

Dove Bank Primary School

Minutes of the meeting of the Dove Bank Governing Body held at the School on 27 June 2022 : 515 p.m.

Present

A. Melville (AM) (Chair)
J. Cheesman (JC) (Head Teacher)
J. Crane (JCR)
R. Hale (RH)
A. Fletcher (AF)
P. Graham (PG)
R. Cox (RC)

In Attendance

J. Read (Clerk)

	PROCEDURAL MATTERS	
	Minute	Action
1	Welcome and Apologies	All to note
1.1	The Chair welcomed all those present to the meeting.	
1.2	Apologies for absence were received, noted and accepted from Tracey Vale and Mitzi Moran.	
2	Declarations of Interest - none.	All to note
3	Minutes of the previous meeting : 23 May 2022	All to note
3.1	The Minutes of the previous meeting were approved as an accurate record for signature by the Chair. Governors AGREED that the minutes be amended on lines two and three of 10.2 to state "staff turnover and a couple of staff reducing their hours" in order to remove any specific references to staff members. The Clerk was instructed to amend this and forward to AM.	Chair Clerk
5	Matters Arising from the Minutes	All to note
5.1	AM confirmed that her governor visit for Science will now take place in the second half of next term. The Scheme of Delegation referred to in 9.1 will be a 'Trust wide' document and will be circulated once drafted. Governors AGREED that queries can be submitted to Chris at LiFE MAT through JC.	
5.2	There were no matters arising.	

	SCHOOL IMPROVEMENT AND RELATED MATTERS	
6	Report of the Head Teacher	All to note
6.1	<p>JC tabled his report which had been circulated to governors in advance of the meeting. Any updates using the prescribed format were presented in blue.</p> <p>JC reported that the SATS had been taken, the first time in three years that these had been completed for Years 2 and 6.</p> <p>The particular attention of the meeting was drawn to the following aspects of the report:</p> <p><i>Absence</i> – JC reported an attendance rate of up to 27 May 2022 of 91.46%. JC added that despite the pressures arising from those falling under the scope of ‘traveller families’, one pupil that had been away for three weeks had returned and was reading as before which representing embedded learning. Replying to questions, JC explained that School does not send out absence related fines, it presents information to the Local Authority and that this year was difficult because of Covid. He further explained that there were no hard and fast rules as to what is exceptional, for instance holidays are not but an unusual family issue may qualify. He added that the School cannot stop parents from taking their children on holiday during term time but it will be classed as unauthorised. Specific to traveller families, AF reported that Sarah Pitman (Traveller Liaison Officer) would advise what the statutory minimum attendance is for children from traveller families. Governors AGREED a breakdown of traveller family attendance would complement the HT Report</p> <p><i>Persistent Absence</i> – Replying to questions, JC explained the merits of case studies to demonstrate the issues and how to encourage the pupils to school. There is a system in place to deal with absence which is broadly adhered to. He added that a lot of what the staff are doing further supports social services where there may be mental health issues and relationship breakdowns within the family which impact on those children. He cited an example in Year5 where a case study would highlight the issues. He also expressed concern about pupils who tend to take one day a week off regularly which makes it difficult for them to keep up particularly in Maths. JC added that one of the benefits of employing Kirsty Smith is that it will give time for Louisa to deeply explore the attendance patterns with some pupils.</p> <p><i>Staff Attendance</i> – JC reported that staff were returning to school now after a number of absences; however recruiting LSA’s and staff for breakfast club is challenging. He further explained the legal position with the after school club provider which, amongst other things, included five year non solicitation clauses for their staff. A discussion was held on how this service will be brought back within the School.</p> <p><i>Behaviour</i> – JC confirmed that behaviour standards remain high and Governors noted that the pupils were attracting positive comments from visitors and people in the village. JC added that the use of Dojo was making a large difference not just for communication but pupils rewards as well.</p> <p><i>Exclusions</i> – Replying to a question specific to whether pupils can be moved across schools within the MAT if there is continual behaviour issues (as is</p>	JC

	<p>the case at another MAT), JC advised that he would see some issues with this, it might be unpopular with parents and might cause extra work for staff. Otherwise, the exclusions data was tabled and noted.</p> <p><i>Achievement Data</i> – The achievement data was formally tabled. Replying to questions, JC replied that the issues in EYFS were down to the fundamentals of Reading and Writing. AF added that they were low on entry purely because a lot of them hadn't been to Nursery and hadn't benefitted from the background work at that stage. It was also reported as a small cohort.</p> <p><i>Good Practice</i> – JC reported further on the use of anchor charts, not only were they visibly helpful, they were having a positive effect on both pupils and staff. Replying to questions, JC reported that he had the Year 4 times tables results back that morning. It differs from Phonics in that there is no prescribed pass mark and there is no guidance to share the information. It could be aligned to Rockstar usage (as suggested by PG) although this might require an upgrade on the package currently under subscription.</p> <p><i>Safeguarding</i> – JC reported on two cases, both Child In Need Plans and no longer requiring the social services intervention that a Child Protection Plan provides. He also added that there are many families that do not fall within the scope of either plan yet those cases still need a lot of effort with and that schools are having to do far more social related work than they have ever had to do previously. The merits of DSL's reporting matters of concern were discussed with JC adding that this can often be the 'final piece in the puzzle' to establishing something more serious. Governors AGREED that Mitzi Moran's safeguarding report (in draft) be circulated by JC when it is complete.</p>	JC
7	School Improvement Plan	All to note
7.1	<p>JC tabled the 'SIP Evaluation 2021-22' document and described the format used for tracking progress in a more finite approach through each objective which were colour coded as Exploring, Emerging, Embedding, Embracing and Excelling dependent on the level of progress achieved. The Next Steps for each objective were presented in the final column.</p>	
7.2	<p>JC confirmed that this document was shared earlier in the day with the staff at the scheduled Staff Meeting and requested opinions and suggestions from staff. Responding to questions, JC advised that his main concerns were items 2 and 3 specific to curriculum and leadership programme and that each area needed to be broken down into individual tasks. AF confirmed that they had met with others within the Trust to align with what they are doing and provide support to each other. JC added that they can work with Ben White who is the Trust Lead for Curriculum Assessment. AF added that the Staff Meeting was the best she had attended and staff were very engaged upon viewing this process.</p>	
7.3	<p>Responding to questions, JC and AF confirmed that it will be possible for Subject Leads from the various schools to get together in this process. In addition, JC confirmed that, in the future, the document will enable readers to see the journey for each objective through a series of flags. PG referred to SMART objectives, in particular, Realistic and Achievable and the sensitivities around achieving those objectives. Governors AGREED that this was not a one year plan and that these are the objectives over a three year period and a record of the journey taken to achieve them. Responding to a</p>	

7.4	<p>question from RH, JC and AF reiterated that new staff being recruited wouldn't necessarily have experience of this exact process but they would be upskilled for this purpose; however it was intended that their recruitment was contingent on them demonstrating the required flexibility during the recruitment process.</p> <p>After enquiry from AM, there were no further questions on the School Improvement Plan.</p>	
8	SEND	All to note
8.1	AM thanked Lydia for an excellent report.	
8.2	JC reported that the SEN assessment process at the LA has effectively doubled from 20 weeks to 40 weeks.	
8.3	Responding to questions, JC confirmed that the LA will still be the gatekeeper when the School joins the MAT, however the LiFe MAT has the services of an educational psychologist which will reduce the assessment period. They will also be able to provide guidance. This will complement the services already provided by Lydia.	
9	Budget	All to note
9.1	Governors were reminded that the Budget 2022/23 was approved at the last meeting held on 23 May 2022 and that the financial period will change to the academic year when the School joins the MAT.	
10	Governor Monitoring	All to note
10.1	Governors noted the recent visits by Mitzi Moran (SEN/Safeguarding) and PG (Maths Monitoring) for which the format and clarity was appreciated. JC added that the Maths Monitoring report was an accurate reflection of where he thought the School was with Maths.	
CONCLUDING ITEM(s)		
11	Any Other Business	All to note
11.1	PG updated the meeting on safe cycling routes. He stated that he had succeeded in obtaining the attention of the Borough Councillor for Bagworth who has worked on the areas transport frameworks in the past. The intent was that he would get a staff member to contact PG on this matter.	
11.2	AM raised the dates for next year's meetings. She reported that there will be a requirement to fit in with the Trust schedule. This is not completed as yet and AM confirmed she will forward the 'meeting date window' when she receives it.	AM
11.3	AM further reported that the appointment process for the Chair of the Governing Body would ordinarily be on the agenda for this meeting. This year is different due to joining the MAT. She expected that this time next year it will revert to the June meeting.	
<i>The meeting concluded at 7.26 p.m.</i>		

.....Signed

Date.....

A. Melville
Chair