

Tregeze LGB – Minutes of Meeting

Date: 3rd October 2016

Venue: Tregeze
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
 Erika Sylvester – Teacher Governor
 Jackie Morgan – Governor Administrator
 Mark Woodward – Vice Chair of Governors, Numeracy & Key Stage Two – arrived at 6.10pm

Circulation: LBOG

Approved Apologies: None

By Invitation: Ian Davies

Accompanying Documents for Meeting

SIP, Parent Survey, Data Summary for the year, Principals Report, Pupil Premium Statement, Marking Policy & Mathematics Policy

Item	Description	Action
1.0	<p>Welcome, introductions and apologies</p> <p>SC welcomed everyone to the meeting. Ian Davies, who is interested in becoming a governor, was welcomed to the group. All governors introduced themselves and explained their role within the group.</p>	
2.0	<p>Declaration of interest in any agenda item</p> <p>Nil</p>	
3.0	<p>Minutes of previous meeting – approval</p> <p>Minutes from the previous meeting 11th July 2016 were approved and signed off by SC.</p>	

Initial

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Signed.....

Date

<p>4.0</p>	<p>Matters arising – previous actions</p> <ul style="list-style-type: none"> • JM to chase up Governors for the Newsletter via email • With regards to LGB training for Ofsted questioning SC to address this at the next meeting. 	<p>JM SC</p>
<p>5.0</p>	<p>Review any policies in line with Policy Schedule</p> <p>Marking Policy</p> <ul style="list-style-type: none"> • HT explained that as this was a new policy and it would be reviewed at the end of the first term. The teachers in KS2 were already seeing a positive impact. HT to feedback to LGB after the review. • MW spoke about class Dojo and its effectiveness in communicating with parents. He asked if the school would using it in all classes not just Year 6. HT explained that the Year six teachers were impressed. It is planned to 'roll it out' to other year groups once feedback had been received from the trial. HT to feedback impact from Staff, Pupils and Parents at next LBG meeting. • GP stated that she had read an article in the newspaper about a primary school not providing children with homework. Was this going to happen at Tregoze? HT explained that it was not something Tregoze were planning on doing as it was felt that all homework was relevant to the topics studied in class. It would also benefit pupils in readiness for secondary school. • LO thought the school had a happy medium with regards to the amount and challenge of the work sent home. • ES gave the governors the mathematics policy to be reviewed at the next meeting. 	<p>HT HT ALL</p>
<p>6.0</p>	<p>Stakeholder Feedback</p> <ul style="list-style-type: none"> • Open Evening Survey - SC thought the results showed a positive view and that the children enjoyed school and are kept safe at the school. • Admin are contacting all parents to get missing emails so that communication can be sent via email as well as the text service. This will also ensure parents have regular updates about key school events throughout the year. 	

	<ul style="list-style-type: none"> HT stated that will be sending out new Report Cards as another form of communication to keep parents informed of the children's progress between parents' evenings. SC to speak to TWHF IT with regards to MW getting involved in Social Media activities at Tregoze. 	SC
7.0	<p>Standards</p> <ul style="list-style-type: none"> Data 2016/2017 – HT provided governors with an overview of the 16/17 results. The school were reasonable pleased with the progress and attainment result and have ensure the result have been meticulously analysed to support any key actions for the current school improvement plan. LO asked if the SEN Children were included in the figures and HT stated that they were. SC asked why the girls had performed better than the boys and HT explained it was partly due to the cohort of three statemented boys. Swindon as a LA were below national figures in most KS2 areas. HT explained that this was partly to do with how writing at KS2 was moderated. The WHF are considering which LA to use for moderation during 16/17. GP asked what we were doing to get each child to the expected attainment. HT explained due to the extra time provided by the TD day in July for the teachers to hand over class information the new teachers are already aware which their needs and what interventions are required. All pupils are monitored closely at regular pupil progress meetings. LO asked how the middle prior attainers are monitored. HT explained the new marking policy is helping with the teachers knowing on a daily basis where all children are with their learning. All teachers now are clear in their identification of low, middle and high prior attainers. This is also regularly monitored by SLT during lesson observations, learning walks and book scrutinions. LO asked if there was a way of marketing the open parent session better, it was suggested that a text and possibly an email sent to all parents prior to each session. 	HT/JM

<p>8.0</p>	<p>Pupil /Sports Premium</p> <ul style="list-style-type: none"> • All Governors were given the 2015/16 report. • MW asked if we still ask parents to apply for funding, HT stated that we do and if we think a parent that has not applied is likely to be entitled the admin staff would contact them. • SC asked what the significant difference was on spend from the last school year. HT stated as most of our pupil premium children are in Year 6 and we had the offer of Skill Force working with the children for two hours once a week at a reduced fee to help children work on their behaviour and actions which are in line with our school values we have used some of the money for this. This is proving to be very successful and will help the children to be 'secondary ready'. • Action going forward for next meeting is for SC to share national data from other schools. 	<p>SC</p>
<p>9.0</p>	<p>Impact</p> <ul style="list-style-type: none"> • Heads Report - MW asked how the new reception children had settled. HT stated they came in in three intakes, which may change next school year as this year's intake had lots of summer born children but this may not be the case next year so will see when we receive admissions. The children are already starting to be less reliant on their parents when arriving in the morning and HT has been over in reception to help support the reception staff. • HT stated that all three new teachers are doing well and the two TD days at the beginning of term helped them settle in before the start of term. • SC acknowledged that HT had put in place clear procedures to enhance parent communication. • FOTs same team as last school year and have welcomed a few new reception parents on board. • SIP – MW asked how staff motivation was. HT explained that the new marking policy was helping and the TD day in July helped with class handover. This has had a positive outcome on work life balance. • LO asked if it was possible for governors to have information on teachers with the roles they hold within the school. HT and JM to circulate this to governors. • LO asked if the senior leadership team were getting the appropriate time to fulfil their roles. HT explained that GT will be attending some phase leader training and is being supported by HT with her role as deputy CP lead. 	<p>HT/JM</p>

	<ul style="list-style-type: none"> MW asked if it was possible for all parents to see the SIP and it was decided that a bullet point version of the objectives of the SIP would be emailed out to all parents and that the aims would be put on to the website. 	HT/JM
10.0	<p>Safeguarding:</p> <ul style="list-style-type: none"> Pupil attendance to date is 97%. LO as safeguarding governor works alongside HT with any issues. There have been no allegations against staff. 	
11.0	<p>Personnel:</p> <ul style="list-style-type: none"> SCR –this is where all the DBS records / identity checks are held. New governors will need to have these done. JM will pass information on. CPD – Pleased with training delivered over the two TD days good use of time. Governors to meet with new staff at the governors/staff meeting. 	JM
12.0	<p>What evidence do we have of any best practice in our school having an impact on others?</p> <p>This was not covered in the meeting.</p>	
13.0	<p>WHF Updates</p> <ul style="list-style-type: none"> LC will be working alongside HT with regards performance management. 	
14.0	<p>AOB</p> <ul style="list-style-type: none"> Ian Davies was accepted onto the LGB by SC and HT along with Reverend Trevor Day in his absence JM to have packs sent to both. MW asked how the teachers grow within the federation. SC explained that TWHF spots and moves teachers and TAs who are wanting to progress and help them in all ways they can evidence of this can be seen with GT, EP and SP. Meeting ended at 8pm. 	JM

The date of the next LGB Meeting.

Monday 7th November 8.45am – Governors speak with staff

Monday 28th November 6pm – LGB Meeting (Local Governing Body)

Action Item Summary

Opened	Action & Notes	Owner	Status
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	ALL	Open
23/05/16	HT to write to LPA reading transition for next year.	HT	Closed
23/5/16	Update LGB Flyer for new recruits	JM	Closed
23/5/16	Parent Questionnaire for Open day	HT	Closed
23/5/16	HT to discuss with new Head Boy & Girl in Sept regarding change to logo	HT	Closed
23/5/16	LGB training with regarding Ofsted questioning	SC	Open
3/10/16	HT to feedback review from teachers regarding Homework Policy	HT	Open
3/10/16	HT to feedback the impact of Dojo from stakeholders	HT	Open
3/10/16	SC to share national data at next LGB	SC	Open
3/10/16	HT/JM to pass teacher role information to LGB	HT/JM	Open
3/10/16	Bullet points from SIP to be emailed/text to parents	HT/JM	Open
3/10/16	Text to parents prior to Open Sessions to increase numbers	JM	Open
3/10/16	SC to speak to IT regarding MW	SC	Open