

Directors' Note for Portfolio Groups

Portfolio title: High Bickington LGB

Date of meeting: 29th November 2017, 7pm.



Attended by: **Rob Norton (head of school), Susie Kevern, Sue Davies, Helen Carn, Jane Adams, Verity Lunn (clerk).**

Brief overview of discussion	Bullet action points
<p>Procedural Items</p> <p>Welcome and Apologies – SD welcomed all to the meeting. Apologies received and accepted from Mike Clark.</p> <p>Sign off previous minutes – all agreed notes from previous meeting were accurate.</p> <p>Elect Chair – JA proposed SK as chair, HC seconded, all agreed. SD reiterated how important the direct link to the trustees board was.</p> <p>Governors discussed recruiting new members to the local governing body. SD's experience at Brayford and Umberleigh was that a notice in the newsletter had not helped, and it had been better to approach those thought suitable directly. Agreed it would still be worth putting in the newsletter first in case there were any parents who would be suitable and willing to be on the LGB governors had not thought of. SD distributed copies of an introduction to what the LGB did, suitable for inclusion in the newsletter, which would also make sure parents were aware of who was a local governor.</p> <p>Training – SD explained that as LGBs were fairly new, there was not yet Babcock training specific to local governors. TEAM was looking into online training, and also some in house training.</p>	
<p>Monitoring and Accountability</p> <p>Autumn Curriculum Update KS1/KS2</p> <p>RN updated governors on the curriculum for this term, which he felt had been very positive in terms of the topic (Space). Children had found this really engaging, taken responsibility for their own learning, and challenged themselves. There had been a lot of cross curricular work linked to the topic – for example in maths and PE. RN felt it had done a lot of things required in the post Ofsted action plan. The 'big events' had been very successful.</p> <p>SD – what was the quality of the work produced as result of this topic? RN stated that the quality of the work had been really high – children were very engaged and had embraced the subject.</p> <p>JA – did staff have opportunities to work with those in the other schools? RN – this was part of the benefit of being in the</p>	

MAT – moderation happened across the MAT, and also sharing ideas and planning. JA felt this was important.

SD - are staff engaged with this topic? RN confirmed this was the case, giving particular examples within the school. Joint planning across the five schools had been very good for this – RN explained how joint planning tended to work, but that staff also had flexibility within that – eg children in KS2 had asked to learn more about the Apollo missions, so this had been given more focus.

RN explained how Early Years and KS1 had been using the space topic – they had had a stargazing experience at Umberleigh, and the FSU had hosted an alien day for the Brumblebees.

Class four were taking part in an ongoing hidden history project with Beaford Arts relating to the local area, and were working with a professional storyteller to encourage creativity – both of these were working well. All classes were learning British Sign Language – parents had reported on how well children were responding to this. Forest School learning had taken place with the FSU, class two and class three this term. Various year groups had taken part in sporting events in the local learning community, and the after school netball team had been successful at local tournaments.

TEAM School Improvement Plan (MAT issues)

Governors felt that this was very clear. RN stated that there was now a school specific appendix, with the target that the school maintain the level of children achieving the expected standard, and increase the number of children achieving above the expected standard. Governors discussed the effect of the new curriculum on these standards.

School specific SIP Post Ofsted Action Plan

RN distributed the Post Ofsted Action Plan and explained this to governors. The school had recently had a review with Andrew Riley and Rhian Nicholas, linked to this action plan. RN reported that progress made had been recognised. Report from this review distributed to governors – RN felt that focussed action points were achievable with the right interventions.

JA – was the right staffing in place for this? RN confirmed, and reminded governors of the current staffing arrangements.

Governors discussed the progress of children and changes made while working towards the targets in this plan.

SD – where was RN hoping children would be at February in terms of progress? RN – should be on track to meet their end of year targets (related to achievement at the end of KS1). Governors discussed the use of target tracker in monitoring this.

Governors discussed the current training opportunities for teaching staff, and agreed these were good.

Group specific learning support (vulnerable groups)

RN explained that better target tracker data would be available for this after Christmas, and explained the day to day monitoring of pupil premium children, children with statements, other SEN or specific needs. RN updated governors on the progress of these children – governors agreed that this was very promising.

<p>Safeguarding Report SD explained the process she went through each term with the head of school, covering safeguarding incidents, MASH referrals, children in need etc. The report produced was a confidential document, but a summary was produced for the trustees/LGB members. SD reported that at HB safeguarding procedures were robust, chronologies were secure, and procedures had been followed as needed. SD also explained the duty of care to make sure the head teacher and others involved were accessing the support they required. RN agreed that the meeting had been very helpful. Security of the school building had been addressed, along with other points raised by Ofsted. RN reported on recent safeguarding improvements to start of school procedure.</p> <p>Ethos committee (Ethos group) MC not present to report – to cover next meeting.</p>	
<p>Strategic</p>	
<p>Review pupil numbers, projected numbers, staffing, attendance Pupil numbers – currently 83 on role, projected 88 next September.</p> <p>SD introduced a FSU oversubscription and admissions criteria, which Wendy Short had adapted for HB – this would need agreeing by local governors before going to the trustee board. JA left the meeting at 8.54.</p> <p>Attendance – 95.85% beginning Nov, 95.87% currently – level of unauthorised absence had dropped, while authorised had gone up. This included two children with severe medical needs, some with genuine illnesses, and some who had taken a week's holiday.</p> <p>SD asked how the school was tackling this. RN stated that it was not yet at a level to involve the EWO. Governors discussed this. Agreed for attendance to be emphasised in the parent forum meeting, and also included in the newsletter.</p> <p>Update on Academy Trust RN updated governors on the current state of the MAT.</p>	
<p>Date of next meeting: Monday 19th February, 6pm.</p>	