



DOVEBANK PRIMARY SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
MEETING HELD ON
Tuesday 21st March 2023 at 5.15pm



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 | 30.4.27 | Chair | Yes |
| Ray Hale (RH) | Community | 30.4.27 | Vice Chair | Yes |
| Joy Crane (JC) | Community | 27.2.26 | | Yes |
| Peter Graham (PG) | Parent | 8.3.24 | | Resigned 9.3.23 |
| Tracey Vale (TV) | Staff - Teaching | 5.1.24 | | Yes |
| Yasmin Goodband (YG) | Staff – Support | 21.11.26 | | Yes |
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| In Attendance | | | | |
| Jane Moore (JM) | Governance Professional | | Clerk to LGB | Yes |
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| Apologies | | | | |
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MINUTES
NON CONFIDENTIAL

NON-CONFIDENTIAL

| ITEM NO | ITEM | LEAD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. 1.1 | WELCOME AND APOLOGIES The chair welcomed all governors and staff attending the meeting | Chair | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 as a whole with the business to be discussed during the meeting. No additional declarations of interest were made | ALL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. 3.1 | MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 13 th February 2023 were approved and confirmed as an accurate record Proposed by Ray Hale and Seconded by Joy Crane | Chair | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | MATTERS ARISING To review and update actions from the previous meeting. <table border="1"><thead><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr></thead><tbody><tr><td>6.12.22 13.2.23</td><td>7.7</td><td>JM to discuss with Sian Griffiths regarding skills audit and how this relates to the specific skills required for governors against the strategic wheel</td><td>JM</td><td>Next meeting 21.3.23</td></tr><tr><td colspan="5">Update – 15.2.23 completed. Governing body can look at training in specific areas to cover gaps in knowledge. LGB will also look at recruiting new governors to cover any expertise gaps</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>6.12.22 13.2.23</td><td>18.1</td><td>Governor’s event to meet with staff. TV to arrange a meeting which can happen at the end of a staff meeting, Informal with tea, coffee and biscuits</td><td>TV</td><td>Next meeting 21.3.23</td></tr><tr><td colspan="5">Update – JM emailed TV to remind 10.3.23 Action - Agreed the date of the meeting to be held on 15.5.23 at 3.30pm at the beginning of the staff meeting, both support and teaching staff will be invited to meet with the governors.</td></tr></tbody></table> | DATE | ITEM NO | ACTION | BY WHO | WHEN | 6.12.22 13.2.23 | 7.7 | JM to discuss with Sian Griffiths regarding skills audit and how this relates to the specific skills required for governors against the strategic wheel | JM | Next meeting 21.3.23 | Update – 15.2.23 completed. Governing body can look at training in specific areas to cover gaps in knowledge. LGB will also look at recruiting new governors to cover any expertise gaps | | | | | DATE | ITEM NO | ACTION | BY WHO | WHEN | 6.12.22 13.2.23 | 18.1 | Governor’s event to meet with staff. TV to arrange a meeting which can happen at the end of a staff meeting, Informal with tea, coffee and biscuits | TV | Next meeting 21.3.23 | Update – JM emailed TV to remind 10.3.23 Action - Agreed the date of the meeting to be held on 15.5.23 at 3.30pm at the beginning of the staff meeting, both support and teaching staff will be invited to meet with the governors. | | | | | Chair |
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| DATE | ITEM NO | ACTION | BY WHO | WHEN |
|---|-------------|---|--------------|----------------------|
| 13.2.23 | 5.3 | Community and Parent Governor vacancies - AF & JM to meet and letters to be sent after half term | AF/JM | Next meeting 21.3.23 |
| Update –discussed on 9.3.23, currently on hold. AF has discussed with Amelia Smith and will look at on Thursday 23.3.23 Action – JM to change parent governor letter to remove the section on areas of interest for parent governors. Message will also go out to parents asking if family/friends may be interested in being community governors. Also will look at advertising on Facebook and Community groups depending on interest received. | | | | |
| DATE | ITEM NO | ACTION | BY WHO | WHEN |
| 13.2.23 | 5.4 | AM to look at SEND & HR experience when recruiting for new governors | AM | Next meeting 21.3.23 |
| Update – This has been discussed, SEND/HR backgrounds are of particular interest | | | | |
| DATE | ITEM NO | ACTION | BY WHO | WHEN |
| 13.2.23 | 5.5 | All governors to check and update their Pen Portraits for the website | ALL | Next meeting 21.3.23 |
| Update – TV confirmed this has now been completed and is on Governor hub Action – JM to upload on to the website | | | | |
| DATE | ITEM NO | ACTION | BY WHO | WHEN |
| 13.2.23 | 7.2 | JM to liaise with AF/Office regarding codes for medical appointments | JM/AF/Office | Next meeting 21.3.23 |
| Update – Sent to AF on 14.2.23/Also sent to office 9.3.23 – AF confirmed this has been actioned | | | | |
| DATE | ITEM NO | ACTION | BY WHO | WHEN |
| 13.2.23 | 7.2 | AF to look at possible benchmark for attendance figures against other schools, Can Leicestershire create a benchmark? | AF | Next meeting 21.3.23 |
| Update – AF to speak to Trust AF confirmed that there are no comparison or benchmark figures for travellers through the trust or Leicestershire County Council, The suggestion was to compare with another school with a larger number of travellers – in the trust this would be Braunstone Frith | | | | |
| DATE | ITEM NO | ACTION | BY WHO | WHEN |
| 13.2.23 | 7.3 | AF to do a note of the new staff names and their base and send to governors | AF | Next meeting 21.3.23 |
| Update –AF to send Class list 10.3.23 – Completed JC thanked for the information and has met most of staff on a recent visit | | | | |
| DATE | ITEM NO | ACTION | BY WHO | WHEN |
| 13.2.23 | 8.1 12.1 | JM send list to Trust finance committee and then confirm with AF when the items can be disposed | JM | Next meeting 21.3.23 |
| Update - Trust update with list sent 10.3.23, await response Action – JM to chase Sian Griffiths to check whether the school can dispose of items. | | | | |

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| Action – JM to discuss with SG what the LGB should be discussing in relation to Finance. | | | | | |
| DATE | ITEM NO | ACTION | BY WHO | WHEN | |
| 13.2.23 | 10.2 | PG to email AF with issues on the policy for review. | PG/AF | Next meeting 21.3.23 | |
| Update – Completed 14.2.23 | | | | | |
| DATE | ITEM NO | ACTION | BY WHO | WHEN | |
| 13.2.23 | 10.2 | AF to review policies | AF | Next meeting 21.3.23 | |
| Update – AF/AM to review policies in the summer term | | | | | |
| DATE | ITEM NO | ACTION | BY WHO | WHEN | |
| 13.2.23 | 10.3 | JM to look into different ways of working for communication for items for discussion | JM | Next meeting 21.3.23 | |
| Update – The Trust are looking into Smarter Ways of working | | | | | |
| GOVERNANCE | | | | | |
| 5. | GOVERNANCE - CONSTITUTION/ MEMBERSHIP | | | | |
| 5.1 | <p>It was noted that Peter Graham had resigned as a parent governor with effect from 9.3.23. Resolved – AM has written to PG thanking and acknowledging the resignation but offering to meet to discuss and resolve any concerns. PG confirmed the resignation which has been accepted</p> | | | | |
| 5.2 | <p>The Community/Parent Governor Vacancies have been discussed and are currently on hold following the recent parent governor resignation.</p> | | | | |
| 5.3 | <p>JM confirmed the Governors website page is now re-designed, there will be some slight amendments and updates required to governors information AF confirmed the main school website has also now up to date</p> | | | | |
| 5.4 | <p>TV confirmed the completion of all the outstanding governors training including the KCSIE. AF/AM suggested it would be useful for TV to complete the safer recruitment training, which would enable TV to assist with recruitment interviews.</p> | | | | |
| 5.5 | <p>JC confirmed a visit has taken place to meet all the staff, JC visited classes and was very impressed with the handwriting particularly in Sycamore class. AF confirmed that a new scheme had been introduced and thanked for the positive feedback</p> | | | | |
| 5.6 | <p>AM reported on the recent chairs meeting The Trust is currently doing some work around policies. It has been suggested that the authors of policies can produce a summary of the policies. A Policy around 3rd party complaints is to be completed and a Governors Visits Policy is to be released Action – JM to check the date the Governors Visit Policy is to be released</p> <p>The chairs had some discussion around Risk Registers, Item is already on the agenda and AF will provide an update</p> <p>The Trust have confirmed they have seen a rise in complaints across the MAT</p> | | | | |
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Chair

| SCHOOL IMPROVEMENT AND ASSURANCE | | |
|----------------------------------|--|------|
| 6. | <p>Head Teachers Report</p> <p>AF provided an update on the head teachers report for Trustees for Spring Term</p> <p>6.1 AM questioned what was felt the year children had gained from the overnight stay at Beaumanor Hall. AF advised the trip was successful in creating new and different bonds between the children. The staff and children also had the opportunity to experience different dynamics. The trip was a positive experience for all children, particularly those who achieve less academically. AF also confirmed that some children had not stayed away from home and the children coped really well with the experience.</p> <p>6.2 AF reported the 2 peer reviews (phonics and reading) had been useful and painted a good picture Action – Early reading and phonics and reading peer review to be provided at the next governor meeting</p> <p>6.3 JC asked for confirmation of what CPOMs was. AF explained this is a database for recording safeguarding concerns. Recordings of incidents are higher than last year, some of these are low-level concerns however this gives a clearer picture of issues building up over time. Every staff member now has a CPOMs login to record incidents. Governors confirmed they had received the safeguarding quiz.</p> <p>6.4 AF confirmed 3 children in the school are currently pulling every resource for support within the school. AF is working with the MAT, SENA and appropriate agencies to ensure support and funding</p> <p>AF confirmed the Life MAT provides support and AF has had contact with all the appropriate agencies. AF has to decide on a day to day basis where support is needed which can impact on other classes as support staff are pulled from the usual classes</p> <p>AF confirmed a staff member is now trained as an ELSA and is working to pick up children to support.</p> <p>AM asked about the training for staff. AF confirmed that staff have been training in team teach, to support with ways to de-escalate situations rather than just handling. AF also needs to complete the training due to current training being due to expire.</p> <p>AM commented that governors are pleased with the work the school is doing in difficult circumstances, but recognises that a large amount of work is required. AM stated as governors we really appreciate the work you are doing, but recognise that the governing body need to keep an eye on this situation</p> <p>6.5 AM questioned whether Traveller children are keen to come to school. AF confirmed the children like coming into school but are often kept at home to look after siblings if parents or siblings are ill. Travellers Education have suggested fining however AF felt this would break any relationships formed AF confirmed the figures on the report read the wrong way <ul style="list-style-type: none"> • 16 RGT Pupils have 53.14% • PA for RGT is 15.4% and PA for Non-RGT is 92.9% </p> <p>6.6 AF reported progress has been made with staff vacancies with positions being filled. AM commented that staff absence remains quite high but this is not as high as last year AF reported that absence at Dovebank compares positively to other schools within the Trust, where absence is higher.</p> <p>6.7 AF provided a further report on the achievement data with 2023 predictions against 2022 data.</p> | Head |

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| | TV has been working on the timetables data, liaising with parents and the year 4 supply teacher. If interventions are successful, the figures should rise to 42% pass rate Math intervention groups after school are in place to support and improve maths Action – JM to upload data sheet on to governor hub | |
| | ASSURANCE REPORTING | |
| 7. 7.1 | Operational Risk Register AF provided and update on the risk register. The school currently does not have a register and AF has been advised not to complete one. The risk register will be completed at board level, the MAT has advised to do nothing at school level at present. There will be a MAT primary and secondary risk register, the risk register will then be individualised for each school. AF will continue to have support from the MAT completing Chris Parkinson is currently checking whether risk registers need to be on the website | Head |
| 8. 8.1 | LGB Action Points, Recommendations and Assurance The LGB commented that as a small school, Dovebank is in a more difficult position with children with SEND, larger schools have more staffing capacity to deal with concerns and issues. It is hoped that this will be picked up by the board from the head teachers report | Chair |
| 9. 9.1 | ANY OTHER BUSINESS RH asked about the upcoming governor hub training and how to access the training JM confirmed the training is open to all governors and staff, the training is on governor hub and how to use. The link for the training is pinned to the top of the noticeboard on governor hub Action – JM to send a new link/reminder for governors | Chair |
| 10. | DATE & TIME OF THE NEXT MEETING To note the time and date of the next meeting on the Tuesday 23 rd May at 5.15pm JC provided apologies for the meeting on Tuesday 23 rd Action – JM to record apologies | Chair |

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| 6.12.23 13.2.23 | 18.1 | Governors event to meet with staff Meeting with support and teaching staff meeting, with teas, coffees and biscuits | ALL | 15.5.23 at 3.30pm |
| 13.2.23 21.3.23 | 5.3 | Community and Parent Governor vacancies – JM to change parent governor letter to remove the section on areas of interest for parent governors. Message will also go out to parents asking if family/friends may be interested in being community governors. Also will look at advertising on Facebook and Community groups depending on interest received. | AF/JM | Next meeting 23.5.23 |
| 13.2.23 21.3.23 | 5.5 | JM to update website with completed Pen Portraits | JM | Next meeting 23.5.23 |
| 13.2.23 21.3.23 | 8.1 | JM to chase Sian Griffiths to check whether school can dispose of the items for disposal sent to the Trust Finance Committee | JM | Next meeting 23.5.23 |
| 13.2.23 21.3.23 | 8.1 | JM to discuss with Sian Griffiths what LGBs should be discussing in relation to Finance | JM | Next meeting 23.5.23 |
| 13.2.23 | 10.2 | AF to review policies AF/AM to review policies in the summer term | AF/AM | Summer Term |
| 21.3.23 | 5.6 | JM to check the date the Governors visit policy is to be released | JM | Next meeting 23.5.23 |
| 21.3.23 | 6.2 | Early reading and phonics and reading peer review to be provided at the next governor meeting | AF | Next meeting 23.5.23 |

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| 21.3.23 | 6.7 | JM to upload achievement data she onto governor hub | JM | Next meeting 23.5.23 |
| 21.3.23 | 9.1 | JM to send new link/reminder for governors for the governor hub training to be held on Wednesday 29 th March at 6.30pm | JM | Next meeting 23.5.23 |
| 21.3.23 | 10 | JM to record the apologies of JC for the LGB meeting to be held 23.5.23 | JM | Next meeting 23.5.23 |