



DOVE BANK PRIMARY SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
HELD ON Wednesday 3rd July 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	Yes
Ray Hale (RH)	Community Governor	30.4.27	Vice Chair Finance Online Safety	Yes
Joy Crane (JC)	Community Governor	27.2.26	Community	Apologies
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	Apologies
Abbei Good	Staff – Support	29.4.28		Yes
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Lydia Leeson	SENCO			
Amelia Smith	Executive Head			Yes
Ali Jackson			Potential Community Governor	Yes

MINUTES – Part 1
NON-CONFIDENTIAL

ITEM NO	ITEM										
1.	WELCOME AND APOLOGIES The Chair welcome all governors and staff to the meeting. Apologies were received from TV and JC. Resolved: The apologies were considered and accepted										
2.	DECLARATIONS OF INTERESTS 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. Resolved: No additional declarations of interest were made.										
3.	MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 1 st May 2024 were approved and confirmed as an accurate record.										
4.	MATTERS ARISING To review and update actions from the previous meeting on 1 st May 2024 <table><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	DATE	ITEM NO	ACTION	BY WHO	WHEN					
DATE	ITEM NO	ACTION	BY WHO	WHEN							

	1.5.24	5.1	AG to complete a pen portrait profile	AG/JM	Next meeting 3.7.24
Update –completed 6.5.24					
	DATE	ITEM NO	ACTION	BY WHO	WHEN
	1.5.24	5.2	Application to be sent to potential community governor	JM/AJ	Next meeting 3.7.24
Update – Completed 6.5.24					
	DATE	ITEM NO	ACTION	BY WHO	WHEN
	25.10.23 6.12.23 7.2.24 20.3.24 1.5.24	6.9 5.3 6.3 5.2 5.2	All Governors to complete the mandatory safeguarding, prevent and GDPR training	All	Next meeting 3.7.24
Update –JC to complete					
	DATE	ITEM NO	ACTION	BY WHO	WHEN
	1.5.24	5.5	Copy of the LGB Action Plan to be added to the meeting folder	JM	Next meeting 3.7.24
Update – Completed 21.6.24					
	DATE	ITEM NO	ACTION	BY WHO	WHEN
	1.5.24	5.3	PE premium funding working group	LG	Autumn Term 2024/25
Update – To be held in Autumn term 2024/25					
	DATE	ITEM NO	ACTION	BY WHO	WHEN
	1.5.24	11.1	To check if the Primary School Trust Business Continuity Plan is available	AF	Next meeting 3.7.24
Update – Business Continuity Plan has been sent to Catherine Headley at the LIFE MAT for approval completed 3.7.24					
GOVERNANCE					
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP				
5.1	Governors noted the appointment of AJ as community governor with effect from 4.7.24. An application has been received for a community governor through governors for school’s advert. AM will contact in September Action: JM to send an email to candidate will be contacted in September				
5.2	Governors elected the Chair and Vice Chair for 2024/25 Chair – Ann Melville: Proposed RH, Seconded by LG Co-Vice Chair: Luke Gilbert and Ray Hale: Proposed HC, seconded AM				
5.3	Chair 360 & LGB Self-evaluation questionnaire completed by governors prior to start of the meeting Action: JM to email the governors not attending the meeting, for forms to be completed by the end of term. AM confirmed the LGB action plan can look at some of the issues we need to tackle moving forward. This will be looked at the end of the holiday period				

	<p>Q: When will the action plan be available for governors, will governors have to go through the first term without doing any action</p> <p>A: This can be made available earlier in the term.</p>
5.4	It was noted that there was no additional Governor Training undertaken since the last meeting
5.5	<p>The governors noted the governor visits undertaken since the last meeting. Report is available on Governor hub</p> <ul style="list-style-type: none"> JC visit report June 2024 <p>Action: strategic plan of governor visits through the year to be put in place next academic year (pairing governors)</p>
5.6	<p>The chair provided feedback on the Trust Strategy Day held in June</p> <p>Chris Parkinson (CEO) provided and input on the Trust strategy and where the Trust is heading, highlighting concerns over persistent absence, comments on how it affects children, working with children with significant difficulties, parent complaints are becoming more hostile which relates back to what is happening in the community.</p> <p>Inputs were also provided by other speakers including intersectionality and issues and choices children are facing in the outside world</p> <p>Other staff members who had attended the strategy day felt the message from the CEO was important one for staff to hear.</p> <p>Chris Parkinson has extended an invitation to visit all the governing boards throughout the Trust over the next academic year.</p> <p>Action: JM to email Jo Meason with Dove Bank LGB dates</p>
SCHOOL IMPROVEMENT AND ASSURANCE	
6.	Head Teachers Report
6.1	<p>The Head teachers and Challenge Partners report were available on governor hub prior to the meeting.</p> <p>It was highlighted that some of the questions from previous meeting regarding attendance figures for travellers have now been added separately within the report</p> <p>There were no questions received prior to the meeting from governors</p>
6.2	<p>Governors were pleased to see the progress being made with a more positive feeling when governors are visiting and walking around the school. There have been significant increases in the achievement data:</p> <ul style="list-style-type: none"> Year 6 writing data last year was at 47%, this year is predicted to be 55% (the data is now slightly higher than in the report) The year 2 data show a significant impact on their progress going from 25% ARE in the spring term to approximately 54% in the summer term The majority of year groups increasing the number of children achieving ARE with the exception of year 3 where a new child has impacted on the outcome Last year had a 25% pass rate for Year 1 in Phonics Screening and this year the pass rate is 71%, with 100% of year 2 children passing. <p>It was noted that staff feel the school is a nice place to work with staff supporting each other more than in the past. Staff are more clear and have clarity of where the school is going and how to get there.</p>

	<p>AS confirmed that AF’s leadership along with support from Braunstone Firth has assisted the staff to take on board the changes which need to be made, staff done a phenomenal job committing to and picking up the changes required within the school</p> <p>It was highlighted that the changes are being reflected within the children and the school is a better place. Children are happier and more aware and know what they need to aim for which in the past has not been the case. From a recent safeguarding visit it was evident that children have also been very confident to talk about safeguarding and what they need to know and do</p> <p>Q: Is there an update on the finance for SEND children A: Schools do not have a choice taking children with an EHCP, there is nothing which says you can only have a certain number of SEND children. SENA have insisted the school take a child. If a child has very high need, if parents are choosing to send children to your school, it shows the school is supporting the children well.</p> <p>Action: LL to attend the next meeting to provide an update and discuss</p> <p>Q: As there has been a massive change and journey over the last 2 years, it is good to define what has happened and the impact. A: There have been massive changes over the 2 years, joining the Trust has led to the school changing and secured support for the Head and the school. Parents have been invited into school for events and been included with phonics training.</p> <p>Q: As really difficult conversations and decisions have been made, the school is improving, how do we show parents an insight of where the school was and where the school is going. A: A discussion was held regarding information being needed to be pushed into the whole community to help gain a bigger intake of children moving forward. Previously there have been written comments and conversations with parents at parent’s evenings, with only one parent with complaints. The number of parents attending events such as sports day is increasing. The aim has to be to get the school full with families choosing to attend Dove Bank with less movement to celebrate what is happening now and the significant improvements made, linking with LiFE and the Trust.</p>
6.3	<p>AG is now the events co-ordinator for the school. AG recently organised a successful sports day (Monday) to get the parents in and create team work, children were put in family groups to enable parents to see their children together. The recent concert where the parents enjoyed the singing and the children learned Makaton. The aim is to get as many parents together to enable them to experience what children are doing.</p> <p>The garden in the school has been cleared and vegetables are growing, need to plan out when the vegetables are going to be ready to ensure the children get the most out of the garden and produce. HC has been approached by Mrs Thomas to build a sensory garden, this is a work in progress.</p> <p>Dove Banks has the Art gallery linked to real life project, this has been put on Facebook and parents have donated.</p> <p>Challenge partners report is available on governor hub, there were no further questions</p>

	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING
7.	Termly Care, Guidance and Welfare Report
7.1	The report is available within the Head teachers report on governor hub. There were no additional
	FINANCE & BUDGETS
8.	Finance Update
8.1	<p>A finance update was provided for governors It was confirmed the school will hold a deficit budget for this year, this was forecasted and planned for by the Trust. Moving forward there has been clear planning as the school have to break even next year. The budget has been looked at to cut where possible, looking at different areas including cutting the staffing and supply budget, premises team, catering team, how IT can be done differently.</p> <p>All schools within the Trust have had to look into budget. For Dove Bank, the percentages are right in terms of staffing, high in terms of leadership but support has to be in place for the Head. Some costs are across the Trust and certain things schools have to buy in e.g. school admissions. AF & AS have taken everything into account, budget for next year's likely to be £12000 in deficit, this has been submitted to the Trustees.</p> <p>Q: Is the funding per pupil the same, previously a smaller school could get additional funding. A: If a small school is not near another school you could apply for additional funding, however Dove Bank is not eligible to apply due to being close to Barlestone. Next year figures should be 150 on roll with 30 coming into foundation, year 2 will be a year 3/4 mix. Moving forward the school needs to have full numbers to be cost effective.</p> <p>Q: What are you most worried about? A: Most concerned about the TA support, the school is waiting for funding to come in, applying for EHCP/top up funding. Staffing has been kept until Christmas with some staff on temporary contracts. Long term staff absence could be an issue, withdrawn out of the policy. There has been some absence but not as much as previously, need to look creatively at how first day sickness and how this is covered.</p> <p>Q: Is the school doing power maths next year A: Power maths will be used next academic year, however moving forward the school need to look at every subscription and how it can link with other schools in the Trust</p> <p>Q: Where is marketing needed to bring children into Dove Bank A: Main villages are Bagworth and Thornton. The next school children move onto includes Ibstock, South Charnwood and Market Bosworth. Children from Dove Bank have admissions priority for Ibstock. There was a discussion around the bus to the upper schools and funding, parents have to pay for the bus to Ibstock at a cost of around £800.</p>
	ASSURANCE REPORTING
9.	Individual Policy Review
	It was noted there were no policies to approve
10.	Operational Risk Register
	It was noted there is no update currently available – this will be available at the beginning of next academic year
11.	Confirmation of LGB Dates for next academic year
	<p>Meeting dates for the next academic year, meetings to be held 5.30pm to 7.30pm</p> <ul style="list-style-type: none"> Wednesday 9th October

	<ul style="list-style-type: none"> • Wednesday 4th December • Wednesday 5th February • Wednesday 2nd April • Wednesday 21st May • Wednesday 2nd July <p>Action: Additional September meeting to discuss data, provisional date will be Wednesday 11th September</p>
12.	ANY OTHER BUSINESS
12.1	Governors were thanked for their support through the last year
13.	<p>DATE & TIME OF THE NEXT MEETING</p> <p>Meeting to be held on 11th September to discuss data.</p> <p>To note the time and date of the next meeting on the Wednesday 9th October 5.30pm to 7.30pm</p>