

Tregoze LGB – Minutes of Meeting

Date: 1st February 2016

Venue: Tregoze Primary School

Attendees:

Simon Cowley – Interim Chair of Governors
 Lisa Osman – Vice Chair of Governors, Pupil Premium, Safeguarding & SEN
 Shaun Preen – Non –Teacher Governor
 Helen Tudor – Principal
 Gráinne Parkhouse – Parent Governor, Literacy & Key Stage One
 Faiza Arif – Parent Governor , Early Years
 Jackie Morgan – Governor Administrator

Circulation: LBOG

Approved Apologies:

Mark Woodward – Vice Chair of Governors, Numeracy & Key Stage Two
 Erika Sylvester – Teacher Governor

Accompanying Documents for Meeting

Principals Report, Primary School Self Evaluation Summary, School Improvement Plan, Meet & Greet Report.

Item	Description	Action
1.0	Welcome, introductions and apologies – 6.00pm – 6.05pm SC welcomed everyone to the meeting and accepted apologies.	
2.0	Declaration of interest in any agenda item – 6.05pm – 6.10pm Nil	
3.0	Minutes of previous meeting – approval – 6.10pm – 6.15pm Minutes from the previous meeting 9 th November 2015 were approved and signed off by SC.	
4.0	Matters arising – previous actions – 6.15pm – 6.20pm HT to update website dates JM to chase up profiles from Governors for the next Newsletter	HT ALL

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

Date

<p>5.0</p>	<p>Meet & Greet – 6.20pm – 6.30pm</p> <ul style="list-style-type: none"> • This was very successful and actions dealt with quickly. It is planned to repeat this in term 6. • JM to give staff Governors emails so that they can contact them with regards to any issues they would like to discuss at the next meeting. • With regards to WHF in-house supply staff, this potentially may happen in the future but as we have grown we have been able to get better costs from agencies. This would not have been the case if we were not part of the federation. 	
<p>6.0</p>	<p>Getting Ready for Ofsted – 6.30pm to 6.40pm</p> <ul style="list-style-type: none"> • It is most likely that a Section 8 inspection will take place this academic year. The Senior Leadership Team are fully aware of this. • SC informed governors of what may be expected of them and the documentation required to provide evidence that the school is on its journey to outstanding. • SC & HT to revisit the school’s mission statement to ensure it is relevant and compliments our philosophy of Values Based Education. 	
<p>7.0</p>	<p>Head Teachers Update - 6.40pm 7.00pm</p> <ul style="list-style-type: none"> • All Governors were given the report and then were asked if they had any questions. • LO asked was HT happy the way the books are now being used. HT replied she was and all seems to be going in the right direction. • SC asked about attendance figures which are outstanding at 97.3% at present. • SC also asked if there had been any impact within the school with regards to the schools values. The impact was has been noticeable (evidence via pupil voice and observations) that behaviour has improved in the classrooms and around the school. • GP asked about the open mornings for the new intake for September 2016. HT explained the school has had two open mornings which were both well attended and the parents of potential pupils were very impressed with the way they had year six pupils show them around. They felt they could ask any question they wanted and not feel judged and receive honest answers. The majority were out of catchment and wanted their children to attend our school. 	

<p>8.0</p>	<p>WHF Update – 7.00pm – 7.15pm</p> <ul style="list-style-type: none"> All staff in the federation have been sent a new benefits package which includes – a car scheme, bike scheme, cash health plan and discounted membership at Better Gym. Liz Matthews’ team – is at present updating the federation websites starting with the secondary schools this school year and the primary schools from September 2016. Single Central Record (SCR) – This is a statutory document that lists staff details regarding security clearances and the right to work etc. E.g Identity check and DBS. SC has checked the most updated document. JM to regularly check with HR that new members of staff are included prior to starting. One WHF – This is at present in its early stages but the end result will be small clusters or hubs of schools in each region within the federation. Governors are keen Tregoze does not lose their individuality and family feel as the federation grows. One WHF – Governors are also keen that once the model for One WHF is completed parents are aware of the approach. 	<p>JM</p> <p>HT/SC</p>
<p>9.0</p>	<p>Dates and Purpose of future meetings – 7.15pm – 7.20pm</p> <ul style="list-style-type: none"> It was agreed that there would be a termly LGB meeting- 6 per year. Plus learning walks or practical meeting. 	<p>JM</p>
<p>10.0</p>	<p>AOB – 7.15pm – 7.20pm</p> <ul style="list-style-type: none"> GP asked if it was possible for there to be an iron on or sew on badge of the school logo, JM to check this out with GK. Also could we change the school logo and possibly have the pupil’s design a new logo in a competition with a prize for the winner. HT to look into this. HT received a letter from Myra Hetherington resigning from the governors due to work commitments JM to pass information on. GP is meeting with GG on Wednesday morning with regards to Literacy 	<p>HT</p> <p>JM</p>
<p>The date of the next LGB Meeting. Monday 29th February 2016 - 8.45am – Safeguarding Learning Walk Monday 21st March 2016 6.00pm – LGB Meeting (Local Governing Body)</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	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	Closed
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	Closed
9/11/15	SC and HT to compile a letter to entice new governors to join LG.	HT/SC	Open