

Directors' Note for Portfolio Groups

Portfolio title: High Bickington LGB

Date of meeting: Monday 19th February 2018, 6pm.

Attended by: Rob Norton (head of school), Susie Kevern (chair), Sue Davies, Helen Carn, Jane Adams, Rhian Nicholas (executive head), Claire Large (observing), Verity Lunn (clerk).



Brief overview of discussion	Bullet action points
<p>Procedural Items</p>	
<p>Welcome and apologies SK welcomed all to the meeting and introduced CL as a potential LGB member. Apologies were received and accepted from Mike Clark.</p> <p>Sign off previous minutes Minutes were agreed and signed as an accurate record of the meeting.</p>	
<p>Monitoring and Accountability</p>	
<p>Spring Curriculum Update KS1/KS2 RNo reported that children across the school had really been enthused by the China topic – especially class 2 and class 3. KS1 had just taken part in a day to celebrate Chinese New Year, and had invited the KS1 groups from the other small schools in the trust. RNo again emphasised the benefit of schools across the academy trust being engaged in the same topic, as teachers were able to share planning while still having the flexibility to tailor these to best suit their own classes. RNo gave examples of how the topic had been used in cross curricular work, including the use of numbers relating to China’s climate in maths lessons, which children enjoyed and gave a sense of purpose to their maths work. Children would be attending the ‘big event’ for all five schools on Wednesday, when HB would be travelling to Pilton. Governors discussed the benefit of regularly meeting children from other schools and environments at these events, which helped to increase their social confidence. Children in class 4 had been continuing to work with a storyteller, RNo described their increasing confidence when telling stories or writing.</p> <p>SD asked if staff were well engaged. RNo agreed that they were, and discussed the fact that opportunities for good professional development was not easy in a small school, but as part of the MAT they were able to work closely with other teachers of similar age groups and contribute to overall planning.</p> <p>RNo reported that children had discussed the topic at a school council meeting, and had reacted very well.</p> <p>Governors discussed the emphasis in KS1 on phonics and the use of the Read, Write, Inc scheme, and how topic work was a</p>	

tool for using and applying what they had learnt in phonics sessions. RNo reported on how it was being adapted to work well in the setting.

The topic for the summer term will be exploration – RNo gave an overview of the directions this could take.

TEAM School Improvement Plan (MAT issues)

Each school had been working on the concept of building learning power and setting up these skills for life, which enabled children to become more independent, to be able to overcome mistakes and to know when and how to ask for help. RNo described the progress made on this within the school. SD informed governors that trustees would be arranging visits to each school towards the end of the year getting feedback from the children.

Accelerated reader was being started within the school. The idea of this was to get children to read more books quicker, with a quiz at the end of each book – children receive points if they get enough correct answers in the quiz, to show that they have understood the book, not just read the words. JA asked what would happen if children did not pass the quiz. RNo explained that the books were quite finely banded, with children given a range of books to try so they would be reading books of a level where they would be competent. Quiz results gave teachers feedback on the specific areas they needed to focus on with each child. It is made clear to children that they do not have to limit themselves to the banded books if there was an unbanded book or a book outside their band that they wanted to read. RNi reported that it was a good way for children to self check their comprehension of books, and it also encouraged children to read a variety of books.

Attendance

Whole school attendance currently at 97.4% - improvement on the level at the time of the last meeting of 97.0% (attendance report read incorrectly at the last meeting). Four children had attendance levels below 90% - the reasons for these were known and discussed.

(NB After the meeting it was discovered that the reporting software for attendance levels automatically did not include children in the reception year. With these children included, overall attendance at 19/02/18 was 95.9% and at 29/11/17 was 95.9%).

Governors discussed comparing attendance levels to progress made. RNo felt there would be issues with doing this due to the small cohort size, and gave the example that of the seven children currently with 100% attendance in class 4, progress was split evenly between making expected progress, more than expected progress and less than expected progress. Governors discussed children taking odd days off/lateness and the effect that this has on the child from a social aspect and settling in, which would not always show in the progress made. HC asked if there were large numbers of children persistently late – RNo stated there were not.

<p>Governors had received the report. The main issue was the front door to the old site, with most issues being minor and sorted by Simon Wallis.</p> <p>Agree FSU Policies SD reported that there were now updated model policies since these were circulated, and would include the 30 hours funding information. SD proposed that the circulated policies be accepted as a temporary measure, with the updated versions being brought to the next meeting. All agreed.</p> <p>Budget Update SK circulated the budget update sheet – overall spend had been less than expected and then used elsewhere, with some more income than expected. Current forecast was for a small surplus at the end of the year.</p>	
<p>Strategic</p>	
<p>Review pupil numbers, projected numbers, staffing, attendance Pupil numbers – currently 84 on roll, 88 next year. This term there were 13 nursery children, which would increase to 15 in April. Expected numbers for September were 7/8.</p> <p>Staffing structure – four teachers, with a full time TA in each class. 2 MTAs at each site.</p> <p>Staff attendance – had been 22 days of non teacher absence since September, 4 days of teacher illness and 6 days of teacher compassionate leave. There had been some supply to cover this, although it had mostly been covered in house.</p> <p>Update on Academy Trust Paul Mulligan had retired at half term, with RNi now fully in place as the executive head.</p>	
<p>At the end of the meeting, CL indicated that she was happy to stand as a governor.</p>	<p>VL to arrange forms etc.</p>

Date of next meeting: Monday 30th April 6pm, Monday 9th July 6pm.