

## Tregoze LGB – Minutes of Meeting

**Date:** 12<sup>th</sup> October 2015

**Venue:** Tregoze Primary School

**Attendees:**

Helen Tudor – Principal  
 Gráinne Parkhouse – Parent Governor, Literacy & Key Stage One  
 Jackie Morgan – Governor Administrator  
 Erika Sylvester – Teacher Governor  
 Mark Woodward – Parent Governor, Numeracy & Key Stage Two

**Circulation:** LBOG

**Approved Apologies:**

Myra Hetherington – Parent Governor, Safeguarding & SEN  
 Faiza Arif – Parent Governor , Early Years  
 Lisa Osman – Parent Governor, Pupil Premium  
 Shaun Preen – Non –Teacher Governor  
 Simon Cowley – Interim Chair of Governors ( Arriving late due to traffic on M1)

**Accompanying Documents for Meeting**

Pecuniary Interest Forms, School Improvement Plan, Pupil Premium Report, Sports Premium Report, SEN Report, Science Policy.

Item	Description	Action
1.0	<p><b>Welcome, introductions and apologies – 6.00pm – 6.05pm</b></p> <p>MW welcomed everyone to the meeting as SC was held up on the M1, arrived at 6.15.</p>	
2.0	<p><b>Declaration of interest in any agenda item – 6.05pm – 6.10pm</b></p> <p>Nil</p>	
3.0	<p><b>Minutes of previous meeting – approval – 6.10pm – 6.15pm</b></p> <p>Minutes from the previous meeting 21<sup>st</sup> July 2015 were approved and signed off by MW.</p>	

Initial 1 Signed.....

Date .....

<p><b>4.0</b></p>	<p><b>Matters arising – previous actions – 6.15pm – 6.30pm</b></p> <ul style="list-style-type: none"> <li>• Governor access to login for Governors no longer relevant so closed on actions.</li> <li>• Newsletter action - All Governors were asked to forward a short paragraph on themselves to JM so that she can start the Governor’s newsletter from next term.</li> </ul>	<p>ALL</p>
<p><b>5.0</b></p>	<p><b>Feedback from Learning Walk – 6.30pm – 6.40pm</b></p> <ul style="list-style-type: none"> <li>• Feedback from Learning Walk – Footpath up to the school gates is a trip hazard – DM has looked at this and is awaiting notice from the Local Authority. JM has passed comments to PC – Caretaker to look into getting brighter bulbs for reception and evergreens for flower boxes.</li> <li>• It was agreed that the Learning Walks would have a specific subject area agreed before each meeting, the next being on Writing and will be held on Wednesday 4<sup>th</sup> November 8.45am</li> </ul>	<p>SC</p> <p>ALL</p>
<p><b>6.0</b></p>	<p><b>Head Teachers Update – 6.40pm to 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Staffing – L Daly has been appointed as the new Teaching Assistant in the reception unit. She was previously a valued MDSA that stepped into the role at short notice from September and has now been taken on permanently. We have just recruited two new MDSA’s to hopefully start after half term. HT is looking at re-deploying the TA support to help with the high level of special needs children in year six. Year one class has had HT and EP observing and it was noted that the class is now managing better and is much improved but will need this to continue moving in the right direction and is being well supported by the leadership team.</li> <li>• School Improvement Priorities - Governors were given School Improvement Plan. MW asked if the Leadership Team felt that they were getting the right support. HT &amp; SC explained that they were and that TWHF gave guidance to all the Principals within the Federation, who in turn gave their leadership guidance and that senior members of TWHF were in contact with the Principals on a termly basis, through the Local Improvement Board.</li> <li>• Performance Update – SC wanted it noted that Sir David Carter (Regional School Commissioner) acknowledged in his termly newsletter distributed to all schools in the South West that Trejoze had performed extremely well in this year’s KS2 SATs.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Pupil Premium – Report given to all governors, HT explained that she had managed to employ T Burbidge for the whole of this school year as a Booster Tutor. She is an additional teacher for year six to help boost them with their learning. Having had TB from January through to July last school year helped immensely not only with year six but once they had completed their SATs she helped with other year groups as well.</li> <li>• Sports Premium - Having a PE teacher helping the teachers in PE lessons has been working well and the teachers are benefiting from this EP is monitoring this.</li> </ul>	
7.0	<p><b>Safeguarding Policy - 7.00pm 7.05pm</b></p> <ul style="list-style-type: none"> <li>• HT asked all present to read the new Safeguarding Policy and email with any amendments they thought necessary and/or acknowledge that they have read by Thursday this week, JM to email out a copy for Governors not present for them to do the same as HT wanted to get the policy out to all staff before half term.</li> </ul>	ALL
8.0	<p><b>SEN Update – 7.05pm – 7.15pm</b></p> <ul style="list-style-type: none"> <li>• T Burbidge’s report to be sent out with minutes.</li> <li>• There are 31 SEN (Special Educational Needs) Children.</li> <li>• 18 SEN – One Support</li> <li>• 9 SEN – Two Support</li> <li>• 5 Statemented – 2 have EHCP’s (Education and Health Care Plan)</li> </ul>	
9.0	<p><b>Governor Responsibilities – 7.15pm – 7.20pm</b></p> <ul style="list-style-type: none"> <li>• This was done in previous meeting but it was confirmed that GP was governor for Key Stage One and Literacy and that as Pupil Premium was not allocated this was given to LO</li> </ul>	
10.0	<p><b>AOB – 7.20pm – 7.30pm</b></p> <ul style="list-style-type: none"> <li>• SC explained the Federation is due an Ofsted visit and it was likely and they could visit Tregoze as part of this. He also said that Tregoze are due their own Ofsted visit.</li> <li>• Science Policy – ES gave all a copy of the Science Policy which she is updating.</li> <li>• It was brought to the attention of the Governor’s that ES is SLE (Specialist Leader for Education for Science) for Swindon and she has been support other schools in the federation and Swindon wide on curriculum and assessment.</li> <li>• HT advised everyone that AT had resigned due to work commitments.</li> </ul>	

**The date of the next LGB Meeting.**

4<sup>th</sup> November 2015 - 8.45am – Learning Walk Subject Area ‘Writing’

9<sup>th</sup> November 2015 6.00pm – LGB Meeting (Local Governing Body)

## Action Item Summary

Current Items at the top, closed items at the bottom and removed in subsequent editions.

Opened	Action & Notes	Owner	Status
29/1/15	Everyone has log on details for website, apart from Shaun, Andrew and Helen, Lisa to chase up.	SC	Close completed
29/1/15	GP will update school calendar on Website HT to explain to GP how this is done.	HT/GP	Open
16/3/15	MH to email out the training information to all Governors so they can all see what training they require and is needed.	MH	Open
16/3/15	HT & SP to talk about holiday/Saturday club.	HT/SP	Open
16/3/15	Governor’s Newsletter: JM said she would complete this but would need information from all governors. All governors to send JM a photo and information regarding themselves to be added to the newsletter. Please email information to jmorgan@tregoze-pri.swindon.sch.uk	J	Open
29/1/15	Minutes of Governors meetings need to be uploaded to website. Need to look at how other schools have uploaded to their sites, particularly in reference to confidential data. Names of Governors also require updating.	HT	Closed completed
29/1/15	Position of note taker 12hrs across trust/ 4hrs at Tregoze to be advertised.	LO/HT	Closed completed
16/3/15	Advanced Parenting Course Report to be completed after half term	HT	Closed complete
29/1/15	Intel E safety talk – March/April time. Gemma to e-mail Mark about content. Happy to provide session for parents, school to send out letter to gain level of interest prior to arranging any sessions.	HT	Closed completed
16/3/15	Letter to parents regarding FOT’s Chair	HT	Closed completed
29/6/15	Car Park –MW to draft a letter to parent’s from the governor’s and send to JM for LO & HT	LO	Closed completed
29/1/15	LO asked HT to raise question with board about our social media policy.	LO/HT	Closed completed

29/1/15	Imogen Warhurst and Charlie Milan Pupil Governors. HT agreed time could be found for them to go to each class and ask questions.	HT	Closed completed