to organise estimate</p> <p>HL and CS to correct</p> <p>ALL to send paragraph to VL or SD.</p>
<p><b>Strategic</b></p>	
<p><b>Review pupil numbers, projected numbers, staffing, attendance</b> Brayford currently 40 on roll, next year expecting to be 41. Umberleigh currently had 36 on roll, expected 39 next year.</p> <p><b>Marketing</b> Governors discussed ideas in addition to previous Brumblebees discussion – advertising in local magazines, open days, leaflets in village halls/community buildings.</p> <p><b>Update on TEAM</b> Currently consolidating the MAT after the inclusion of the two new schools.</p>	

**Items to be discussed next meeting: Monitoring of PP and SEN progress, Targets, Report from H&S walk, Prospectuses.**