

Tregoze LGB – Minutes of Meeting

Date: 20th July 2015

Venue: Tregoze Primary School

Attendees:

Lisa Osman – Chair of Governors
Helen Tudor – Principal
Simon Cowley – Interim Chair of Governors
Emily Russell – Teacher Governor
Shaun Preen – Non- Teaching Staff Governor
Gráinne Parkhouse – New Governor
Myra Hetherington – Parent Governor, SEN & Safeguarding
Jackie Morgan – Governor Administrator
Erika Sylvester – Assistant Principal

Circulation: LBOG

Approved Apologies:

Faiza Arif – Parent Governor , Early Years
Mark Woodward – Parent Governor, Numeracy & Key Stage Two
Andrew Triggs – Parent Governor, Literacy

Accompanying Documents for Meeting

Heads Report, E-Safety Policy, Calculation Policy

Item	Description	Action
1.0	<p>Welcome, introductions and apologies – 8.45am-8.50am LO welcomed everyone to the meeting and introduced and welcomed Simon Cowley to everyone. , LO had apologies from MW, AT & FA.</p> <p>Simon Cowley introduced himself and explained his background to all the governors. Explaining that he is the Director of Primary Schools for the Federation, SC also explained that he was previously the head at Haydon Wick for 7 years and before this he had worked in London and Istanbul.</p>	
2.0	<p>Declaration of interest in any agenda item – 8.55am-9.am</p> <p>Nil</p>	
3.0	<p>Minutes of previous meeting – approval – 9.am – 9.05am Minutes from the previous meeting 29th June 2015 were approved and signed off by LO</p>	

Initial 1 Signed.....

Date

<p>4.0</p>	<p>Matters arising – previous actions – 9.05am – 9.20am</p> <ul style="list-style-type: none"> • Car Park – MW was to draft a letter to the parents regarding closing the car park to staff only but it was decided that it really need to start from the beginning of the new school year. Therefore a show of hands was unanimous to go ahead immediately and closed the car park to staff only as of 1st September. LO to draft letter for HT’s approval and to be sent out asap. • New road crossing – HT has been informed this now needs further investigation before it can go ahead. HT has been in contact with Tracey Boxall who championed the crossing originally and she has said she will carry on fighting this form the school and keep HT informed. HT is going to speak to the PCSO’s to come and take a look at parking just outside the school gates. • Governor log on’s – SC to speak to Lisa Carswell regarding this. • Governors Newsletter – JM will update Noticeboard and get started on the newsletter for September. • GP will be updating the school calendar on the website on Friday afternoons. HT to show GP how this is done. • Social Media Policy – As an establishment we make sure that children whose parent/carers who have not given permission for photographs to be taken are not included in anything posted on the website or twitter. As parents putting photos on social media are not aware of these children we ask they do not post school photos. HT will be putting this in her newsletter. • MH is in the process of getting training sorted for governors GP is booked on to new governors training. 	<p>LO</p> <p>HT</p> <p>SC JM</p> <p>HT/GP</p> <p>HT</p> <p>MH</p>
<p>5.0</p>	<p>Pupil Governors update – 9.20am - 9.30am</p> <ul style="list-style-type: none"> • Charlie and Imogen visited all the classes to establish if the children were happy with the amount of ICT time they were receiving. Most of the children agreed they did have sufficient time and all were more positive than their previous visit once they realised that ICT was more than just using a PC or Ipad. The main suggestion was that they would like more games apps on the iPads. • SC asked them about how they used ICT within their class and they explained that they used the internet to gain accurate information and liked PowerPoint as they could make presentations. • LO thanked them both for their input and time. 	

<p>6.00</p>	<p>Heads Update – 9.30am – 9.45am</p> <ul style="list-style-type: none"> • HT explained the new staffing for September. Explaining how sad she was to be losing Kylie Taylor, but Kylie wanted to pursue her cake making. But that herself and EP were interviewing for a replacement. • HT was pleased to say that lots of great things had been happening this term with lots of the classes going on trips and Year One having the chicks. • HT was pleased to announce that Tregoze been awarded a three year Erasmus project previously known as Comenius, only a few primary schools in the country have been awarded this so this is a great achievement for the school. HT wanted to thank Sue Adkin and Frances Collins for their hard work in achieving this. • Open Evening was a great success and very well attended NC visited and was very impressed and the school looked fabulous. • Sports this term was a great success with Tregoze winning both the WHF Tennis Competition and the WHF Sport Day. We also came third in the West Swindon Area Sports Competition which is a great achievement and this was due to the hard work from EO and SP in the Athletics Club. • SC went through this year’s statistics stating he thought the staff had done a fantastic job, as this is above the national bench marks and the progress level are better than expected and congratulated all staff. Now the hard work starts to maintain this high level of progress and achievement. 	
<p>7.00</p>	<p>AOB – 9.45 -10am</p> <ul style="list-style-type: none"> • ES handed out the Calculation Policy. ES explained there has been staff training. SC suggested that there be a learning walk at the end of September so that the governors are keeping up with the progress of how this is working. • LO asked JM to email all governors not present to confirm that they are in agreement with this policy. • GP has been in contact with Frances Collins with regards to RE visit and this is in progress. • LO thanked ER for all her help and hard work as a Governor. • HT thanked LO for all her hard work as Chair and asked she carry on popping in. • Governor Training - Central Offices – Drove Campus 6– 8pm Safeguarding Training 24th September 2015 Raise on Line Training 19th November 2015 Pupil Premium Training 14th January 2016 	<p>JM</p>

The date of the next LGB Meeting.

28th September 2015 8.45am – Learning Walk

12th October 2015 6.00pm – Full Meeting

9th November 2015 6.00pm

7th December 2015 6.00pm

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	Open
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

