

Directors' Note for Portfolio Groups

Portfolio title: Brayford/Umberleigh LGB

Date of meeting: Wednesday 10th October 2018, 6pm.

Attended by: Helen Cooke, Sue Davies (chair), Corrine Smith (head of school), Charlotte Janisch, Rhian Nicholas (executive head), Lucy House, Penny Wignall, Verity Lunn (clerk).



Brief overview of discussion

Procedural items

Welcome and apologies

SD welcomed all to the meeting. Apologies received and accepted from Caroline El-Marazki.

Sign off previous minutes

Minutes of 25th June and 16th July agreed and signed as an accurate record of the meeting. No matters arising not covered elsewhere in the agenda.

Correspondence

No correspondence received.

Monitoring and Accountability

Report on new Leadership and Management arrangements

CS updated LGB members on her schedule – three days spent teaching, and one day management time at each school. CS explained how she made sure she was visible to parents at both schools at drop off and pick up times. Communication with staff at Brayford remained good, so CS was always aware of what was happening at both schools. LGB members from Brayford reported that there had been no issues or worries raised by parents concerning the re-organisation. CS worked with the KS2 teacher at Brayford for classroom planning. Staff in both schools were responding well to the change.

Did the staff from both schools meet together at all? This happened on training days. CS reported on mantle of the expert training at previous inset day. CS intending to continue ensuring staff from both schools met up.

No further questions from LGB members.

Autumn Curriculum Update

CS reported on the autumn term's WW1 topic. Children in the younger classes from both schools had visited the War Horse farm, which had been very successful and had been pitched well for their age group. Teachers across the school had been working on including the mantle of the expert training in their planning. Children in KS1 had become event planners, and had been planning a party. This would lead on to being asked to organise a remembrance event. Both girls and boys had responded well to this, and there had been many opportunities for writing. It had been a challenging topic to cover with infants, but had worked well when adapted to an appropriate level.

KS2 had visited Bovington Tank Museum – this had been a long day, but this had meant they had been able to spend a lot of time at the museum. Staff had been very impressed with the children's knowledge. Mantle of the expert had been incorporated into these classes by children taking on an identity from 100 years ago, and finding out what their life would have been like 100 years ago. Later on they would receive a letter asking them to organise a museum event for visitors. Children had responded very well, and the expectation was that by the end of term children would have a good grasp of what life was like, as well as a knowledge of some key facts. As a class the children were reading 'Stay where you are and then leave', which gave the children much to discuss.

School Improvement Plan (MAT issues) inc EYFS

SIP was distributed – RN explained the aim was to have an all embracing document which covered all the schools, and then additional smaller school specific improvement plans. RN emphasised need for trustees to have a monitoring role. Had set target for expected standard at 80% - RN felt that as an average across all five schools this was a realistic, although aspirational target. Target for greater depth set at 30% - ensuring that the more able children were appropriately challenged.

What was the overall percentage last year? Combined score approximately 53%.

Vision statement was being reworded – intended to be all-encompassing, making sure the child was at centre of the schools' work.

Was the SIP rewritten each year? RN confirmed there was a new document for each year. Some priorities would remain over several documents as were long term aims, but the plan was constantly revisited.

Schools specific Improvement issues

School specific improvement plans for Brayford and UMBERLEIGH distributed, CS talked through with LGB members. Key priority for Brayford was higher achieving pupils making their expected progress in maths. CS emphasised how important it was in a mixed age class to ensure it was known who the high achievers in each year group were.

What was being done differently since the Ofsted inspection? Staff were embedding the Shanghai maths method, and further input/training would be

sought from Sal Edwards on the best way to do this. Key priority at Umberleigh was writing. The aim was to secure all pupils making good progress and having confidence in writing. In KS1 the Read Write Inc program had been good for getting the mechanics of reading and writing going. Next meeting – discuss the progress made on these two priorities.

Safeguarding

Data collection had not yet happened – to review at next meeting. Currently no safeguarding issues at Brayford. Umberleigh – one child had had one 1.5 day exclusion, and had started a 5 day exclusion for violent aggressive outbursts. CS stated that she felt well supported in her new role.

Online safety group – this had been set up by John Hick (Pilton), SD, Briony Parsons and two parents with relevant skills and a group of children (currently just from Pilton). First meeting had been at the end of the summer term involving twelve children, who were very articulate and aware of technology. There had been a very frank discussion on internet use, which SD felt had been quite shocking to the adults. Second meeting at the beginning of the autumn term to focus on what was causing concern. Questions raised had been how much time was spent using technology, how children ensured they were safe whilst using the internet, and the impact online gaming was having on their peers. This group was to be expanded to include children from the other schools, and also to run parent awareness evenings (run by the children). Further report to be given at the next meeting.

Brumble Bee Update, numbers, projections, staffing, hours

Brumblebees at Brayford – currently two, with one definitely joining in January and one possible for January. Three more to join in summer time. Michelle Potter covering the staffing at the moment. Brumblebees at Umberleigh – 11 currently on list, with most of these attending most of the sessions. Some more children will increase their hours after Christmas. Two more children to start in the spring term. Had been looking at the viability of also offering sessions on a Tuesday so would be open all five days – staff were happy to do this, so would be going to trustees for approval. CS was contacting estate agents to emphasise the open door policy for visitors.

Health and Safety

Caroline El-Marazki had been on H&S walk with premises manager and compliance manager. Items for LGB to be aware of – kitchen at Brayford had failed CO2 levels due to the extractor fan – three rings of the cooker currently switched off as a temporary solution pending visit from contractor to inspect and offer solutions. It was felt that the Brumblebees unit at Umberleigh would benefit from signage similar to that at Brayford – LGB members agreed with this. RN to ask Michelle Sampson to look at this. Hut at Brayford – not currently in use/just used for storage. It was felt that this was a good feature but that it could be better used. CS reported that children at the school had been consulted and had asked if it could be a reading den. This had not yet been sort as space needed to be made elsewhere for items currently being stored in the hut. CS to arrange discussion with PTA and school council, with advice from premises manager. Shelter in KS1 nomow area to increase use during bad weather – premises manager in process of obtaining quotes.

Strategic**Pupil numbers, projections, attendance (Pupil Premium attendance)**

Brayford – 33 on role: 10 infants, 23 juniors. One family moving away before Christmas (3 children). Current whole school attendance 96.3%. No unauthorised absences. PP attendance 96.28% (4 children).

Umberleigh – 39 on role. 95.3% attendance, which included some unauthorised absences. PP attendance (8 children) – 92.39 %. Unauthorised absences were the PP children. Quite a few late before register closes marks, which CS wondered if because of the car parking issues. LGB members discussed, and decided as it was the same families consistently late that the car park was not the issue. CS to place item in newsletter. If persistent lateness continued then the families to be targeted specifically. One PP child with very low attendance due to a period of ill health.

Items brought by LGB**Allocation of residential places and Parentmail**

Concerns had been raised around the London trip and payment/sharing of information while away. Parentmail had been used for this purpose at Pilton, but was not available at Brayford and Umberleigh. CS clarified that places on the trip were secured once the form had been received at the school, and did not have to wait until payment was banked. RN to check with Caroline Tucker and Wendy Short whether Parentmail could be rolled out across the other schools.

Lunchtime prayer

Concern had been raised over daily lunchtime prayers in Umberleigh, as it was not church school. CS confirmed that it had already been decided to stop this, which was not something that had happened at Brayford which was also not a church school. CS stated she had not banned prayers, but they had only happened when requested by the children – had now phased out.

AOB**Update on TEAM**

No update for this meeting.

Parking at Umberleigh

Ongoing issue. Wendy Short was continuing to look at funding for conversion of neighbouring field – currently looking at community use options.

Date of next meeting: Thursday 6th December, 6pm at Brayford.