



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 OF OFFICE	DESIGNATED ROLE	PRESENT
Andrea Fletcher (AF)	Teacher in Charge		Head of School	Yes
Ann Melville (AM)	Community	30.4.27	Chair Safeguarding and Child Protection Behaviour and Attendance Culture - Relationships	Yes
Ray Hale (RH)	Community	30.4.27	Vice Chair Finance Online Safety	Yes
Joy Crane (JC)	Community	27.2.26	Community	Yes
Luke Gilbert (LG)	Parent Governor	10.4.27	Vice Chair SEND Teaching & Learning: Maths	Apologies
Helen Cholerton (HC)	Parent Governor	19.4.27	Teaching & Learning: Early reading/Writing/Phonic	Apologies
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	SEND CO			
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	
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 6.12.23	3	All Governors need to complete Declarations of Interest on Governor Hub for 2023-24	All	Next meeting 6.12.23
Update – Governors have completed today, LG emailed to complete. 6.12.23 - completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
3.7.23	6.2	Community Governor Vacancies To place adverts with the websites the Trust has signed up for access to governors for vacancies	JM	Next meeting 6.12.23
Update –Adverts have been placed 3.11.23 but currently no response Action- AM to try again in community, JM to send the wording to AF				
DATE	ITEM NO	ACTION	BY WHO	WHEN
3.7.23	6.3	All Governors must complete the Declaration of Pecuniary Interest and confirmations including KCSIE, code of conduct 2023 via Governor Hub.	All	Next meeting 6.12.23
Update – Completed 6.12.23				
DATE	ITEM NO	ACTION	BY WHO	WHEN
3.7.23	6.4	To ensure website is up to date and add recent up-dates	JM	Next meeting 6.12.23
Update – Website is up to date, need the updated confirmations and approved minutes from 25.10.23				
DATE	ITEM NO	ACTION	BY WHO	WHEN
3.7.23	6.7	To complete Skills audit	JM	Next meeting 6.12.23
Update – Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
3.7.23	6.9	All Governors to complete safeguarding and prevent training by the end of Autumn term	All	Next meeting 6.12.23
Update –Reminder email was sent to governors 17.11.23				
DATE	ITEM NO	ACTION	BY WHO	WHEN
3.7.23	11.2	AF to send JM the pupil premium guidance to add to governor hub	AF/JM	Next meeting 6.12.23
Update – Completed 27.10.23				
DATE	ITEM NO	ACTION	BY WHO	WHEN
3.7.23	13.1	JM to send to Governors the new LiFE MAT Health check format for Governors to see and look at throughout the year	JM/All	Next meeting 6.12.23
Update – Completed 3.11.23				

	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	3.7.23	16.1	To add Data Outcomes report to Governor Hub	JM	Next meeting 6.12.23	
	Update – Completed 3.11.23					
GOVERNANCE						
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP					
5.1	Governors noted the TV’s terms of office ends on 25.1.24, TV is happy to continue an AM proposed and JC Seconded terms of office, governors approved for a further 4 years term of office					
5.2	An update was provided on the community governor vacancies JM has placed and advert on 3.11.23 on the website but currently no response Action – AF to advertise again in the local community Action – JM to send AF copy of the adverts for community					Action - AF to advertise again in the local community/JM to send Advert
5.3	Governors have Governor Training Programme Schedule on Governor Hub Governors must complete the safeguarding and prevent training on National College					Action – Governors to complete reports when visiting the school
5.4	The following Governor Visits undertaken were noted LG had visited to meet with LL to discuss SEND JC and AM had also completed visits to the school for events in school and parents meeting on the new phonics scheme RH to meet with accounts on Monday Action – a programme of visits to be drawn up as part of the LGB action plan					Action -a programme of visits to be drawn up as part of the LGB action plan
5.5	AM reported on the outcomes from the recent chairs meeting <ul style="list-style-type: none">• A discussion was held on recent training the chairs had attended• A point of contact in the school to provide a list of policies• LGB action plan to be completed• AM to look at the action plan with AF/AS					Action AM to look at LGB Action Plan
SCHOOL IMPROVEMENT AND ASSURANCE						
6.	Termly Head Teachers Report The termly head teachers report is available on Governor Hub					
6.1	AM confirmed that JC and AM had attended the parents meeting on the new phonics scheme and felt this was a really useful session, providing a good overview and understanding of the scheme AF confirmed that training has been made available to parents					
6.2	Governors have also attended the parents evening, which provided an overview on how things work. AM felt that the visit could be improved for the next meeting by the use of a questionnaire, to survey the parents to see what is good and what parents would like to see, this would give parents a reason to stop and talk to governors leading to more open discussions AS confirmed parents do receive the LiFE MAT questionnaire, but this could be used to dig down deeper or look at specific areas to gain more information					
6.3	AM asked for further confirmation about the wider curriculum AF confirmed that Ed Booth (EB) (through the Trust) visits Dovebank for a day a week. EB focus is to set up and ensure Dovebank is following the right curriculum. EB is working on making sure plans and planning is in place. Using a jigsaw puzzle approach					

<p>6.7</p> <p>6.7</p>	<p>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</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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</p> <p>AS confirmed that this is really positive considering the amount of change that has taken place this year.</p> <p>AM asked for a feedback behaviour work and SEND to be on the next agenda</p>	<p>Action – Feedback on behaviour work and SEND on the next agenda</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Annual Report – Pupil Premium The pupil Premium Report is available on Governor Hub for Governors</p> <p>JC commented that the felt that the pupil premium parents’ guide had given more of an understanding on pupil premium</p> <p>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</p> <p>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</p> <p>JC asked about breakfast 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</p>	
	<p>SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING</p>	
<p>8.</p>	<p>Termly Care, Guidance and Welfare Report The report available for governors within the head teachers report</p>	

	FINANCE & BUDGETS	
9.	Finance Update/Report	
9.1	<p>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</p> <p>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</p> <p>RH queried where is it going and what is happening</p> <p>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.</p> <p>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.</p> <p>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</p> <p>RH confirmed he is meeting with Kathryn Swann on Monday which should provide a clearer view</p>	
	ASSURANCE REPORTING	
10.	Operational Risk Register	
10.1	<p>The risk register is available on governor hub This is a live document will be reviewed and updated continuously throughout the year</p>	
11.	Individual Policy Review	Action – AF to amend Home Visit Policy
11.1	<p>To review and approve the following policies:</p> <ul style="list-style-type: none"> Home visits policy <p>LG has made some suggested amendments to AF The policy was approved subject to amendments being made</p> <p>The Pupil Premium Guide uploaded from the meeting held 25.10.23 was noted</p>	Action - AF to forward amended policy to JM
12.	ANY OTHER BUSINESS	Action – Visit it be arranged to BFPA
12.1	JC asked whether a visit could be arranged to Braunstone Frith Primary (BFPA) AS agreed this could be arranged after Christmas	
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 NO	ACTION	BY WHO	WHEN
25.10.23 6.12.23	6.2 5.2	Community Governor Vacancies Adverts have been placed 3.11.23 on websites the Trust have signed up to but currently no response AM to advertise again in community, JM to send the advert wording to AF	JM/AF	Next meeting 7.2.24
25.10.23 6.12.23	6.4	To ensure website is up to date and add recent up-dates Website is up to date, need the updated confirmations and approved minutes from 25.10.23	JM	Next meeting 7.2.24
25.10.23 6.12.23	6.9 5.3	All Governors to complete safeguarding and prevent training by the end of Autumn term. Reminder emails have been sent to Governors	All	Next meeting 7.2.24
6.12.23	5.4	Governors to complete visit reports when carrying out visits to the school Visit reports to be uploaded onto Governor Hub	ALL	Next meeting 7.2.24
6.12.23	5.4 5.5	To produce an action plan for the LGB -A programme of governor visits to be drawn up as part of the LGB action plan	AM/AF/AS	Next meeting 7.2.24
6.12.23	6.5	Add Focus on area of support for children with additional needs to the next agenda	JM	Next meeting 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 following amendments	AF/JM	Next meeting 7.2.24
6.12.23	12.1	Visit to be arranged to Braunstone Firth Primary Academy	AS	Next meeting 7.2.24