



DOVE BANK PRIMARY SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
HELD ON Wednesday 20th March 2024, 5.30pm at
Dove Bank Primary School



Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE OF OFFICE	DESIGNATED ROLE	PRESENT
Andrea Fletcher (AF)	Teacher in Charge		Head of School	Yes
Ann Melville (AM)	Community Governor	30.4.27	Chair Safeguarding and Child Protection Behaviour and Attendance Culture - Relationships	Apologies
Ray Hale (RH)	Community Governor	30.4.27	Vice Chair Finance Online Safety	Yes
Joy Crane (JC)	Community Governor	27.2.26	Community	Yes
Luke Gilbert (LG)	Parent Governor	10.4.27	Vice Chair SEND Teaching & Learning: Maths	Yes
Helen Cholerton (HC)	Parent Governor	19.4.27	Teaching & Learning: Early reading/Writing/Phonic	Yes
Tracey Vale (TV)	Staff - Teaching	5.1.28	Curriculum	Yes
Yasmin Goodband (YG)	Staff – Support	21.11.26		Apologies
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Lydia Leeson	SENCO			
Amelia Smith	Executive Head			Yes

MINUTES – Part 1
NON-CONFIDENTIAL

ITEM NO	ITEM
1. 1.1	WELCOME AND APOLOGIES LG chaired the meeting and welcomed all governors and staff to the meeting. Apologies were received from AM and YG. Resolved – The apologies were considered and accepted.
2. 2.1	DECLARATIONS OF INTERESTS The governors were asked to declare any potential pecuniary interest or conflict of interest between an individual and the governing board with the business to be discussed during the meeting. There were no additional declarations of interest made.
3. 3.1	MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 7 th February 2024 were approved and confirmed as an accurate record.

4.

MATTERS ARISING

To review and update actions from the previous meeting on 7th February 2024

DATE	ITEM NO	ACTION	BY WHO	WHEN
25.10.23	6.2	Community Governor Vacancies	AM	Next meeting 20.3.24
6.12.23	5.2	AM to speak with Head of		
7.2.24	6.2	Governance/ applicant re application		
Update – Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
25.10.23	6.9	All Governors to complete	All	Next meeting 20.3.24
6.12.23	5.3	safeguarding and prevent training by		
7.2.24	6.3	the end of Autumn term. Reminder emails have been sent to Governors		
Update –JM to check training and to send reminder updates All governors to complete by 1 st May AF to arrange for JC & AM to complete in school				
DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.23	5.4	Governors to complete visit reports	All	Next meeting 20.3.24
7.2.24	6.4	when carrying out visits to the school. Completed visit reports to be sent to AM & AF prior to JM to add to governor hub		
Update – JC visit report on Gov Hub AM & AF – to complete looking at reports				
DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.23	5.4	To produce an action plan for the LGB	AM/AF/AS	Next meeting 20.3.24
7.2.24	5.5	AM & AF are in the process of completing an action plan along with a programme of governor visits to fit the sequence.		
Update – In process, look at the next meeting				
DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.23	12.1	Visit to be arranged to Braunstone Firth Primary Academy. A date has been arranged for 11 th March (9.30 to 11.30am) to visit Braunstone Frith	ALL	Next meeting 11.3.24
Update – Completed, JC/RH found visit useful, possible further visit in the summer term				
DATE	ITEM NO	ACTION	BY WHO	WHEN
7.2.24	11.2	Amendments to be made to SEND Information Report and Policy/ Exclusion Policy and to be forwarded to JM once completed	AF/JM	Next meeting 20.3.24
Update – Completed				

GOVERNANCE

5.

5.1

GOVERNANCE - CONSTITUTION/ MEMBERSHIP

Governors noted YG has now resigned her position as staff (support) governor with immediate effect.

An application has been received for a community governor

Action – AF to approach staff in school about the support staff vacancy

Action – AF & AM to meet with possible community governor after Easter

5.2	<p>It was agreed that governors who have not already done so should complete the mandatory training by 15th May 2024.</p> <p>Action – JM to check outstanding training and send reminder emails</p> <p>Action – all governors to complete by next meeting 1st May 2024</p> <p>Action – AF to arrange for JC and AM to complete in school</p> <p>The Trusts complaints training has been postponed and moved to 8th May 2024 at 6pm</p>
5.3	<p>The following Governor Visits undertaken were noted:</p> <ul style="list-style-type: none"> - JC visit report for World Book Day
SCHOOL IMPROVEMENT AND ASSURANCE	
6.	Head Teachers Report
6.1	<p>The head teachers report is available on governor hub</p> <p>Questions</p>
6.2	<p>LG - Benji: I do not doubt that he has been a valuable addition, but can you evidence the impact he has had on attendance and behaviour issues?</p> <p>AF – it is difficult to measure with numerical data, however</p> <ul style="list-style-type: none"> - Can not measure in turns of attendance but can in terms of mental health and well being - Some children will go in and spend time with Benji - Children in school supported during the day or need a break Benji is part of the support system - Year 6 children will go out of their way to behave to get reward time with the dog - Have had good reports from parents on the impact Benji is having <p>LG – Moving forward could there be a way of capturing the benefits through pupil voice and parent voice.</p>
6.3	<p>LG - Phonics scheme: this was highlighted as having a positive impact in the recent success, as assessed by a phonics peer review. Can you provide quantitative evidence of the new phonics scheme?</p> <p>AF – Shared the phonics review report and a copy of the report will be made on governor hub</p> <p>Action – JM to scan and upload a copy of phonics review report onto governor hub</p> <p>Action – Governors to send any further questions to AF prior to the next meeting,</p> <p>Action – Phonics review questions to be added to the next agenda</p>
6.4	<p>LG - Safeguarding: 20 incidents recorded on CPOMS since January 2024. Can you provide year-on-year (or even for a similar period this year) incident numbers for context?</p> <p>CPOMS is a safeguarding recording system, Child Protection Online Management system</p> <p>AF confirmed CPOMS is a tool for recording safeguarding concerns and the DSL school staff deal with incidents and concerns as they arise rather than year on year comparisons. AF will filter out information (attendance, parental contact, actions), one tricky child can increase the number of incidents recorded, an incident where several contacts was required with year 6 parents has also increased the number of incidents recorded.</p> <p>AS confirmed an increase in CPOMS records is not a good or bad thing.</p> <p>An explanation could be due to better recording systems or children are now reporting concerns.</p>

6.5	<p>LG - Attendance: why is attendance lower this year? I see that RGT families are a focus - have the pupil numbers from RGT families increased this year? Positive steps have been taken on processes and communication with parents, but what are the underlying causes for the negative change this year?</p> <p>For a long time, it has been difficult to get an accurate picture of attendance due to Covid. Last attendance figures are 90.4% for the year and this year is 80.7% to date, already seen an improvement based on current attendance work raising the profile of attendance. Current attendance is at 88.3% hoping if the increase continues, there will be a better comparison of the overall academic year figures.</p> <p>Gypsy, Roma, and Traveller (GRT) attendance is 66.8% however Non GRT attendance is 92.5%, moving forward GRT and non GRT attendance will be shared in the report. 3 traveller families have moved away going on long-term travelling and have been removed from roll</p> <p>RH – How does this affect the 200 traveller days allowed AF confirmed for the 200 days traveller families must prove they are travelling for work purposes, which is the only way it can be recorded as T code on the system. If not travelling for work purposes the absence will not be authorised</p> <p>JC – how do the children cope AF confirmed the children have to come into the school and cope, it is not easy on staff. Staff are responsible for settling children in and ensuring the children catch up with the learning to get them to age related.</p>
6.6	<p>LG - Staff attendance: You note that one staff member has been off sick since the end of last academic year, please clarify if this is a staff member or a teacher. If they are not a teacher, insight into the nearly 300% rise in working days lost to sickness per teacher would be appreciated.</p> <p>AF confirmed there were 2 members of staff who were not in for a considerable amount of time The focus was on dealing with it in the correct way, which has been done through a process with HR. There is very clear guidance that must be followed and this has been done.</p>
6.7	<p>LG - Staff attendance: Are you able to provide updated attendance data that excludes the long-term absent staff member? I understand that they need to be accounted for but as an anomaly, they are distorting the picture of attendance amongst the other staff members.</p> <p>AF confirmed this will become clearer with a more detailed explanation in future when the next set of data is analysed and will be shared with governors.</p>
6.8	<p>LG - Behaviour: Year-on-year data for comparison would be appreciated.</p> <p>AF confirmed this tricky due to the data now being recorded in a different way to last year, moving forward the context for Dove Bank will be valuable. Data will have significantly reduced in terms of the shift in behaviour for one child who is no longer on roll at Dove Bank.</p>
6.9	<p>Attainment data for the phonics review report was shared with governors</p> <p>Action – JM to send AF Acronyms sheet for AF to print and give to JC</p>

	FINANCE & BUDGETS
7. 7.1	Finance Update The latest period 5 report for January is available on governor hub The Trust role and responsibilities in finance is also available on governor hub. The Trust has agreed to support Dove Bank ensuring support is available whilst the school is going through changes. Moving forward governors will look at a topic/theme (i.e. pupil premium or SEND) as a finance area to investigate.
	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING
8. 8.1	Termly Care, Guidance and Welfare Report See the head teachers report for report and questions
	ASSURANCE REPORTING
9. 9.1	Individual Policy Review The following policies were approved: <ul style="list-style-type: none"> • Attendance Policy Governors noted the following Trust Policies: <ul style="list-style-type: none"> • Trust Complaints Policy – amended • Trustee & Governors Allowances Policy
10. 10.1	Operational Risk Register The Risk Register update is available on governor hub AF highlighted the main new risk is Early Career Teacher (year 1) student working in school. There were no further questions
11. 11.1	ANY OTHER BUSINESS JM – The Trust is putting together a list of governors who are happy to support other schools within the Trust with suspension, exclusion, and complaint panels. Action: Governors to advise JM whether they wish to be included on the list
11.2	All governors are happy for LGB meetings to remain on Wednesdays at 5.30pm next academic year.
12.	DATE & TIME OF THE NEXT MEETING To note the time and date of the next meeting on the Wednesday 15 th May 5.30pm to 7.30pm Governors agreed a possible change to Wednesday 1 st May 5.30pm to 7.30pm Action – JM to email to Ann to confirm change of date