

## Tregoze LGB – Minutes of Meeting

**Date: 16<sup>th</sup> March 2015**

**Venue: Tregoze Primary School**

Attendees:

**Lisa Osman – Chair of Governors, Safeguarding**  
**Mark Woodward – Vice-chair of Governors, Numeracy**  
**Myra Hetherington – Parent Governor, Literacy**  
**Helen Tudor – Principal**  
**Emily Russell - SEN**  
**Shaun Preen – Non Teacher Governor**  
**Faiza Arif -**  
**Andrew Triggs -**  
**Jackie Morgan -**

**Circulation:** LBOG

**Approved Apologies:**

None

**Accompanying Documents for Meeting**

Principals Report

Item	Description	Action
1.0	<p><b>Welcome, introductions and apologies – 6.00-6.05pm</b></p> <p>LO welcomed everyone to the meeting, no apologies needed as all in attendance. LO introduced Jackie Morgan to the LBOG and greeted Andrew Triggs and he was voted in as a new member of the LBOG Andrew was nominated by MH and seconded by FA</p>	
2.0	<p><b>Declaration of interest in any agenda item – 6.05-6.10pm</b></p> <p>Nil</p>	
3.0	<p><b>Minutes of previous meeting – approval – 6.10-6.15pm</b></p> <p>Minutes from the previous meeting 29<sup>th</sup> January 2015 were approved and signed off by LO</p>	
6.0	<p><b>Heads Report – 6.15-7.00pm</b></p> <ul style="list-style-type: none"> <li>• MW asked about the early morning routine. This was introduced to elevate the rush around the lockers and have the children in their classrooms ready to work at the correct start time. This has proved to be a success and has given the school a much calmer start to the day.</li> <li>• MW commented on the follow up to LC visit and how was moral with the staff now. It was agreed it has been hard but there is a definite feeling of a better atmosphere. Lots has been done to improve the look of the school and the children’s work as new books have been purchased and the children have had an assembly to help them understand the importance of</li> </ul>	

	<p>them having pride in their work.</p> <ul style="list-style-type: none"> <li>• AT asked for feedback on the Advanced Parenting Course – Caroline was very pleased with how it had progressed and HT will send out a report once completed (added to log). AT had spoken to one of the parents on the course who gave very positive feedback and would be keen to go on the course if another one was run. As a few parents had younger siblings HT asked one of our MDSA's to run a crèche which went well.</li> <li>• MW asked if the school would be running the Saturday and Holiday Clubs again. All governors asked why it was stopped and could HT look into this being reinstated as the governor's felt it was beneficial to the children and the school. (added to log)</li> <li>• MH asked why SATs are being run differently this year. HT explained that to get the best out of the children and to make it less formal the children would take their SATs in smaller groups rather than all in the school hall, to help with this all TA's will be on hand to help all week.</li> <li>• MW asked about FOT's as the Chair has stepped down but the Vice Chair is staying on until end of school year. HT is going to send a letter out to all parents to recruit a new chair but wants to look at it being run in a new format. It was also discussed what money was available and could it be used for new furniture for the ICT Suite. (added to log)</li> </ul>	
<p><b>8.0</b></p>	<p><b>Governing Body Evaluation – 7.00-7.05pm</b> This is to be discussed at the next meeting LO to email out the relevant information.</p>	<p>LO</p>
<p><b>9.0</b></p>	<p><b>AOB – 7.00-7.30pm</b></p> <ul style="list-style-type: none"> <li>• SP asked we had excess in Friday/Breakfast Club, if so can this be used for equipment for the school. HT said she would let everyone know.</li> <li>• MW asked if the change of the school weekly hours – longer days Monday through Thursday and Friday 1pm finish would ever be changed back. It was discussed that it was not likely to happen as most school in Swindon now adopt this.</li> <li>• LO explained that after a lot of deliberation she would be stepping down as Chair at the end of this school year due to family commitments she felt she could no longer give her full attention to the position as she needed to focus on her family. She is willing to shadow someone going forward and asked the committee to think about if they would be interested in the position.</li> <li>• Parents View on line questionnaire, we need at least 10 parents to complete this before HT can view it. HT/LO looking into asking parents to complete this.</li> <li>• 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.</li> </ul>	<p>ALL</p>
<p>The date of the next LGB Meeting. April 20<sup>th</sup> 2015 6pm following meeting 21<sup>st</sup> May 2015 8.45am</p>		

## 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	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	Open
29/1/15	Everyone has log on details for website, apart from Shaun, Andrew and Helen, Lisa to chase up.	LO	Open
29/1/15	Helen will update school calendar on Website	HT	Open
29/1/15	LO asked HT to raise question with board about our social media policy.	LO/HT	Open
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	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	Advanced Parenting Course Report to be completed after half term	HT	Open
16/3/15	HT & SP to talk about holiday/Saturday club.	HT/SP	Open
16/3/15	Letter to parents regarding FOT's Chair	HT	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	open
29/1/15	Position of note taker 12hrs across trust/ 4hrs at Tregoze to be advertised.	LO/HT	Closed completed


Initial **4** Signed.....

Date .....