DOVEBANK PRIMARY SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
HELD ON Wednesday 7th February 2024 at 5.30pm

inspiration innovation integrity

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 Rec'd
Helen Cholerton (HC)	Parent Governor	19.4.27	Teaching & Learning: Early reading/Writing/Phonic	Yes
Tracey Vale (TV)	Staff - Teaching	5.1.28	Curriculum	Yes
Yasmin Goodband (YG)	Staff – Support	21.11.26		Yes
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Lydia Leeson (LL)	SENDCO			Yes
Amelia Smith (AS)	Executive Head			Yes
Ed Booth (EB)				Yes
Apologies				

MINUTES
NON-CONFIDENTIAL

ITEM NO	ITEM	ACTION
1. 1.1	**WELCOME AND APOLOGIES** The chair welcomed all Governors and staff to the meeting along with EB from Braunstone Frith. Apologies were received from LG and for the meeting on 15th May 2024 **Resolved – The apologies were considered and accepted.**	**Action:** **LGB to look at alternative dates for the 15th May LGB meeting**
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. There were no additional declarations of interest made.	
3.	**MINUTES OF LAST MEETING** The non-confidential minutes of the Governing Board meeting held on the 6th December 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
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 7.2.23
Update – JM sent advert to AF 8.12.23 AF confirmed no joy with advert but asked for the advert to be sent again – completed 26.1.24. Currently have 2 enquiries which are being dealt with. **Action - AM to speak with Head of Governance/applicant**				

DATE	ITEM NO	ACTION	BY WHO	WHEN
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 7.2.23
Update – Governance area is up to date				

DATE	ITEM NO	ACTION	BY WHO	WHEN
25.10.23 6.12.23	69.9 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 7.2.23
Update – Reminder emails to be sent				

DATE	ITEM NO	ACTION	BY WHO	WHEN
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 7.2.23
Update – A report has been received from JC which has been uploaded 2 reports outstanding – LG for maths review, AM for safeguarding report **Action = Completed visit reports to be sent to JM to add to governor hub**				

DATE	ITEM NO	ACTION	BY WHO	WHEN
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 7.2.23
Update – 3 point plan has been discussed at chairs meeting– AM & AF to meet AM & AF are in the process of completing an action plan along with a programme of governor visits to fit the sequence.				

DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.23	6.5	Add Focus on area of support for children with additional needs to the next agenda	JM	Next meeting 7.2.23
Update –Completed 8.12.23				

DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.23	6.6	Add Feedback on behaviour work and SEND onto the next agenda	JM	Next meeting 7.2.23
Update – Completed 8.12.23				
DATE	**ITEM NO**	**ACTION**	**BY WHO**	**WHEN**
6.12.23	11.1	Amendments to be made to Home Visit Policy	AF	Next meeting 7.2.23
Update –Completed				
DATE	**ITEM NO**	**ACTION**	**BY WHO**	**WHEN**
6.12.23	11.1	Home visit policy to be uploaded to governor hub policy section following amendments	AF/JM	Next meeting 7.2.23
Update – Completed				
DATE	**ITEM NO**	**ACTION**	**BY WHO**	**WHEN**
6.12.23	12.1	Visit to be arranged to Braunstone Firth Primary Academy	AS	Next meeting 7.2.23
Update – AS has spoken to AM – to be discussed at the LGB meeting A date has been arranged for 11th March (9.30 to 11.30am) to visit Braunstone Frith Primary Academy				

GOVERNANCE

5. GOVERNANCE - CONSTITUTION/ MEMBERSHIP

5.1 Governors noted there are no changes to board membership and terms of office which will cease before the next meeting.

5.2 Governors received an update on the community vacancies
A parent has enquired with the school office about the community vacancies. A job description and application form has been sent via the school officer for the parent to complete.

An expression of interest and CV has been received, AM has concerns over the need for governors at Dove Bank with expertise in primary education. YG asked whether it is wise to decline someone due to the length of time it has taken to get an enquiry. AM advised it is important to get a range of experience within the governing body. JM advised there are vacancies within the trust and other LGBs if not suitable for Dove Bank. AM to speak with Head of Governance/applicant

Action - AM to speak with Head of Governance/ applicant

5.3 Governors have Governor Training Programme Schedule on Governor Hub
Governors must complete the safeguarding and prevent training on National College

5.4 The following Governor Visits undertaken were noted

- JC Christmas activities visit report
- Awaiting LG's visit report for SEND
- Awaiting AM safeguarding visit report

Governors should send their visit reports to Head of School Chair prior to being uploaded to governor hub

Action: Completed visit reports to be sent to AM & AF prior to JM to add to governor hub

	SCHOOL IMPROVEMENT AND ASSURANCE	
6.	**School Improvement Plan**	
6.1	A curriculum Update was provided by EB to provide further information to governors on where we are working towards with the strategic wheel. The presentation is available on Governor Hub	
6.2	EB has been attending Dove Bank every Monday since September to support staff with gaining a consistent approach to teaching the curriculum. EB highlighted the journey the school has been on working towards a Spiral curriculum where children start in Foundation stage and build on skills and knowledge year on year to follow a sequence of learning where children learn to speak like an expert The Dove Bank team has put together a set of 6 curriculum principles to continue to build a consistent curriculum with Oracy being key encouraging children to talk to their partner and move around the classroom to show what they have learnt.	
6.3	Questions and Comments JC commented that it is exciting to hear about the update on the curriculum and it is good to see the links being made. YG suggested that it would be good to put some of the videos of the children onto the website for parents and children who may be joining the school to see. EB confirmed that the spiral curriculum will drive the learning and planning so that learning through the curriculum continues. Staff work with the children to be able to use vocabulary to move towards the next steps for the children. Teachers want to do more work on Oracy, SLT will work to put strategies in place to know where and how they will move forward. AS confirmed although the Braunstone Frith curriculum has been brought to Dove Bank this has been adapted to meet the needs of the children at Dove Bank. Dove Bank can learn from mistakes which have been made at Braunstone Frith, which has enabled EB to manage the change and move forward quickly. Braunstone Frith has also benefited from the 2 schools working together. RH – would the learning be supplemented by bringing a specialist to support children's learning (i.e. a scientist) EB – confirmed that bring in a specialist would be the next steps to support the curriculum developments further. AF – Jodie bringing in someone to do the allotment, is an example of a specialist coming into school to support the curriculum. The chair thanked EB for his update to the LGB	
7.	**SEND Report**	
7.1	The SEND Overview Report is available on Governor Hub – Questions and Answers LL confirmed that LG had completed the SEND visit	
7.2	Questions and comments AM – the figures have dropped from last year, is there any reason LL – confirmed that there have been several children who have left the school, year 6 pupils and a permanent exclusion which has affected the figures.	
	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING	
8.	**Termly Care, Guidance and Welfare Report**	
8.1	LL provided and update on safeguarding.	

	LL confirmed that LL and AF continue to meet regularly to talk about families and behaviour and how to support them. A few children are on Children in Need (CIN) and Child Protection Plans and the school continues to attend the meetings with social care. There have been some issues getting CIN Plans from social care, with the school having to chase. The school will continue to chase where necessary All teachers have received Operation Encompass training.	
8.2	The school will receive an email regarding domestic violence or police incidents where children are present, the email gives information on the context and keeps the school informed and enable to check on children's welfare and support where necessary.	
	Questions and Comments	
8.3	AM feedback from the recent safeguarding visit. The visit was a fact-finding visit, it was interesting to talk to the children and found they were confident to speak to both parents at home and teachers at school about any concerns. This supports with identifying safeguarding concerns and ensuring the support is in place. RH – With a reduction in high needs funding, is the school struggling with funding to meet SEN needs LL – The LiFE MAT have completed an audit and have confirmed the school is getting the funding the school should be receiving.	
	FINANCE & BUDGETS	
9.	**Finance Update/Report**	
9.1	The Finance P3 Budget Report link is available on Governor hub and an update was given on the governor's role for finance RH – shared concerns regarding the lack of financial information available AS – confirmed governors have a different role and model within a Trust. The governor's role is more strategic by making sure the school is having an impact in the way it is working. Governors should be concentrating on how money is spent on projects and the difference it is making, for example looking at pupil premium and how the school spend the money and the difference it is making. How the school paying for SEND support and alternative provision.	
9.2	From a budget point of view the Dove Bank is being supported by the LiFE MAT. There is an overspend but the school have correctly spent to support children's learning (e.g. books for the new curriculum). Moving forward the school will work towards ensuring the overspend does not continue. AS and AF will look at the budget using an integrated planning tool to ensure the school has met the required percentage. AS role is to check expenditure and ensure any overspend is decreasing over time. The Chief Executive of the Trust is happy where the school currently stands RH – asked about the deficit of £151000 since joining LiFE MAT AS – confirmed the LiFE MAT Trust are covering the deficit RH - what could be done and how does this impact AS – planning is in place moving forward, following the Autumn census the school know roughly what is coming in and what extra funding would be needed on top of that. AM – confirmed there have been staffing issues which have happened but these have been worked through. With the new set up the governing body can be more effective and have more time to look at Pupil Premium spending, this also frees up the governing body to look at teaching and learning and what is happening in the community. JC – felt this was a positive move due to one of the biggest problems for governors being the understanding of finance and reports.	

	ASSURANCE REPORTING	
10. 10.1 10.2	**Individual Policy Review** The governors reviewed and approved the following policies: • Feedback and Marking Policy • Remote Learning Policy • External visits policy The governors identified queries to be looked at on the following policies: • SEND Information Report and Policy – January 2024 -check • Exclusions Policy 2023-24 – comments from Ann	**Action:** **Policies to be amended and forwarded to JM**
11. 11.1	**Phonics/Maths Review** TV provided an update on the recent maths review Teachers have been supported by Braunstone Frith and Desford with lessons observations and looking at Maths is being taught in school AF confirmed a Phonics review has also been completed and further information will be available at future meetings	
12. 12.1	**ANY OTHER BUSINESS** AM – Parents evening is next Monday and Tuesday and asked if any Governors are available to support RH – confirmed availability and asked about targeted questions and a possible form AM – questions could include: - How do you feel your child is learning - How could communication be improved - How does information on Dojo support, possible extra information Forms will be run off for people to fill in YG – asked are you asking yes or no to questions because more details would be wanted and could this be added to the parent meeting for teachers to ask parents to complete to improve responses It was suggested that teachers could ask parents, have you completed the governor survey and point parents in the right direction. HC – suggested a message went out to parents on Dojo advising governors would be attending parents evening.	
13.	**DATE & TIME OF THE NEXT MEETING** To note the time and date of the next meeting on the Wednesday 20th March at 5.30pm	

DATE	ITEM NO	ACTION	BY WHO	WHEN
7.2.24	1.1	LGB to look at alternative dates for the 15th May LGB meeting	JM/AF/AM	Next meeting 20.3.24
25.10.23 6.12.23 7.2.24	6.2 5.2 6.2	Community Governor Vacancies AM to speak with Head of Governance/ applicant re application	AM	Next meeting 20.3.24
25.10.23 6.12.23 7.2.24	6.9 5.3 6.3	All Governors to complete safeguarding and prevent training by the end of Autumn term. Reminder emails have been sent to Governors	All	Next meeting 20.3.24
6.12.23 7.2.24	5.4 6.4	Governors to complete visit reports when carrying out visits to the school. Completed visit reports to be sent to AM and AF before sending to JM to add to governor hub	ALL	Next meeting 20.3.24

6.12.23 7.2.24	5.4 5.5	To produce an action plan for the LGB AM & AF are in the process of completing an action plan along with a programme of governor visits to fit the sequence.	AM/AF/AS	Next meeting 20.3.24
6.12.23 7.2.24	12.1	Visit to be arranged to Braunstone Firth Primary Academy A date has been arranged for 11th March (9.30 to 11.30am) to visit Braunstone Frith Primary Academy	AS	Next meeting 20.3.24
7.2.24	11.2	Amendments to be made to SEND Information Report and Policy/ Exclusion Policy and to be forwarded to JM once completed	AF/JM	Next meeting 20.3.24