



Directors' Note for Portfolio Groups

Portfolio title: Brayford and Umberleigh LGB

Date of meeting: 10th July 2017, 6pm

Attended by: **Sue Davies (chair), Corrine Smith, Helen Cooke, Anna Herman (until 7.04pm), Charlotte Janisch, Lucy House, Holly Lawrence (from 6.10pm), Penny Wignall (from 6.20pm), Paul Mulligan (from 6.24), Verity Lunn (clerk).**

Brief overview of discussion	Bullet action points
<p>Procedural Items</p>	
<p>SD welcomed all to the meeting, and introduced CJ and HC at their first meeting as members of the local governing board. Apologies were received and accepted from Caroline El-Marazki. SD informed governors that she had received an e-mail from AH resigning at the end of the term as she was moving away. Minutes from the meeting of 22nd May had been received by governors, and were agreed and signed as an accurate record of the meeting.</p>	
<p>Matters arising brought forward</p>	
<p>Target Tracker – CS reported that she had created anonymised reports from target tracker as requested, although she was continuing to investigate if there was a way of separating out data for summer born children. Governors discussed the challenges summer born children had to overcome. CS and HL could both think of particular year groups where data from the summer born children was having an effect on the overall results. All agreed that it would be useful to look at and track these children.</p>	<p>HL/CS to produce data to track summer born children.</p>
<p>Reports</p>	
<p>HL and CS informed governors that the plan for reports had been changed, and therefore no cover letter had been produced.</p>	
<p>Publicity</p>	
<p>LH reported that she had set up a Facebook page for the Brayford Brumblebees. Governors discussed various ways that this could be used to be seen by a wider audience. Fliers had not yet been produced – PM showed governors a flier that had been produced to cover Pilton, Brayforda and Umberleigh. Governors agreed that a more specific one was needed for Brumblebees. PM stated that the person who had done the artwork for the previous flier (David) would be able to create a pdf for the Brumblebees flier.</p>	<p>CS to get contact details from PM for David. LH to arrange printing of fliers and banner.</p>
<p>Safeguarding</p>	

SD reported that there was nothing new to report at Umberleigh.
Brayford – PM reported on increasing amount of issues regarding fencing being highlighted by Ofsted, and the expectation that fences be tall enough to stop adults from climbing over. Governors went outside to view the potential areas around the school site where additional fencing might be required and to discuss the options. Governors agreed that they would seek a recommendation from the Local Authority Health and Safety adviser/David Chaplin.

Health and Safety report

In CE-M's absence, CS gave feedback on the Health and Safety report at Brayford. Most items brought up were cosmetic with no major issues. Other considerations included moving a power socket in the Y5/6 classroom to remove the need for an extension lead, and adding an automatic door closer on the outside classroom to prevent slamming.

Monitoring and Accountability

Report on KS1 SATs, Yr 1 Phonics screening,KS2 SATs, optional SATs for Yrs 3,4,5

SD reminded governors that when discussing the results to remember that the cohorts were very small.

CS reported on results at Brayford. KS2 – 7/8 children achieved expected standard in reading, 4/8 in grammar, 4/8 maths, 4/8 writing. Overall 4/8 children had reached the expected standard in all three areas. These were all in line with teacher assessments except for one child who had been teacher assessed as at the expected level, but who had not achieved this in the test. SD informed governors that nationally at KS2 61% of children met the expected standard in all three areas, 71% in reading 75% in maths, 77% in grammar, and 76% in writing. PM pointed out that this was such a small cohort that just one more child obtaining the expected standard would put the results above the national average.

KS1 results (6 children) – 50% reached the expected standard in reading, 50% in writing (including one child working above expected standard), 60% in maths (one above). Phonics screening – 4/6 passed in Y1, of the two Y2 retakes one passed.

Reception – the one reception child had reached the expected standard in all areads.

CS reported on the use of optional tests to give more support to teacher assessment. These helped to fill out target tracker and were useful to find which areas of learning required more work. CS stated that the aim for KS2 next year was to extend the opportunities for children to reach above the expected standard for their age group.

HL reported on results at Umberleigh. KS2 (10 children). 80% reached the expected standard in reading, 70% in grammar, 80% in writing, 40% in maths with 30% achieving expected standard across all subjects. HL explained that the maths result was not

in line with teacher assessment, and that staff were in the process of working out why this happened. Governors discussed the possibility that as it was the first test children did not perform to their full ability as they were not familiar with a test environment. Governors agreed that exam taking was an essential skill children would require in the future, and of possible ways to prepare better for this.

KS1 (7 children) – reading 40% at expected standard, 60% in writing, 60% in maths. PM commented that it was unusual to have more children obtaining the expected standard in writing than in reading. HL reported that in each of the subjects 20% were working above the expected standard. 100% passed the Y1 phonics screening, and of the two Y2 retakes one passed.

HL reported that the optional tests were used at Umberleigh in the same way as Brayford, to see which learning areas required more work. LH asked if the optional tests helped prepare children for the KS2 tests. SD agreed that it could be used as a teaching tool to get children used to working in an exam situation.

Progress on SIP Brayford

Key Questions – has a deeper understanding of number systems and place value been achieved in Maths? Have children achieved the expected age related levels in Maths ?

CS distributed the anonymised versions of target tracker data (attached). For maths, out of the 44 pupils 33 were working at the expected standard, with one of these working above the expected standard. This was therefore something to focus on again in the next year. PM reported on the plan for maths throughout TEAM schools for next year. Governors discussed the data, and were pleased to see there was no gender gap. Pupil Premium children – one child was working at the expected standard, with the other two working below. Governors agreed that it was important to ensure that those children were not being disadvantaged by their social environment. CS reported that the two working below expected standard were showing progress as expected. Governors agreed that it was a clear way of receiving data, and easy to see which groups needed targeting.

Discussion on the group defined by target tracker as 'academically more able'. PM stated that this was difficult to get before the end of the year, as the curriculum was not completely covered until then – teachers no longer encouraged to take children into the next year group's curriculum, but to study their own in greater depth – a mastery curriculum. Teachers were aware of who the more able children were. SD asked if there were any students who were more able in maths at the moment, given the SIP area of maths. CS confirmed that there were – 6 of the 32 KS2 children. Governors thanked CS for the data.

Progress on SIP at Umberleigh

Key question – have all Yr6 children made at least expected standard in reading, writing and maths?

HL said that if based on the KS2 results, the answer would be no as discussed earlier. HL stressed that although small cohorts were known to cause issues with data, it was important not to automatically use this as an excuse, although staff would be unpicking each individual child's results. Although children had done well in reading and writing, maths had not been so successful and would need addressing in next year's SIP (new maths programme as above). Early years children would be starting the 'read write inc' phonics programme, which was being brought in across the whole trust. This would require a change in how to teach a topic, as more creative writing time would be required in the afternoon.

PM reported on the introduction of the accelerated reader scheme for KS2 across the trust, which had proven successful when trialled at Witheridge Primary School.

Plans for autumn term 2017

As discussed above. Topic of 'Space the Final Frontier'.

PM reported on a focus for the next term of children developing their own understanding of how they learn – an emphasis of children enjoying their learning and taking control of it. SD asked if this involved children's critical thinking skills, PM agreed. Governors discussed the importance of developing children's questioning and critical thinking skills.

Not discussed this meeting – curriculum in terms of broader experiences – discussed at May meeting.

No further questions from governors.

Strategic

Review pupil numbers, staffing for next academic year

Umberleigh – in September there would be 36 pupils. Last year the prediction had been for 20 – even though ten Y6 children were leaving, more had joined from other schools. Staffing changes: TA in brumblebees swapping with KS2 TA, who is a level 3 early years practitioner. A one to one support had handing in their notice for the end of the year – were currently recruiting for this.

Brayford – currently 45 pupils, 39 in September. Reduction in numbers due to number of Y6s leaving, and three children who were moving away. Five children would be in YR next year. KS2 would still be large in comparison to KS1. Staffing would be staying the same next year – TA supporting brumblebees would offer support to KS1 to begin with until number of brumblebees increased – have had several enquiries recently. If pupil numbers dropped again the next year it might be necessary to go back to two classes.

Attendance inc PP data.

Umberleigh – 96.1% attendance, Brayford – 96.2%. Seven pupil premium children in Umberleigh, four had good attendance. Three have low attendance, one because of illness, two due to holidays. Three pupil premium children at Brayford, two had attendance above 96%, one did not but had been improving since the spring term due to intervention and support. SD felt this was encouraging.

BrumbleBees update, numbers, projected numbers, staffing, changes to hours etc

Umberleigh – currently 15, will be eight in September and another in January. SD asked if there had been a response to offering the 30 hours funded childcare. HL said that there was the capacity to do this, but as yet nobody had requested to have extra hours. Brayford – current eight children in Brumblebees, with a possible fourth joining. Governors discussed increasing awareness of Brumblebees to hopefully bring in more children.

Update on marketing for Brumble Bees and school.

LH actioning at Brayford as above. Currently did not feel needed at Umberleigh.

LH – send link to Brumblebees Facebook page to VL to distribute to all.

Finance

Budget information for next academic year (attached) – including update on improvements at Brayford.

Governors were informed of the progress of the work on the KS1 toilets at Brayford, and agreed that this would have a big impact on children in those classes.

Overview of Umberleigh budget distributed, based on predicted number – this might change in the future. PM explained the funding income, and explained why schools such as Umberleigh may be working to rely on previous years' carry forward surpluses, but the budget was still in a relatively good place with forecast £13,000 carry forward at the end of five years. Capital budget was not yet showing any planned spending, but current discussions over improvement of parking would make use of this fund if carried out.

Overview of Brayford budget distributed. Staff costs predicted to drop in next year due to possible merging of classes – if more pupils joined the school this would remain/return to three classes. Governors agreed budget looked healthy for next five years. Capital budget showed cost for toilets in KS1.

PM reported that the budgets had been looked at by the finance portfolio, and would be put forward to full directors for ratification on Thursday. PM encouraged governors to pass on any feedback they had to directors for discussion.

<p>LH mentioned that the PTA at Brayford had struggled to put on the usual number of events this year due to lack of parental involvement on the PTA. Governors discussed ways this could be improved, including having a specific project in mind to fundraise for, and getting parents to help for just one event, with no expectation they would help at subsequent events/attend committee meetings.</p>	
<p>Update on TEAM Academy Trust</p>	
<p>High Bickington and Witheridge had joined TEAM on 1st July, PM reported that this was going well. There had been interest from a few other schools in joining, but were currently looking to remain a small trust, and would only expand when it would also be of benefit to schools currently in the trust. Directors meeting on Thursday would include discussion on succession planning for PM's retirement.</p>	
<p>Date of next meeting: Monday 6th November at UMBERLEIGH. Items for discussion – new SIP, feedback from new curriculum topic/read write inc/accelerated reading.</p>	