

## Directors' Note for Portfolio Groups

Portfolio title: Brayford/Umberleigh LGB

Date of meeting: Thursday 6<sup>th</sup> December 2018, Brayford

Attended by: Sue Davies (chair), Corrine Smith (Head of School Brayford and Umberleigh), Penny Wignall, Lucy House, Helen Cooke, Caroline El-Marazki, Charlotte Janisch, Rhian Nicholas (Executive Headteacher), Verity Goss (clerk).



### Brief overview of discussion

#### Procedural items

##### Welcome and apologies

SD welcomed all to the meeting. No apologies.

##### Sign off previous minutes

Minutes of 10<sup>th</sup> October agreed and signed as an accurate record of the meeting.

##### Matters arising brought forward

SD informed local governors of Holly Laurence's appointment to the post of KS1 teacher at High Bickington. This was a class teacher position on a two term contract following the resignation of the previous class teacher.

Yurt – CEM reported that when the yurt was being re-erected after its repairs a hole had been put in the roof. The PTA had asked for guidance on whether it was still worth repairing again. CEM explained the work needed as advised – approximately £3000 with an expected lifespan of six years. The company had offered to buy back the yurt for £500. Discussion of use of the space – had been a suggestion of using as an extra Brumblebees space, when approached the Brumblebees leaders had expressed concern over the distance to the toilets for use as a regular space. CEM to report back to PTA. Local governors wished to thank the PTA for their work on trying to get the yurt functioning again.

Consultation to change the age range – SD reported that there had been one positive comment back following the public consultation, and the schools were currently waiting for approval from the Head Teacher's Board. If this followed the expected time line, then they would be able to take two year olds from January. Although due to numbers already enrolled in Brumblebees at Umberleigh they were not expecting to take two year olds, it was agreed to be very important for Brayford, where there were several two year olds waiting for the places to become available. Local governors discussed potential changes of space within the Early Years building at Brayford to enable a better flow/access to toilets.

Umberleigh Brumblebees – Trustees had approved the request to offer the extra day at Umberleigh. Agreed after approval to change of age range a letter would be sent out at Umberleigh to state the legal change to the age range, but noting that the existing age requirement of rising three would still be in place. Extra sessions to be offered first to children already attending Brumblebees, before being opened up to the wider community.

Brayford school transport – RN reported that TEAM central staff had been looking into the cost of offering transport from Barnstaple to Brayford for KS1 children due to enquiries from some parents. LGB discussed this, and raised concerns over how this may be perceived by parents who already transport their children long distances to attend Brayford at their own cost.

#### **Correspondence**

No correspondence received.

#### **Monitoring and Accountability**

##### **Autumn term curriculum overview KS1/KS2**

CS reported that the WW1 topic had been successful in both schools across all age groups – children had learnt facts specific to the topic, but also skills related to the study of history. Both schools had a topic related event planned to round off the topic at the end of the term. There had been a lot of opportunities to explore the topic through various events. CS explained how children had met a pigeon keeper and learnt about how pigeons had been used in WW1. Each child had attended a forest school day, which had been very successful with both schools working together – this had been very good for developing children’s social skills. SD stated that she felt the topic displays in both schools were effective and very moving.

##### **Progress on SIP Brayford**

##### **Key Questions – Are higher achieving children making the progress they should in maths to meet at least age related expectations? How is this being monitored?**

CS explained the monitoring of higher achieving pupils by monitoring of books and teacher planning, with progress being recorded on target tracker. CS described the progress being made by these children. An extra teacher was being employed for four mornings a week after Christmas to support pupils in KS2. Staff had also received maths training from the trust maths lead, including a focus on higher achievers – both those who gain new skills quickly, as well as those who needed more repetition to reach their full potential.

##### **Progress on SIP Umberleigh**

##### **Key Questions – How well is the handwriting programme to develop cursive script in KS1 working? Is Read, Write Inc continuing to have an impact on developing children’s literacy skills?**

CS reported that in Y2, children’s spelling was good, along with their sentence construction and creative writing. Read Write Inc had been having a good impact on the Reception year. [Were there enough staff trained in Read Write Inc for the groups needed?](#) CS confirmed that this was the case.

##### **Are the children in KS2 building their stamina and enthusiasm for writing and making good progress against their age related expectations?**

CS reported that children’s stamina had improved, and that they were now writing more in a given time frame. The class had been focussing a lot on composition and the effect on the reader. Local governors discussed the difference in creativity in writing based on how much children read. CS explained how whole class reading was helping to improve the variety of texts read by all children.

[Was Spellodrome still something that was going to be rolled out?](#) CS confirmed this was the case.

### **Safeguarding report**

SD had completed schools visits this term and had looked at the SCR. Across the trust there had been a downward trend in MASH referrals. There were still a number of families requiring extra support – some referrals had been made to early help. In all schools teachers have a watching brief on a number of families. There were robust safeguarding procedures in all schools.

There had been no issues in Brayford this term. One child in Umberleigh had been excluded for a total of 6.5 days, after which the parents had withdrawn the child to home educate. SD felt that the teaching staff and teaching assistants had made every effort to work with the family to provide an appropriate environment for the child.

SD reported on the Online Safety group led by John Hick, which now included children from Brayford and Umberleigh.

The safeguarding audit had been completed. Three action plans had arisen:

- Card to be produced to be given to visitors across all schools, detailing expectations.
- Pupils and parents to be aware of and signed up to the acceptable use agreement.
- Trustees and local governors to have training on early help.

### **Health and safety**

Brayford – Kitchen issue ongoing, quotes were being received to resolve this. Signage for Brumblebees was about to be ordered. Were still waiting on quotes for the covered area for Brumblebees.

Umberleigh – Discussion on roof/canopy on Brumblebees building to provide some rain proofing on outside area – agreed that it was a good idea. Quotes to be received. Gate between field and school land – disused gate (left open) which was now rotten, was to be removed rather than replaced.

### **Strategic**

#### **Review pupil numbers and attendance including PP data**

Umberleigh – 35 on roll, 11 on Brumblebees register. Whole school attendance 95.26%, PP 95.63%.

Brayford – 32 on roll, would be 29 after Christmas. Whole school attendance 96.89%, PP 96.43%.

#### **Brumblebees update**

Discussed earlier in the meeting.

#### **Update on TEAM Multi Academy Trust**

Car park at Umberleigh – RN had reported that the land had been secured for a good cost, and that plans were moving forward. This was to be done as a joint community project with the village hall, and include the installation of various play equipment. Wendy Short was working with the village hall

committee to apply for various grants. It was hoped that the work would be completed by autumn 2019.

Parent Pay – was going to be rolled out across all five schools.

Meeting ended 8.15pm.

**Date of next meeting:** Thursday 7<sup>th</sup> March, 6pm at Umberleigh.

DRAFT