

DOVEBANK PRIMARY SCHOOL MEETING OF THE LOCAL GOVERNING BODY TO BE HELD ON Wednesday 6th December 2023 at 5.30pm



Composition of the Board

NAME	TYPE OF GOVERNOR	END DATE	DESIGNATED	PRESENT
		OF OFFICE	ROLE	
Andrea Fletcher (AF)	Teacher in Charge		Head of School	Yes
Ann Melville (AM)	Community	30.4.27	Chair	Yes
			Safeguarding and Child Protection	
			Behaviour and Attendance	
			Culture - Relationships	
Ray Hale (RH)	Community	30.4.27	Vice Chair	Yes
			Finance	
			Online Safety	
Joy Crane (JC)	Community	27.2.26	Community	Yes
Luke Gilbert (LG)	Parent Governor	10.4.27	Vice Chair	Apologies
			SEND	
			Teaching & Learning: Maths	
Helen Cholerton (HC)	Parent Governor	19.4.27	Teaching & Learning: Early	Apologies
			reading/Writing/Phonic	
Tracey Vale (TV)	Staff - Teaching	5.1.24	Curriculum	Yes
Yasmin Goodband (YG)	Staff – Support	21.11.26		Apologies
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Lydia Leeson	SENDCO			
Amelia Smith	Executive Head			Yes
Apologies				

MINUTES NON CONFIDENTIAL

ITEM NO	ITEM	ACTION						
1.	WELCOME AND APOLOGIES							
	The chair welcomed all governors and AS to the meeting.							
	Apologies were received from HC, LG and YG							
	Resolved – The apologies were considered and accepted							
2.	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							
	to be discussed during the meeting. No additional declarations of interest were made							
3.	MINUTES OF LAST MEETING							
	The non-confidential minutes of the Governing Board meeting held on the 25 th							
	October 2023 were approved and confirmed as an accurate record							
4.	MATTERS ARISING							
	To review and update actions from the previous meeting.							

DATE	ITEM NO	ACTION	BY WHO	WHEN			
3.7.23	3	All Governors need to complete	All	Next			
6.12.23	3	Declarations of Interest on Governor Hub	All	meeting			
0.12.23		for 2023-24		6.12.23			
Update – Governors have completed today, LG emailed to complete.							
6.12.23 - completed							
DATE	ITEM	ACTION	ВУ	WHEN			
	NO		WHO				
3.7.23	6.2	Community Governor Vacancies	JM	Next			
		To place adverts with the websites the		meeting			
		Trust has signed up for access to governors		6.12.23			
		for vacancies					
•		s have been placed 3.11.23 but currently no re	•				
	1	y again in community, JM to send the wording	to AF	T			
DATE	ITEM	ACTION	ВҮ	WHEN			
2 7 22	NO		WHO	<u> </u>			
3.7.23	6.3	All Governors must complete the	All	Next			
		Declaration of Pecuniary Interest and		meeting 6.12.23			
		confirmations including KCSIE, code of		0.12.23			
Lladata	Camaral	conduct 2023 via Governor Hub.					
DATE	- Compi	eted 6.12.23 ACTION	ВҮ	WHEN			
DATE	NO	ACTION	WHO	WHEIN			
2 7 22		To ensure website is up to date and add	JM	Next			
3.7.23	6.4		•				
3.7.23	6.4	•		meeting			
		recent up-dates		6.12.23			
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	DATE	ITEM	ACTION	BY WHO	WHEN	
	3.7.23	NO 16.1	To add Data Outcomes report to Governor	JM	Next	
	0.7.20	-0	Hub		meeting	
					6.12.23	
			eted 3.11.23			
5.	GOVERNA		CONSTITUTION/ MEMBERSHIP			
5.1			the TV's terms of office ends on 25.1.24, TV is	happy to	continue an	
J		osed and	d JC Seconded terms of office, governors appr	· · ·		
5.2	An update	e was pr	ovided on the community governor vacancies			Action - AF to advertise
	•		d advert on 3.11.23 on the website but curren	tly no resp	ponse	again in the local
			vertise again in the local community			community/JM
	Action – J	M to se	nd AF copy of the adverts for community			to send Advert
5.3	Governors	s have G	Governor Training Programme Schedule on Go	vernor Hu	ıh	
			complete the safeguarding and prevent trainin			Action -
						Governors to
5.4		_	vernor Visits undertaken were noted			complete reports when
			meet with LL to discuss SEND Iso completed visits to the school for events	in schoo	l and naronts	visiting the
			ew phonics scheme	ili sciioo	i anu parents	school
	_		accounts on Monday			Action -a
	Action – a	progra	mme of visits to be drawn up as part of the L	GB action	plan	programme of
						visits to be
5.5			he outcomes from the recent chairs meeting			drawn up as part of the LGB action
			on was held on recent training the chairs had for the chairs had for the school to provide a list of polic			plan
		•	n plan to be completed	C 3		
			ok at the action plan with AF/AS			Action AM to look at LGB
			•			Action Plan
	SCHOOL II	MPROV	EMENT AND ASSURANCE			
6.	-		chers Report			
	The terml	y head t	eachers report is available on Governor Hub			
6.1	AM confir	med th	at JC and AM had attended the parents meeti	ing on the	new phonics	
			this was a really useful session, providing	a good o	overview and	
		•	the scheme			
	AF contirn	ned that	t training has been made available to parents			
6.2			lso attended the parents evening, which provid			
	_		felt that the visit could be improved for the n		• .	
	•		e, to survey the parents to see what is good a yould give parents a reason to stop and talk t			
	more ope			o governo	ors leading to	
	•		ents do receive the LiFE MAT questionnaire, b	ut this coι	uld be used to	
	dig down	deeper	or look at specific areas to gain more informat	tion		
6.3	AM asked	for furt	her confirmation about the wider curriculum			
			t Ed Booth (EB) (through the Trust) visits Dove		•	
			t up and ensure Dovebank is following the r	_		
	working o	n makin	g sure plans and planning is in place. Using a	jigsaw pu	zzie approach	

to question, ensures teachers are aware, meeting with pupils needs and assists staff to work together to ensure pupils are on target and know the focus areas.

The approach has enabled teacher to work on actions set, share successes and ensure follow up is in place. Retrieval practice has improved with staff able to move onto the next unit, whilst ensuring retrieval work to ensure children are learning and taking the learning with them moving forward.

TV confirmed that the training has been really useful, lessons are structured differently.. TV felt particular training on Oracy has made improvements for the children, working well and moving forward to the next steps

AF confirmed that staff have taken on board a lot of changes through this year, EB will move on to staff taking the lead moving forward.

AS confirmed that teachers have done an extraordinary job taking on the extra work in ensuring the developing and learning of the children in the school.

AM commented that it sounds like staff are enjoying the changes in teaching and learning. TV confirmed that this feels more purposeful and the children are benefiting from the changes

AS confirmed that a good question for parents evening could be around the quality assurance where parents could be asked how do you feel the children are progressing in their learning — with photographs of the different key points to ask parents and children — this can assist governors to ensure quality assurance

6.4

AM asked about the pupil learning forums

Pupil learning forums will pick a focus on learning to establish where the children are, how do we move forward to identify gaps, providing staff with a clear understanding of how to move the children forward to ensure progress

TV felt it was useful conversation which gave a focus on what was being done and what could be done to differently to improve the children's learning

AM asked about the training on how to do reading conferences

AF confirmed staff had undergone training to upskill staff on how to identify the gaps and move forward, to support in raising the reading standards in school

RH asked with reading going on at home – how does this affect with the work being carried out?

AF confirmed the school uses reading diaries to communicate between school and homes. There is information on the website to support parents. With the accelerated reading programme class teacher/TA can do assessments and parents are given the opportunity to feedback

RH asked whether children are held back by parents not reading
AF confirmed that there are support mechanisms in place to ensure that these children
are supported in school

6.5

AM asked whether there could be a focus at the next meeting on concerns regarding the amount of energy and time spent on a few children which have additional needs – focus at the next meeting

Action – Focus on area of support for children with additional needs

Agenda – Additional Needs focus on the support

	AM asked about the levels of persistent absence	
	AF confirmed further work needed to be carried out on absence	
	Office staff have been restricted to allow time for staff to look at attendance, Lara Hall	
	is going to do some training on attendance	
	There are concerns regarding some pupils - The attendance team at county hall have	
	supported with a parent meeting and have provided support with letters and the CME	
	(Children Missing in Education) Form for those persistently absent for 10 days or more.	
	AF confirmed there is some support with traveller families from Travellers Education	
	AF confirmed there is some support with traveller families from Travellers Education, who will visit families on site however they are stretched and have advised to refer for	
	legal action to county hall where required.	
6.7		
	JC asked about staff absence	
	AF confirmed that 2 members of staff contracts will end at the end of term, support	
	from HR is being received for another staff member	
	AF confirmed that the school and staff are in a far better place than we were last year	
	and it feels a very different school	
	TV commented that it feels like we have a good team and the staff feel happier. BFPA	
	staff have shared information and are really supported the staff at Dovebank	
	AS confirmed that this is really positive considering the amount of change that has	Action –
	taken place this year.	Feedback on
6.7		behaviour
	AM asked for a feedback behaviour work and SEND to be on the next agenda	work and SEND
		on the next agenda
7.	Annual Report – Pupil Premium	
7.1	The pupil Premium Report is available on Governor Hub for Governors	
	JC commented that the felt that the pupil premium parents' guide had given more of	
	an understanding on pupil premium	
	AF explained that the guide produced explains to parents how pupil premium funding is spent within school. The school can decide on the areas of pupil premium spending,	
	with ELSA being one of the areas receiving a lot of spending at Dovebank. The school	
	do have to justify the areas of spending the PP is spent on	
	Dil commented that comparisons are difficult to indeed to be according to be a	
	RH commented that comparisons are difficult to judge due to previous reports being less detailed	
	AF confirmed that items are costed and roughly and 3 areas to focus on	
	AS confirmed this is the format every school in the LiFE Mat use	
7.2	JC asked about breakfast	
/.2	AF confirmed that the school are targeting in a slightly different way. The school is	
	looking at raising standards in year 6, previously children have been picked but	
	currently everyone in year 6 is having toast	
	TV confirmed this has had a positive impact, with changes to the atmosphere in class	
	when children arrive, staff are aware of who is having toast and who may want more,	
	children who may not have asked previously now have toast. Sets the children up well for learning	
	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING	
8.	Termly Care, Guidance and Welfare Report	
	The report available for governors within the head teachers report	

	FINANCE & BUDGETS	
9. 9.1	Finance Update/Report The budget, income and expenditure report is available on Governor hub RH advised the report is not detailed enough to confirm what we are overspending on	
	AS confirmed there is a significant over spend as there is money being spent to support the changes which needed to be made at Dovebank	
	RH queried where is it going and what is happening	
	AS confirmed that have been additional set up costs relating to the new curriculum, phonics books, accelerated reader books and subscriptions to different support site networks. There have also been additional teacher costs and a significant proportion of money for support staff for children with SEN additional needs.	
	There is a significant rise in SEN children following COVID, particularly in foundation stage, AF confirmed the school have to take children with an EHCP if the school can meet need this can lead to additional costs in school to meet the needs of those children.	
	Moving forward Integrated financial planning will take place to assist in making decisions, all schools have to reduce spending as National funding changes. The primary heads will meet to look at changes needed moving forward	
	RH confirmed he is meeting with Kathryn Swann on Monday which should provide a clearer view	
	ASSURANCE REPORTING	
10. 10.1	Operational Risk Register The risk register is available on governor hub This is a live document will be reviewed and updated continuously throughout the year	
11. 11.1	Individual Policy Review To review and approve the following policies: • Home visits policy LG has made some suggested amendments to AF The policy was approved subject to amendments being made	Action – AF to amend Home Visit Policy Action - AF to
	The Pupil Premium Guide uploaded from the meeting held 25.10.23 was noted	forward amended policy to JM
12. 12.1	ANY OTHER BUSINESS JC asked whether a visit could be arranged to Braunstone Frith Primary (BFPA) AS agreed this could be arranged after Christmas	Action – Visit it be arranged to BFPA
12.2	AM asked for staff to be thanked for all their hard work and working together with the staff from BFPA and wished everyone a happy Christmas	
13.	DATE & TIME OF THE NEXT MEETING To note the time and date of the next meeting on the Wednesday 7 th February at 5.30pm	

DATE	ITEM	ACTION		WHEN
	NO			
25.10.23	6.2	Community Governor Vacancies	JM/AF	Next meeting
6.12.23	5.2	Adverts have been placed 3.11.23 on websites the Trust have signed		7.2.24
		up to but currently no response		
		AM to advertise again in community,		
		JM to send the advert wording to AF		
25.10.23	6.4	To ensure website is up to date and add recent up-dates	JM	Next meeting
6.12.23		Website is up to date, need the updated confirmations and approved minutes from 25.10.23		7.2.24
25.10.23	6.9	All Governors to complete safeguarding and prevent training by the	All	Next meeting
6.12.23	5.3	end of Autumn term. Reminder emails have been sent to Governors		7.2.24
6.12.23	5.4	Governors to complete visit reports when carrying out visits to the	ALL	Next meeting
		school		7.2.24
		Visit reports to be uploaded onto Governor Hub		
6.12.23	5.4	To produce an action plan for the LGB	AM/AF/AS	Next meeting
	5.5	-A programme of governor visits to be drawn up as part of the LGB		7.2.24
		action plan		
6.12.23	6.5	Add Focus on area of support for children with additional needs to the	JM	Next meeting
		next agenda		7.2.24
6.12.23	6.6	Add Feedback on behaviour work and SEND onto the next agenda	JM	Next meeting
				7.2.24
6.12.23	11.1	Amendments to be made to Home Visit Policy	AF	Next meeting
				7.2.24
6.12.23	11.1	Home visit policy to be uploaded to governor hub policy section	AF/JM	Next meeting
		following amendments		7.2.24
6.12.23	12.1	Visit to be arranged to Braunstone Firth Primary Academy	AS	Next meeting
				7.2.24