



DOVEBANK PRIMARY SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
HELD ON Monday 3rd July 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	
Ann Melville (AM)	Community	30.4.27	Chair Safeguarding and Child Protection SEND Behaviour and Attendance	Yes
Ray Hale (RH)	Community	30.4.27	Vice Chair Finance	Yes
Joy Crane (JC)	Community	27.2.26	Community Humanities and Topics	Yes
Luke Gilbert (LG)	Parent Governor	10.4.27		Apologies
Helen Cholerton (HC)	Parent Governor	19.4.27	Phonics	Yes
Tracey Vale (TV)	Staff - Teaching	5.1.24		Yes
Yasmin Goodband (YG)	Staff – Support	21.11.26		Yes
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Lydia Leeson				
Apologies				

MINUTES
NON CONFIDENTIAL

ITEM NO	ITEM				LEAD										
1. 1.1	WELCOME AND APOLOGIES The chair welcomed everyone to the meeting Resolved - The apologies received from Luke Gilbert were considered and accepted AM confirmed the LGB meetings for 2023- 2024 have moved to Wednesdays at 5.30pm to 7.30pm				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 23 rd May 2023 were approved and confirmed as an accurate record. Proposed by Ray Hale and Seconded by Helen Cholerton				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>23.5.23</td><td>5.2</td><td>Community Governor Vacancies AF to look at placing advert in the graphic for the community and School Newsletter. Other suggestions include: Putting something in the parish news/Ibstock & Market Bosworth</td><td>AF</td><td>Next meeting 3.7.23</td></tr></tbody></table> Update – AF/AM have approached 2 possible candidates – update provided in 5.1				DATE	ITEM NO	ACTION	BY WHO	WHEN	23.5.23	5.2	Community Governor Vacancies AF to look at placing advert in the graphic for the community and School Newsletter. Other suggestions include: Putting something in the parish news/Ibstock & Market Bosworth	AF	Next meeting 3.7.23	Chair
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5.	GOVERNANCE - CONSTITUTION/MEMBERSHIP					Chair																																																																																																																					
5.1	It was noted that there are no further changes to board membership and terms of office before the next meeting.																																																																																																																										
5.2	The Community Governor Vacancies have been entered in the newsletter at the end of term . It was confirmed that adverts in external local newsletters would cost. It was noted that: <ul style="list-style-type: none">Interest has been shown by a local person in becoming a community governor, will hopefully contact Louisa by the end of term.																																																																																																																										

	<ul style="list-style-type: none"> No response has been received from Catherine Headley following an email <p>Action - AF to email again</p> <ul style="list-style-type: none"> Helen may know someone who is interested <p>Action - HC to follow up</p> <p>Action – AF to put into the newsletter again at the end of term</p>	
5.3	<p>The governor noted training undertaken since the last meeting</p> <ul style="list-style-type: none"> HC has completed the Prevent Training <p>New governors training will take place on Thursday 13th July at 6.30pm to 7.30pm</p> <p>Chairs Training will take place on Thursday 13th July at 5.30pm to 6.30pm</p> <p>Action – JM add a reminder on governor hub for the training</p>	
5.4	<p>The governors noted the Governor Visits which has been undertaken since the last meeting.</p> <ul style="list-style-type: none"> JC has done a number of community visits AM has completed safeguarding with Lara Hall AM to complete SEND visit on Wednesday LG to complete Maths visit on Tuesday RH has completed a Science/DT visit RH has completed an emergency procedure visit <p>Action – RH to email reports to JM to upload onto Governor Hub</p> <p>Action - JM to upload JC's report onto Governor Hub</p>	
5.5	<p>AM provided feedback from the Trust Strategy day</p> <p>The day included 4 good speakers including Chris Parkinson, however some of the input was more secondary related rather than a primary focus.</p> <p>The chairs meeting discussed the scheme of delegation, with some minor amendments for next year.</p>	
SCHOOL IMPROVEMENT AND ASSURANCE		
6.	Head Teachers Report	Head
6.1	The head teachers report is available on governor hub	
6.2	<p>AM commented that it is good to see the school staffing is now complete</p> <p>AF confirmed the school is fully staffed, the school have taken on 1 teacher and 2 secondments from Braunstone Frith. Transition will take place on Tuesday and the Braunstone Frith staff will be at Dovebank for the transition day.</p>	
6.3	<p>JC asked for confirmation of abbreviations in the report, AF confirmed</p> <ul style="list-style-type: none"> CPOMs – is the safeguarding tool for recording incidents Wagoll – is what a good one looks like 	
6.4	<p>AF also confirmed Jo Bingham (JB) is the estate manager for the Trust</p> <p>JB is the trust contact for the school for any issues. JB has organised the safeguarding fencing, intercom system for the hall and managed the changes to the kitchen.</p>	
6.5	<p>AM asked whether there were any patterns of emerging behaviour</p> <p>AF confirmed that patterns are emerging, 4 children have been identified with the school putting in extra training for staff and seeking outside support where necessary. The school have parental support for the children apart from 1 parent</p> <p>AM asked whether anything could be done if a parent is blocking support</p> <p>AF is looking into alternative provision and the costs relating to this. Ultimately if the behaviour continues the school would have to suspend. Behaviour specialists work with the school to prevent permanent exclusion and integrate children from short-stay provision.</p>	

	<p>AF advised that the block from parents can be around restraint. AM asked whether parents fully understand the restraint process and that the restraint can prevent injury to the child and staff. AF confirmed that if restraint is blocked the school cannot act further, with the school using Oakfield for support the school would have to suspend again and again until you permanently exclude, the school would prefer not to go down this route.</p>	
6.6	<p>AM asked CPOMs and the checks made AF confirmed that all staff have access to CPOMs and can record incidents and have actions to be complete. Monitoring shows that CPOMs records have an action or end point.</p>	
6.7	<p>AF confirmed in terms of staffing: 2 funding requests for additional funding for pupils (15 and 32 ½ hours) have been approved. There are 2 more children with high needs coming into the school in foundation stage</p> <p>Staff absence is quite high compared to other schools however this is slightly lower than last year and is improving</p>	
6.8	<p>The achievement data will be discussed in the autumn term AM commented the data is worrying low. AF advised this is an honest reflection, the plan is in place to move forward. The added additional capacity for staff will assist the further work with year 2 and 3. Year 2 and 3 will be separate during the morning sessions and then brought together in the afternoons AM commented this is an interesting report, with a good plan for the school to work towards</p>	
6.9	<p>JC asked about governors being more informed about the changes happening around the school particularly with the fencing AF explained that the fencing is required for safeguarding the children, this is standard fencing used in schools across the trust and further improvements will be made moving forward (Fencing plan is available)</p>	
FINANCE & BUDGETS		
7.	Trust Finance Report	RH
7.1	<p>It was noted that RH still has not been able to meet with Andy Winter (AW). AW is still not in position to meet. Finance is managed centrally. It is recognised there have been some difficulties however the governors do need to have some involvement as part of the local governing bodies responsibilities.</p>	
SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING		
8.	Termly Care, Guidance and Welfare Report	LL
8.1	<p>It was noted that LL has been unable to provide a report due to a bereavement and commitments at her other school. Moving forward next year LL will be working an extra day at Dovebank Primary School. AF has covered safeguarding within the Head teachers report</p>	
ASSURANCE REPORTING		
9.	Individual Policy Review	Chair
9.1	<ul style="list-style-type: none"> Governors approved the Relationships, Sex Education Policy subject to an amendment to remove a name from the policy 	
9.2	<ul style="list-style-type: none"> Governors noted the Trust Risk Management Policy <p>Action - JM to download and re-do the link</p>	
10.	Operational Risk Register	Head
10.1	<p>The policy and Risk Register Template is available in the new Policy Portal LINK. As this is a Trust Wide Policy the LGB needs to note the policy.</p> <p>Chris Parkinson delivered training to head teachers who have been asked to deliver training to the Staff and LGB's, the content of the current risk register also needs to be transitioned into the new template, this is a task for the Schools to complete.</p>	

	Governors noted the training for Braunstone Frith Primary Academy and Dovebank Primary School governors will be held jointly in the autumn term	
11.	Annual LGB Effectiveness Review	Chair
11.1	Governors spent time completed the chair 360 review Action – JM to collate the answers to share with AM & Sian Griffiths/Liz (Trust chair)	
11.2	AM lead a review with Governors of the Governor Hub Health check review Action – JM to type up the review answers to share with governors at the next meeting	
12.	ANY OTHER BUSINESS	Chair
12.1	Fencing Plan AF confirmed that more fencing would be going up around the school to ensure the school site is secure. During November the gates will be fobbed so that people cannot get in and children cannot escape.	
12.2	AM thanked governors for their support throughout the year, this has been a difficult year which we have come through and it will improve. AM also asked for thanks to be passed onto Andrea and the staff for all their work and the events which have been put in place over the last year.	
13.	DATE & TIME OF THE NEXT MEETING To note the time and date of the next meeting on the Wednesday 4 th October at 5.30pm To note the reviewed schedule of LGB meetings for 2023/24	Chair

MEETING OF THE LOCAL GOVERNING BODY MEETING
HELD ON Monday 3rd July at 5.15pm
MINUTES
CONFIDENTIAL – NOT FOR PUBLICATION

15.	MINUTES OF LAST MEETING The confidential minutes of the Governing Board meeting held on the 23 rd May 2023 were approved and confirmed as an accurate record.	Chair	
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3.7.23	5.2	Community Governor Vacancies AF to place advert school newsletter again at the end of term	AF	Next meeting 4.10.23
3.7.23	5.2	Community Governor Vacancies AF to email Catherine Headley again	AF	Next meeting 4.10.23
3.7.23	5.2	Community Governor Vacancies Helen to follow up on someone she knows who may be interested in becoming a community governor	HC	Next meeting 4.10.23
3.7.23	5.3	Reminder to be added onto governor hub for the new governor training	JM	Next meeting 4.10.23
3.7.23	5.4	RH visit reports to be upload onto Governor Hub	RH/JM	Next meeting 4.10.23
3.7.23	5.4	JC visit report to be uploaded onto Governor Hub	JM	Next meeting 4.10.23
3.7.23	9.2	To check and re-do the link for the Trust Management Policy	JM	Next meeting 4.10.23
3.7.23	11.1	Chair 360 review answers to be collated to share with AM & Sian Griffiths/Liz (Trust chair)	JM	Next meeting 4.10.23
3.7.23	11.2	Governor Hub Health check review answers to be typed up to share with governors at the next meeting	JM	Next meeting 4.10.23