

Tregoze LGB – Minutes of Meeting

Date: 20th April 2015

Venue: Tregoze Primary School

Attendees:

Lisa Osman – Chair of Governors, Safeguarding
Myra Hetherington – Parent Governor, Literacy
Helen Tudor – Principal
Emily Russell – Teacher Governor
Faiza Arif -
Andrew Triggs -
Jackie Morgan – Governor Administrator

Circulation: LBOG

Approved Apologies:

Mark Woodward, Shaun Preen

Accompanying Documents for Meeting

Skills Audit, SIP Visit Outcome & Building Blocks Course Evaluation

Item	Description	Action
1.0	Welcome, introductions and apologies – 6.00-6.05pm LO welcomed everyone to the meeting, LO had apologies from SP & MW	
2.0	Declaration of interest in any agenda item – 6.05-6.10pm Nil	
3.0	Minutes of previous meeting – approval – 6.10-6.15pm Minutes from the previous meeting 16 th March 2015 were approved and signed off by LO	
4.0	Matters arising – previous actions – 6.15-6.35pm <ul style="list-style-type: none"> • HT to confirm and ask pupil governors to the next meeting. • AT said he had problems viewing Governors information on website HT said she would look into this, AT also wanted to know the information that is needed from him to be put onto website. JM said she would find out and email him. • JM to update action summary. • Skills Audit updated put onto the system MW to send his to JM to add to the system. The skills audit is done so that we can ensure we have a rounded body of governors with different skills and backgrounds 	<p>HT</p> <p>JM</p> <p>JM</p> <p>AW/JM</p>

<p>5.0</p>	<p>Reallocation of Subject Governors – 6.35-7.00pm All the Governors were all given a subject the subjects that need to covered within the governing body. HT to get the teacher co-ordinators to email the relevant governors. Literacy – AT – Teacher co-ordinator GG Numeracy – MW – Teacher co-ordinator ES SEN – MH – Teacher co-ordinator ER Safeguarding – MH – Teacher co-ordinator HT Early Years – FA – Teacher co-ordinator EP Key Stage One – Vacant – Teacher co-ordinator EP Key Stage Two – MW – Teacher co-ordinator ES</p>	<p>HT</p>
<p>9.0</p>	<p>AOB – 7.00-7.30pm</p> <ul style="list-style-type: none"> • LO spoke to the governors about the possibility of filling the vacant governor position as she had been approached by GP as she was interested in the position. LO explained all about the position and GP and she was very interested LO wanted to make sure the Governors were all happy with her following this up. All were in agreement. • LO asked if any of the Governors had thought about taking up the position of Chair when she steps down in July. All were asked to go away and think about it. • HT gave the governors a report from the outcome from The Independent School Improvement Partners visit, who came into the school on HT’s request to focus on areas that she thought needed improvement to read and ask question on. <p>AT asked what was meant by ‘Pit Stops’ – this is a mini recap of learning where the teacher stops the whole class and assesses progress.</p> <p>LO asked about the areas that needed improvement HT explained that these were areas that HT was already aware of and support was already in place where improvements are required.</p> <p>HT wanted it noted what an amazing job EP has done in her first year as an early year’s teacher developing the children to independent learners and taking early years from inadequate to almost outstanding in less than a year.</p> <p>AT asked about the ‘Working Walls’ HT explained these are to help the children to work independently. A couple of classes were not keeping their working walls up to date this has been noted and being dealt with. HT took AT to see a couple of the working walls in the classrooms.</p>	<p>LO</p>
<p>The date of the next LGB Meeting. April 20th 2015 6pm following meeting 21st 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	Closed complete
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
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	ALL	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

