

Tregoze LGB – Minutes of Meeting

Date: 9th November 2015

Venue: Tregoze Primary School

Attendees:

Simon Cowley – Interim Chair of Governors
 Lisa Osman – Parent Governor, Pupil Premium
 Shaun Preen – Non –Teacher Governor
 Helen Tudor – Principal
 Gráinne Parkhouse – Parent Governor, Literacy & Key Stage One
 Erika Sylvester – Teacher Governor
 Faiza Arif – Parent Governor , Early Years
 Mark Woodward – Parent Governor, Numeracy & Key Stage Two
 Jackie Morgan – Governor Administrator

Circulation: LBOG

Approved Apologies:

Myra Hetherington – Parent Governor, Safeguarding & SEN

Accompanying Documents for Meeting

Monitoring Report, Learning Walk Feedback ,Ofsted inspection dashboard, Raiseonline 2015 summary report of unvalidated data

Item	Description	Action
1.0	<p>Welcome, introductions and apologies – 6.00pm – 6.05pm</p> <p>SC welcomed everyone to the meeting and accepted apologies SC also explained HT would be joining us asap. Tis was due to a safeguarding issue.</p>	
2.0	<p>Declaration of interest in any agenda item – 6.05pm – 6.10pm</p> <p>Nil</p>	
3.0	<p>Minutes of previous meeting – approval – 6.10pm – 6.15pm</p> <p>Minutes from the previous meeting 12th October 2015 were approved and signed off by SC.</p>	
4.0	<p>Matters arising – previous actions – 6.15pm – 6.30pm</p> <ul style="list-style-type: none"> • Trip hazard noted from learning walk actioned with local authority and will be continually chased by Estates Manager. • Safeguarding Policy all agreed. 	

Initial **1** Signed.....

Date

<p>5.0</p>	<ul style="list-style-type: none"> JM awaiting Governors profiles so she can start newsletter <p>Feedback from Learning Walk – 6.30pm – 6.40pm</p> <ul style="list-style-type: none"> Feedback from Learning Walk – It was stated that writing was consistent across year groups and that there was a good progression through from reception to year six. It was agreed that the Governor learning walks were a good addition to meetings and provide a better understanding of the quality of teaching and learning in the school. It was agreed that learning walks should last around 45minutes. Next learning walk will be the Teachers meeting for Q&A with Governors HT to arrange a suitable date 	<p>ALL</p> <p>SC</p> <p>HT</p>
<p>6.0</p>	<p>Head Teachers Update – 6.40pm to 7.00pm</p> <ul style="list-style-type: none"> Staffing – Now have our full quota of MDSA's. All staff reviews went well and completed by 31st October. NQT's Year 1: making steps in the right direction and getting plenty of support so that this carry's on. Year 4: doing very well and very proactive. Year Six: working on behaviour balance which is going well and is being supported with this. HT was asked how do you monitor the teacher progress which HT explained was through work scrutinises, lesson observations, learning walks and the more recent progress meetings. School Improvement Priorities – very pleased with our data but this doesn't mean we will be taking our foot of the gas we will still be pushing to keep this at a high level. HT was asked based on the new measures how can you improve on last year? HT explained that maths was still a big focus all though this had massively improved on previous years. HT was also asked if there is anything the school can do in the next academic year to improve on the national levels? HT explained that having Tina Burbidge for the whole year rather than just part of the year will be a great boost for the children. Safeguarding – Attendance is currently at 98.1% which is very good with no exclusions. All training for staff has been completed. HT and EP are attending a conference on Wednesday and ES will be taking her level 2 &3 so we will have another senior worker available if needed. Governor's would like to attend safeguarding training as felt they were unsure of what was expected if them and thought MH as Governor Safeguarding should be more aware SC said he would look into this. Monitoring Report – This is a new report that replaces the quarterly report and is much more concise as can only be two pages. This report is still in progress and needs a Governor to go through with HT, LO said she would do this, can all governors please read the draft report and let HT know if you have any concerns. Policy Reviews –SC will be sending out WHF Policy Schedule as this needs to be checked and challenged to make sure all up to date. Science Policy draft given out last meeting JM to email 	<p>SC</p> <p>ALL</p> <p>SC JM</p>

	those unable to attend last meeting for their feedback.	
7.0	<p>LGB Training Opportunities - 7.00pm 7.05pm</p> <ul style="list-style-type: none"> • SC sending out information regarding training with WHF tomorrow. It was agreed that we needed a plan to look at increasing Governor numbers and eventually appointing a new Chair as SC is only covering on an interim basis but is willing to shadow the new Chair until confident. 	ALL
8.0	<p>WHF Update – 7.05pm – 7.15pm</p> <ul style="list-style-type: none"> • A new interim Financial Director – Ian Jones - has been appointed. • New school on board which opens Sept '16. The school currently under construction will be located in NW Bicester. It will be an eco-school with a core focus on sustainability. • WHF now has 13 schools 9 of which are primary schools. • Lauren is a chair of a group set up by Nicky Morgan (Secretary of State for Education) to focus on the workload pressures of teachers and then recommend smart ways to support teachers in their role. SC to keep everyone updated. 	
9.0	<p>AOB – 7.20pm – 7.40pm</p> <ul style="list-style-type: none"> • SC and HT to compile a letter to entice new governors to join the LGB. • Next meeting to be based around governor responsibilities, what is expected of governors when Ofsted visit and bite size training. • JM to arrange GG to contact GP with regards to the literacy Governor responsibilities. • JM to chase HT to update dates on website. • SC to give suggestions for volunteer projects for MW to go back to Intel with. • FOT's now have a new chair – Mrs People and all the other key roles now appointed so all looking good. 	<p>HT/SC</p> <p>JM</p> <p>JM</p> <p>SC</p>

The date of the next LGB Meeting.

TBA - 8.45am – Learning Walk Subject Area ‘Teacher/Governor Q&A’
 7th December 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	HT will update school calendar on Website.	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	Governor’s Newsletter: JM said she would complete this but would need information from all governors. All governors to send JM information regarding themselves to be added to the newsletter. Please email information to jmorgan@tregoze-pri.swindon.sch.uk	JM	Open
9/11/15	Teacher/Governor’s Q & A	HT	Open
9/11/15	SC to pass suggestions for volunteer jobs to MW	SC	Open
9/11/15	SC and HT to compile a letter to entice new governors to join LG.	HT/SC	Open



Company Number: 08075785

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Signed.....

Date