

## Tregoze LGB – Minutes of Meeting

**Date: 29<sup>th</sup> June 2015**

**Venue: Tregoze Primary School**

Attendees:

**Lisa Osman – Chair of Governors, Safeguarding**  
**Helen Tudor – Principal**  
**Emily Russell – Teacher Governor**  
**Faiza Arif – Parent Governor , Early Years**  
**Mark Woodward – Parent Governor –**  
**Andrew Triggs – Parent Governor -**  
**Shaun Preen – Non- Teaching Staff Governor**  
**Gráinne Parkhouse – New Governor**  
**Jackie Morgan – Governor Administrator**

**Circulation:**

**Approved Apologies:**

Myra Hetherington

**Accompanying Documents for Meeting**

Heads Report, Pecuniary Interest Form & LBG Membership Form

Item	Description	Action
1.0	<b>Welcome, introductions and apologies – 8.45-8.50am</b> LO welcomed everyone to the meeting, LO had apologies from AT & MW LO introduced GP to the LBOG and she was voted in as a new member of the LBOG, GP was nominated by MH and seconded by FA	
2.0	<b>Declaration of interest in any agenda item – 8.50-8.55am</b>  Nil	
3.0	<b>Minutes of previous meeting – approval – 8.55-9.10am</b> Minutes from the previous meeting 20 <sup>th</sup> April 2015 were approved and signed off by LO	
4.0	<b>Matters arising – previous actions – 9.10am-9.20am</b> <ul style="list-style-type: none"> <li>• HT to confirm E Safety talk will take place second week of June.</li> <li>• LO confirmed forms need to be completed for log on's for Governors</li> <li>• FOT's - HT confirmed that Tracy McClafferty will stand in as Chair until the end of this school year and that she is doing a great job with the help of Rachel Hewer.</li> </ul>	HT  LO

Initial 1 Signed.....

Date .....

<p><b>5.0</b></p>	<p><b>Pupil Governors – ICT Update – 9.20am -9.30am</b>  It was discussed at a school council meeting that they didn't think they were getting enough computer time. So Charlie &amp; Imogen as Head Boy &amp; Girl were asked to find out exactly what the children meant regarding lack of time. They spoke to Year 6's who were happy as they used the iPads, smart board and the ICT Suite nearly every day, but they had not had a chance to speak to the rest of the school and were planning to do this at the beginning of the summer term. It was agreed with the Governors that they would do this and also ask if there was anything else they were concerned about regarding school life. Another meeting will be arranged with Charlie &amp; Imogen before the end of the Summer.</p>	<p>HT</p>
<p><b>6.0</b></p>	<p><b>Heads Update – 9.30am -9.45am</b></p> <ul style="list-style-type: none"> <li>• Key Stage 2, SATs went very well and HT would like to thank ES and TB and the TAs for their hard work.</li> <li>• Key Stage 1, SATs were over two weeks, JK working hard with EP supporting her with her marking.</li> <li>• Family support advisor Carolyn Crawley is changing her day to come into Tregoze to a Monday also once home visits for new reception children are complete HT &amp; EP can see if any of these parents will need CC's support.</li> <li>• Wacky Wednesday – HT hopefully this will get running in the new term.</li> <li>• WHF Awards - First one and we have 7 members of staff attending is good for our small school. Sue Adkin and the Pupil Services Team have both been nominated so good luck to them.</li> <li>• School Council would like to introduce the wearing of school ties, they have done the costings and are willing to do a stall at the fete to raise money to pay for them. HT has asked them to put together a letter to the parents regarding this. HT has also asked them to see if they could find a new place for the lockers to go.</li> <li>• HT was asked about lateness and sickness to which it was confirmed that we are hot on both and closely monitor this regularly and our current percentage level is good.</li> <li>• PGL Year 6 Trip was very successful all the children and staff enjoyed themselves even though there were a lot of physically challenging activities and lots of the children overcame their fears. This was very well structured and organised.</li> <li>• LO asked if the progression had improved due to all the new positive moves. HT explained that not all the data has been collated as yet, but they are looking for 6 points of progress and not where they sit in the banding system. All governors were in agreement that parents need to be made aware of how the new banding system works before the open evening as this seems confusing.</li> </ul>	<p>HT</p>
<p><b>9.0</b></p>	<p><b>AOB – 9.45-10.00am</b></p>	

	<ul style="list-style-type: none"> <li>• HT possible may have a new governor will feedback next meeting.</li> <li>• HT was very concerned about car park and the area leading into the school. It was suggested that the car park was locked first thing and again at 3pm so that the car park would be for staff only.</li> <li>• New Chairperson still needed for start of next school year.</li> <li>• Governor contact with all teachers now done except for FA who needs to speak with EP</li> </ul>	<p>HT</p> <p>HT/JM</p>
<p>The date of the next LGB Meeting. June 29th 6pm – Curriculum Training following meeting 20<sup>th</sup> July 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	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
21/5/15	It was suggested that the car park was locked first thing and again at 3pm so that the car park would be for staff only.	HT/JM	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