

## Tregoze LGB – Minutes of Meeting

**Date:** 9<sup>th</sup> October 2017 6pm start

**Venue:** Tregoze  
Primary School

**Attendees:**

Simon Cowley – Interim Chair of Governors  
Helen Tudor – Principal  
Lisa Osman – Vice Chair of Governors, Pupil Premium, Safeguarding & SEN  
Shaun Preen - Non –Teacher Governor  
Jackie Morgan – Governor Administrator  
Mark Woodward - Vice Chair of Governors, Numeracy & Key Stage Two  
Ian Davies – Parent Governor

**Circulation:** LBOG

**Approved Apologies:**

Trevor Day – Community Governor  
Erika Sylvester – Teacher Governor

**By Invitation:** Nil

**Accompanying Documents for Meeting**

Heads Report, School Self Evaluation Summary, Safeguarding Updates 2017

Item	Description	Action
1.0	<p><b>Welcome, introductions and apologies</b></p> <p>SC welcomed everyone to the meeting and approved apologies.</p> <p>SC communicated to all LGB's that Gráinne Parkhouse had decided to step down as governor now her daughter has moved onto LPA.</p>	
2.0	<p><b>Declaration of interest in any agenda item</b></p> <p>Nil</p>	

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1

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<p><b>3.0</b></p>	<p><b>Minutes of previous meeting – approval</b></p> <p>Minutes from the previous meeting 17<sup>th</sup> July 2017 were approved and signed off by SC.</p>	
<p><b>4.0</b></p>	<p><b>Matters arising – previous actions</b></p> <ul style="list-style-type: none"> <li>All actions now closed</li> </ul>	
<p><b>5.0</b></p>	<p><b>Stakeholder Feedback</b></p> <p>SC explained that from the Parent View online tool it shows that communication has improved significantly. What were the reasons are for this improvement?</p> <p>HT stated that the introduction of the Dojo system throughout the school has improved contact between the school and parents on a daily basis. The introduction of iPads with parent viewpoints at parent’s evenings for parents to complete was also a success.</p> <p>MW &amp; ID as parents also said they thought the Dojo app was a great tool to keep them informed.</p>	
<p><b>6.0</b></p>	<p><b>Standards</b></p> <p><b>Safeguarding Update:</b></p> <p>HT went through the Safeguarding update to all LGB’s and explained that a 2 hour safeguarding training course should be completed every 3 years and updates yearly.</p> <p>MW asked if this training was given just to Teachers and TA’s?</p> <p>HT explained that all staff including admin, MDSA’s, site managers receive the same training and Governors are now included in this.</p> <p>HT stated that she will arrange with HR for the online safeguarding training link to be sent to all LGB’s and she will also send the update training online with link as well be to completed.</p> <p>MW asked if they could also have a copy of the Child Protection &amp; Safeguarding Policy. JM to send this onto all LGB’s</p>	<p>JM/HT</p> <p>JM</p>

**Heads Update**

HT spoke about the School Self-Evaluation Summary and asked the LGB's if they had any questions.

**MW asked what the fundamentals of the report were ?**

HT Explained that the report shows some data not in the Ofsted report and that she wanted to show how proud she was how far the school has come and that these results show the school as outstanding which the CEO of the Federation Nick Capstick agrees.

**SC asked why HT thinks the school is Outstanding ?**

HT explained that with the information given from the last Ofsted and with focused monitoring schedules in place, which are to be reviewed termly, our school is outstanding. Also the progress and data speak for themselves as this has improved year on year and is above the national average.

Also the Year four cohort was a concern and this has been a focus area.

**SC asked what challenged would make this statement vulnerable ?**

HT explained staffing and sickness. Because SS and TB have stepped up to teach year 5, we have lost capacity. HT explained that in ES's absence GG had stepped up as Interim Assistant Principal and is doing a fantastic job. GT is enjoying being lead teacher on a Friday and is doing an amazing job.

- Heads Report

It has been a good start to the year, unfortunately ES is still on sick leave but TB and SS have stepped up and are covering the class in her absence and doing a fantastic job. GG has taken on the role of Assistant Principal on an interim basis until the end of the school year and has been a great help to HT.

The first open morning of this school year was a great success with 93 parents attending which was a great turnout.

**SC asked if the school was up to capacity ?**

HT explained that we have currently 4 spaces in Year 6 and 29 in years 2, 4 & 5. The children we have lost were due to moving away but we have gained two new girls one in Year 6 and one in Year 5.

	<p>HT reported about the final golden time treat went to Lydiard Park. 156 pupils went and played cricket, hula hoops, caught up with friends. The children that stayed behind did some work on School Values.</p> <p>HT reported that Miss Sylvester is still poorly and we are working to support her. Gemma Green has stepped up as Assistant Principal in her absence.</p> <p><b>LO. What have been the highlights of the year ?</b> HT reported that the external SIP was a very positive experience.</p>	
<p><b>7.00</b></p>	<p><b>Governor Strategic Plan</b></p> <p>SC explained to the LGB's this will be brought to the next LGB. HT and SC to set key priorities.</p>	
<p><b>8.0</b></p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Pupil attendance to date is 97.9%.</li> <li>• There have been no allegations against staff</li> </ul>	
<p><b>9.0</b></p>	<p><b>WHF Updates</b></p> <p>Cheryl Croft is our new EWO for all the Swindon Schools in the Federation</p>	
<p><b>10.0</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• LGB Audit Skills to be looked at, at next LGB.</li> <li>• SC to produce a letter to entice for new Governors.</li> <li>• JM to chase Liz Matthews up for the flyer.</li> <li>• LO said she would write a piece about the life as a Governor to see if that helps recruit.</li> </ul> <p>Meeting ended at 7.30pm</p>	

**The date of the next LGB Meeting.**

Meet all Staff Monday 27<sup>th</sup> November 9am

LGB Meeting 6pm **Monday 18<sup>th</sup> November** won't be here can we change it before I send it out?

## Action Item Summary

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Opened	Action & Notes	Owner	Status
3/10/2016	HT to feedback review from teachers regarding Homework Policy	HT	Closed
6/02/2017	GP notes from meeting with Literacy and Key Stage One Lead	GP	Closed
15/05/2017	LO letter to parents regarding reading in class	LO	Closed
15/05/2017	Notice Board for parents to sign up to helping Site Manager	HT/JM	Closed

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5

Signed.....

Date .....