

Tregoze LGB – Minutes of Meeting

Date: 23rd May 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
 Faiza Arif – Parent Governor , Early Years
 Erika Sylvester – Teacher Governor
 Jackie Morgan – Governor Administrator

Circulation: LBOG

Approved Apologies:

Gráinne Parkhouse – Parent Governor, Literacy & Key Stage One
 Mark Woodward – Vice Chair of Governors, Numeracy & Key Stage Two

By Invitation: Steve Colledge

Accompanying Documents for Meeting

Principals Report

Item	Description	Action
1.0	<p>Welcome, introductions and apologies – 6.00pm – 6.05pm</p> <p>SC welcomed everyone to the meeting and he introduced Steve Colledge a guest consultant to the group then accepted apologies from GP & MW.</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 21st March 2016 were approved and signed off by SC.</p>	

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

Date

<p>4.0</p>	<p>Matters arising – previous actions – 6.15pm – 6.20pm</p> <ul style="list-style-type: none"> • Items Closed Website Calendar up to date and regularly amended to include new events. Governor Training information email - SC does this on regular basis • JM to chase up Governors for the Newsletter • Agenda item for next meeting – look at website as staff, governors & parents – SC to send out information before next meeting. • Get date changed on Governors Flyer so that we can hand out at new parents evening and home visits. 	<p>JM JM</p>
<p>5.0</p>	<p>Review any policies in line with Policy Schedule – 6.20pm – 6.30pm</p> <p>All WHF policies are currently being reviewed to ensure they have a common format and provide clear details when updates are required and who is responsible for this.</p> <p>The WHF inclusion policy has been updated.</p>	
<p>6.0</p>	<p>Stakeholder Feedback – 6.30pm to 6.40pm</p> <ul style="list-style-type: none"> • Pupil Voice held on Monday 23rd May lead by HT. Main concerns from the pupils were about the quality of hot school meals. As result of the feedback, HT has arranged for the school council to speak to George Kinear when she is in the school on 24th May to voice their opinions and for her to take this back to Caterlink. The younger children were also concerned about play fighting which will hopefully be addressed when Jenny Mosely visits. The children also enjoyed the children and adults who visited as part of the Erasmus programme and they thoroughly enjoy TWHF Festivals. 	
<p>7.0</p>	<p>Standards - 6.40pm 7.00pm</p> <ul style="list-style-type: none"> • General update - Year 6 SATs are now complete. The school has been awarded the Values-based Education Quality Mark. We have a welcome meeting for our new reception children's parents in June 2016. Due to the transition of Year 6 pupils to secondary being over two weeks this has caused a massive impact for the teachers to juggle learning. Action for HT to write to LPA regarding transition for next year. Steve Colledge is exec. Officer of secondary heads and will take this back and see if he can try and get the transition days to one week. 	<p>HT SC</p>

	<ul style="list-style-type: none"> • Year 6 SATs - we were monitored with regards to the admin of the SATs process and this went well. The reading paper was very hard, but the maths paper was a fairer test. The children were all prepared well for the tests. Outcomes will be released in July. • Year 2 SATs were completed over two weeks. The teachers will use the test to support their final teacher judgements. The submission of data will take place on 30th June. • Bill Charman has had training to carry out the phonics tests. • HT was asked how she chose the children for TWHF festivals and G&T sessions at LPA. HT explained that this was decided with their class teacher taking into account attitude, applications to their work and performance. 	
<p>8.0</p>	<p>Pupil /Sports Premium update– 7.00pm – 7.10pm</p> <ul style="list-style-type: none"> • Sport Premium - Half the money has been used for a Ridgeway PE teacher to come into the school and help the teachers during their PE lessons to learn more about all aspects of PE and help them with delivering the lessons. • Sports Premium money is NOT used for PPA. • HT was asked if there had been any issues with pupil premium. HT explained not this year as all PP and SEN children have been monitored and this has made a massive positive impact. 	
<p>9.0</p>	<p>Impact – 7.10pm – 7.20pm</p> <ul style="list-style-type: none"> • SDP – we are on track to meet miles stones by the end of the school year. We have slimmed down to 5 key aims backed up with English and maths action plans which is working well for staff. The current format is fit for purpose even though Ofsted raised a concern about the format. There is effective learning in all classes just need to make sure we are supporting the newYear One Teacher and the Leadership team are addressing this. 	
<p>10.0</p>	<p>Safeguarding: 7.20pm – 7.30pm</p> <ul style="list-style-type: none"> • HT was asked if there were any issues with attendance and lateness, HT explained this is monitored on a weekly basis and if there are concerns with persistent lateness or sickness this is addressed immediately. • Behaviour issues – HT explained that we had to exclude one child the previous week for one day and this child is currently 	

<p>11.0</p>	<p>going through ECHP route. HT explained that we have a monitoring procedure and incident forms are completed and filed and monitored monthly and intervention groups are held for anyone needing support.</p> <ul style="list-style-type: none"> • There have been no allegations against staff. <p>HR/Personnel: 7.30 – 7.35pm</p> <ul style="list-style-type: none"> • Staffing – SS will be going on maternity leave and we have a new teacher to cover Elizabeth Galvin. EP is moving to Moredon as Assistant Principal and Head of Early Years and we have Gabriella Trout starting with us as Lead of Early Years and Key Stage One. So we have a vacancy for an Early Years Teacher, which we have two applicants for, as Gabriella will be teaching in Year One. SP will be an unqualified teacher as of September to cover PPA, courses and sickness to ease on supply cover. We therefore are now advertising for a TA to cover SP's position. HT was disappointed with the quality of the advertisement initially from HR but she is being proactive by speaking to other Heads with regards to recruiting a new teacher. 	
<p>12.0</p>	<p>What evidence do we have of any best practice in our school having an impact on others?</p> <p>ES has been liaising with other schools to support them in maths. Our NQT's have been visiting other schools to improve their learning and reflect on their own practices.</p>	
<p>13.0</p>	<p>WHF Updates</p> <ul style="list-style-type: none"> • Leadership Changes SC went through the changes in roles for Lauren Costello & Ian Jones • New schools in the federation - 2 new primary schools in Oxfordshire 	
<p>14.0</p>	<p>AOB – 7.35pm – 7.40pm</p> <ul style="list-style-type: none"> • Chair of chairs meeting 5th May really good meeting possibly MW or LO could attend a future one. • LO explained that Parents are unhappy with the communication they receive from the school. HT asked what this was in regards as all dates are on the website and newsletters are emailed out via parent pay to all parents. It seems is due to coding club confusion and this has been addressed and all parents of children attending have received a text and this is also now on the school calendar too. Action to compile a parent questionnaire to be available at the open day with regards to communication. 	<p>HT</p>

	<ul style="list-style-type: none"> • FA handed in her resignation due to going back to college and feels she would be unable to give the position her full commitment. HT thanked her for all her help and wished her well in the future. • Logo: changes to the school logo still being considered. HT will possibly get the new Head Boy & Girl could speak to pupils and parents in the new school year. • As a result of Ofsted, GP via email prior to the meeting suggested that further training for Governors is needed. 	
<p>The date of the next LGB Meeting. Monday 11th July 2016 – 6.00pm – LGB Meeting (Local Governing Body)</p>		

Action Item Summary

Opened	Action & Notes	Owner	Status
29/1/15	HT will update school calendar on Website.	HT/JM	Closed
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.	JM	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
23/05/16	HT to write to LPA reading transition for next year.	HT	Open
23/5/16	Update LGB Flyer for new recruits	JM	Open
23/5/16	Parent Questionnaire for Open day	HT	Open
23/5/16	HT to discuss with new Head Boy & Girl in Sept regarding change to logo	HT	Open
23/5/16	LGB training with regarding Ofsted questioning	SC	Open