




## Local Governing Body Meeting

Company Number – 08075785

### MINUTES

<b>Date:</b> 26/09/16	<b>Venue:</b> Mountford Manor Meeting Room											
<p><b>Attendees:</b>                  Rachel Skates – Principal (RS)                  Suzanne Gregory – Chair (SG)                  Carl Humphreys – Vice Chair (CH)                  Chris Fox – Staff Governor (CF)                  Kirsty Handy – Staff Governor (KH)                  Francis Stockwell – Parent Governor (FS)                  Jason Newbold – Community Governor (JN)</p> <p><b>By invitation:-</b>                  Liz Matthews – Member of The White Horse Federation (LM)                  Karen Edge – Parent                  Lucy Walker - Parent</p> <p><b>Minutes:</b>                  Dawn Hadgraft (DH)</p>												
<b>Circulation:</b> Local Governing Body/Governors website												
<b>Absences:</b>	Ellie Rushen KS2 Lead, Robyn Bailey KS1 Lead and Lisa Clark EYFS Lead											
<b>Approved Apologies:</b>	Jason Newbold											
Item No.	Description		Action									
1	<p><b><u>Apologies/Absence/Introductions</u></b></p> <ul style="list-style-type: none"> <li>• Tamzyn Harris has resigned as a parent governor.</li> <li>• Jason Newbold could not join us due to problems at work</li> <li>• Robyn Bailey KS1 Lead had an accident so was not in work</li> </ul>											
2	<p><b><u>Declaration of interest</u></b></p> <ul style="list-style-type: none"> <li>• There was no declaration of interest</li> </ul>											
3	<p><b><u>Approval of previous meeting</u></b></p> <ul style="list-style-type: none"> <li>• Minutes from previous meeting held on 4<sup>th</sup> July 2016 were approved by the LGB</li> </ul> <p><b><u>Action Item Summary</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 55%;">Action Item Summary</th> <th style="width: 30%;">Governor</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">18/4/16</td> <td>School Council to be invited to next meeting</td> <td>Next meeting</td> </tr> <tr> <td style="text-align: center;">29/2/16</td> <td>Bill Jerman to see PP Governor</td> <td>SG/CH</td> </tr> </tbody> </table>	Date	Action Item Summary	Governor	18/4/16	School Council to be invited to next meeting	Next meeting	29/2/16	Bill Jerman to see PP Governor	SG/CH		
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	29/09/16	Link Governors recap	Next LGB		
4	<p>CH entered the room at 9.40am</p> <p><b><u>Principal Report</u></b>  <b>The Principal's report had been circulated prior to the meeting and is embedded below:-</b></p>  <p>Principal's report to Govs Sept 2016.doc</p> <p>The attendance has dropped due to EID on 12<sup>th</sup> September 2016, the gift voucher scheme will continue this year for 100% attendance each term.</p> <p>RS attended a meeting at the Borough Council regarding attendance as it has changed. It is now worked out over a 12 week period 95% and below.</p> <p>NOR (Numbers On Roll) RS explained that we have 2 that have not yet attended Reception, they do not want the place but we have to keep them on our numbers, a letter will be sent to them asking if they no longer want Mountford Manor.</p> <p>There will be a SIP (School Improvement Plan Visit) on 13<sup>th</sup> October 2016.</p> <p>SATS in Swindon has made the media, there has been an issue with the moderation of writing being too tough, please see full report attached for results.</p> <p><i>CH asked if Swindon was low on their results how did we compare to other schools</i></p> <p><i>RS said that as an average we were slightly lower and compared to the other WHF schools we were the same apart from Rodbourne and Moredon.</i></p> <p><i>RS said that we would not be using Swindon as our moderators this year.</i></p> <p>Our current Year 6 pupils are currently on an extended timetable to gain extra tuition and will be monitored closely.</p> <p>RS explained that our FSA (Family Support Advisor) ladies are swamped with work at the moment, there is a lot of high need at the moment.</p> <p><i>CH asked about the issues</i></p> <p>RS explained it could be the parents needing support with issues at home</p> <p>SG explained that stay and play session started for the parents to come along so as issues can be picked up early.</p> <p><i>LW asked if this could be run by volunteers</i></p> <p>SG did explain that this was going to be looked into to free the FSA (Family Support Advisor) ladies up.</p> <p>There is currently a child in our Nursery who is working at a very young age, Mum wants her child to stay at Mountford but he would be more suitable to attend a special school, our staff are not trained for his needs. Professionals have attended any meetings held in school.</p> <p>We also have a child in Reception who has a 1.1 ta who also needs to be in a special school and a pupil in the afternoons that needs to be in a special school.</p> <p><i>CF said that there is a new ADSL centre opening up at Tadpole.</i></p> <p><b><u>For Your Information</u></b>  <b>RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</b></p>				
5	<p><b><u>Key Stage 2 Lead Updates – No Report Received</u></b></p> <p><b>No questions were asked.</b></p>				

6	<p><b><u>KS1 Lead Update</u></b>  <b>The KS1 Lead report had been circulated prior to the meeting and is embedded below</b></p> <p style="text-align: center;">         Report for        Governors - KS1.doc     </p> <p><b>No questions were asked</b></p> <p><b><u>EYFS Lead Update – The report was circulated prior to the meeting and is embedded below</u></b></p> <p style="text-align: center;">         EYFS Report to        governors Sept 16.p     </p> <p><b>No questions were asked</b></p>	
7	<p><b><u>SDP – This was moved to number 7</u></b>        School Development Plan document was handed out during the meeting and discussed, once the final draft is finished then a copy will be sent out.</p> <p><b><u>AOB – This was moved to number 6</u></b></p> <p>CF explained that we have an issue with Facebook and children having accounts he has reported this to Facebook and parents but after an account was closed down it was re-opened again. We have had a case of a pupil making a profile of a member of staff. 14 reports have been made to Facebook and 18 to Instagram.        SG reminded all members of the LGB about being friends with parents on Facebook.        Cracker our gorgeous new school dog was discussed and she is settling in very well and the pupils love her.        LM explained that the White Horse Federation are trying to create generic policy's and that schools will only have to have an operational policy which should create less work for schools.        SG mentioned that we have had pupils from Mountford going around houses asking to be sponsored, this has been reported to the police and the family spoken to.        SG announced that due to work commitments she would be stepping down as our Chair.</p> <p style="text-align: center;">Meeting finished at 11.05am</p> <p style="text-align: center;"><b>Next Meeting Date: Monday 21<sup>st</sup> November 2016</b></p>	

<b>Date</b>	<b>Action Item Summary</b>	<b>Governor</b>
18/4/16	Report on PP and put in newsletter	Closed
18/4/16	School Council to be invited to next meeting	KH
29/2/16	Bill Jerman to see PP Governor	SG/CH
18/4/16	Report on PP and put in newsletter	Closed
29/2/16	Advertise PP to parents/RS to talk to SMT	Closed
11/1/16	Dates for Link Governors	Closed
11/1/16	Nationwide Readers to come in and read with Y5	Closed
11/1/16	Advertise Breakfast Club	Closed
29/2/16	Update from JD on SRP	Closed
18/4/16	Re-send values form from LD	Closed
18/4/16	Report from School Council on what has been done this year	Closed
18/4/16	LM to contact Rupert at Roves Farm (Tractor Tyres)	Closed
18/4/16	SG to speak to ER (Tractor Tyres)	Closed
29/2/16	Governors survey on values	Closed
29/2/16	Governors training on values	Closed
29/2/16	Approach libraries regarding free books	Closed

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