

Tregoze LGB – Minutes of Meeting

Date: 6th February 2017

**Venue: Tregoze
Primary School**

Attendees:

Simon Cowley – Interim Chair of Governors
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:

Lisa Osman – Vice Chair of
Governors, Pupil Premium,
Safeguarding & SEN

Shaun Preen – Non –Teacher
Governor

Ian Davies – Parent Governor

Trevor Day – Community
Governor

By Invitation: none

Accompanying Documents for Meeting

SIP, Strategic Plan, Pupil Progress overview, On Track overview Principals Report,

Item	Description	Action
1.0	Welcome, introductions and apologies SC welcomed everyone to the meeting.	
2.0	Declaration of interest in any agenda item Nil	

Initial

1

Signed.....

Date

<p>3.0</p>	<p>Minutes of previous meeting – approval</p> <p>Minutes from the previous meeting 28th November 2016 were approved and signed off by SC.</p>	
<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 • SC sending over template and flyer for parents evenings 	<p>JM SC</p>
<p>5.0</p>	<p>Stakeholder Feedback</p> <ul style="list-style-type: none"> • Pupil Voice – ES spoke to the children with regards to science and what they enjoyed most about it. The children in general love science and are looking forward to science week and TWHF Science Festival - they enjoy experiments and hands on work, and having the opportunity in going to secondary schools and using their labs is always greatly anticipated. MW asked what will be the impact and how will we know – ES explained that science week as a whole would impact the children as they would all be involved throughout the week. The evidence of this is shown in the Jigsaw pieces which is an achievement chart which shows progression and also in their books, other evidence is shown elsewhere on notice boards and photos and videos. GP asked how we select the children who attend the festival. ES explained that as we have been attending them for quite some time, at first this was children who were gifted and talented then children who have tried hard during science week and had not attended previously but also the children had to have been behaving in class as they would be representing the school in a positive way. 	
<p>6.0</p>	<p>Standards</p> <ul style="list-style-type: none"> • GG had been invited to come along and talk about the impact of the work she is doing with regards to English unfortunately she is unable to attend hopefully she will attend the next meeting. • GP met with both GG and GT with regards to her position as English and Key Stage One governor. GP explained this was informative and will be writing up her notes for JM to put on the hub. • SC and LO attended the learning walk for Boys Writing and the notes of the visit will be included with the minutes and put onto the hub. SC explained that they looked at the schools approach to writing and the consistency of this in each class. Evidence was 	<p>GP/JM SC</p>

collated by scrutinising work, speaking with staff and look at displays. As a result of the learning walk, there were a few points raised such as improving the EY outdoor area and a potential review of how handwriting is taught to ensure boys are targeted appropriately.

MW asked if we need to work on boys handwriting, HT explained that we are working on this at the lower end of the school so that the boys are more confident in writing when reaching year five and six. There has been a notable increase in boys receiving head teachers awards and dojo's for their writing as incentives for their handwriting **MW asked why there was such a focus on joined up handwriting**, HT explained legible handwriting is important so that pupils can achieve the expected standard in English.

- **Heads Report**

Sorry to see Pete our caretaker is leaving but wish him well for the future, we are interviewing for his replacement on Thursday. Pete will be leaving at the end of February. SC noticed the school grounds were looking tired which is why we are looking to recruit as quickly as possible for a full time caretaker because at present.

We have 208 on roll as the moment as we have had two new starters last week a girl in Year one and a boy in Year three. At present we only have two spaces one in Year 3 and one in Year 5.

Data – **looking at the data SC asked if there were any groups that are a concern**. HT mentioned writing and boys apart from reception and year one, but as previously stated this is already being addressed.

PP not really a concern apart from Year 3 maths and staff are aware and training for staff to work on this along with topics they are keen on to make them engage better. Also the timetable has been changed so that they have more time to complete writing tasks. GG led training to all staff to develop them with this issue.

We had a male author come into school to deliver a writers workshop which was fantastic and really engage the whole school especially the boys.

MW asked is there anything we could do to engage boys more maybe using male teachers. HT said that she would look into this, she also explained that the dojo app that has now been rolled out to the whole of key stage two is an effective tool to improve all aspects of learning.

GP asked if we did any writing competitions. HT said yes we have quite a few companies contact us and we pass these on to the relevant teachers to work with the children on.

- **SIP**

SC asked if anything was causing concern or blocking the school meeting its aims.

HT stated that the school is 'on track' to meet the success criteria of the school development. The SDP is monitored regularly by the SLT.

<p>7.0</p>	<p>Governor Strategic Plan</p> <ul style="list-style-type: none"> • SC handed out a Strategic Plan form that SC and HT had been working on to the group. It was explained that points 1 to 8 are the key school aims and the first three aims are the expected aims from the Ofsted report. The group were asked if they thought this would help. MW said he thought it was a good idea as it will help show the areas that need to be focused on. The idea is to change the governor's responsibilities to 8 aims on the plan. SC & HT will populate the plan for the next meeting. 	
<p>8.0</p>	<p>Safeguarding</p> <ul style="list-style-type: none"> • Pupil attendance to date is 96.7%. • One referral to family contact point and LO as safeguarding governor is working alongside HT with this issue. • There have been no allegations against staff. 	
<p>9.0</p>	<p>HR/Personnel</p> <ul style="list-style-type: none"> • CPD – All teachers have seen the new maths teaching method in action that ES and PW attended at Glenfall. • HT attended 'unconscious bias training and Ofsted updates. 	
<p>10.0</p>	<p>WHF Updates</p> <ul style="list-style-type: none"> • Devizes Secondary School is now part of the Federation. 	

11.0	<p>AOB</p> <ul style="list-style-type: none"> • 25th Anniversary this September – we would like to celebrate this occasion, and this is a good opportunity to have a logo change. So the leadership team will be working together on ideas such as a logo competition, time capsule and ways to celebrate this event. HT would like this all in place before the end of this school year, any ideas welcome. • SC explained that the cost of the Governor Services will no longer be subsidised by SBC so TWHF are looking into an in-house system. . 	<p>HT/JM</p> <p>L/ship</p>
<p>The date of the next LGB Meeting.</p>		

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
3/10/2016	HT to feedback review from teachers regarding Homework Policy	HT	Open
3/10/2016	HT/JM to pass teacher role information to LGB	HT/JM	Open
6/02/2016	GP notes from meeting with Literacy and Key Stage One Lead	GP	Open
6/02/2016	Ideas for the 25 th Anniversary Opening of Tregoze	ALL	Open
3/10/16	HT to feedback the impact of Dojo from stakeholders	HT	Closed
3/10/16	SC to share national data at next LGB	SC	Closed
3/10/16	Bullet points from SIP to be emailed/text to parents	HT/JM	Closed
3/10/16	Text to parents prior to Open Sessions to increase numbers	JM	Closed
23/5/2016	LGB training with regarding Ofsted questioning	SC	Closed