



DOVE BANK PRIMARY SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
HELD ON Wednesday 2nd April 2025, 5.30pm at
Dove Bank Primary School



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 Governor	30.4.27	Chair Leadership Culture and Wellbeing (pupil voice) Safeguarding Pupil Premium	Yes
Ray Hale (RH)	Community Governor	30.4.27	Vice Chair Leadership	Yes
Joy Crane (JC)	Community Governor	27.2.26	Curriculum	Yes
Ali Jackson (AJ)	Community Governor	2.7.28	Teaching & Learning	Yes
Arinzechukwu Ude (AU)	Community Governor	3.12.28		Yes
Sharon Bedwell (SB)	Community Governor	3.12.28	Leadership	Yes
Luke Gilbert (LG)	Parent Governor	10.4.27	Vice Chair Teaching & Learning SEND	Yes
Helen Cholerton (HC)	Parent Governor	19.4.27	Teaching & Learning – including Phonics	Yes
Tracey Vale (TV)	Staff - Teaching	5.1.28	Curriculum	Yes
Abbei Good (AG)	Staff – Support	29.4.28	Culture and Wellbeing (improved attendance) Mental Health	Yes
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Amelia Smith (AS)	Executive Head			Yes
Alice Stanworth	Attendance Lead			Yes

MINUTES – Part 1 NON-CONFIDENTIAL

ITEM NO	ITEM
1.	WELCOME AND APOLOGIES The chair welcomed all governors and staff to the meeting. Arinze joined the meeting at 5.46pm There were no apologies received
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 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 5 th February 2025 were confirmed and approved as an accurate record.
4.	MATTERS ARISING To review and update actions from the previous meeting on 5 th February 2025

	<table><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>3.7.24</td><td>6.2</td><td>PE premium funding working group</td><td>LG/AF</td><td>Spring Term 2024/25</td></tr><tr><td>4.12.24</td><td>9.1</td><td>To meet in the new year to discuss a review of PE, extra curriculum activities (this could be reviewed as part of the curriculum)</td><td></td><td></td></tr><tr><td colspan="5">Update – AF & LG have met to discuss the requirements to ensure quality of learning, and will meet again after half term. Meeting agreed for 31.3.25 Completed</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>5.2.25</td><td>5.2</td><td>To email AU regarding the outstanding the Declarations and training</td><td>JM/AU</td><td>Next meeting 2.4.25</td></tr><tr><td colspan="5">Update – Email sent 17.3.25 - completed</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>9.10.24</td><td>6.8</td><td rowspan="3">To email to AJ for Prevent and GDPR Training certificates</td><td rowspan="3">JM/AJ</td><td rowspan="3">Next meeting 2.4.25</td></tr><tr><td>4.12.24</td><td>5.6</td></tr><tr><td>5.2.25</td><td>5.3</td></tr><tr><td colspan="5">Update – Reminder Email sent 17.3.25/25.3.25</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>5.2.25</td><td>8.3</td><td>To confirm the date for the attachment and trauma training</td><td>AF</td><td>Next meeting 2.4.25</td></tr><tr><td colspan="5">Update – Completed - Monday 28.4.25 from 3.30 to 5.30pm</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>9.10.24</td><td>8.2</td><td>A further visit to be arranged for governors to visit Braunstone Frith</td><td>All</td><td></td></tr><tr><td colspan="5">Update – Monday is the best day, to be arranged at a later date</td></tr><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>4.3.25</td><td></td><td>Record apologies received from SB for the meeting on 21.5.25</td><td>JM</td><td>21.5.25</td></tr><tr><td colspan="5">Update –</td></tr><tr><td colspan="5"></td></tr></table>	DATE	ITEM NO	ACTION	BY WHO	WHEN	3.7.24	6.2	PE premium funding working group	LG/AF	Spring Term 2024/25	4.12.24	9.1	To meet in the new year to discuss a review of PE, extra curriculum activities (this could be reviewed as part of the curriculum)			Update – AF & LG have met to discuss the requirements to ensure quality of learning, and will meet again after half term. Meeting agreed for 31.3.25 Completed					DATE	ITEM NO	ACTION	BY WHO	WHEN	5.2.25	5.2	To email AU regarding the outstanding the Declarations and training	JM/AU	Next meeting 2.4.25	Update – Email sent 17.3.25 - completed					DATE	ITEM NO	ACTION	BY WHO	WHEN	9.10.24	6.8	To email to AJ for Prevent and GDPR Training certificates	JM/AJ	Next meeting 2.4.25	4.12.24	5.6	5.2.25	5.3	Update – Reminder Email sent 17.3.25/25.3.25					DATE	ITEM NO	ACTION	BY WHO	WHEN	5.2.25	8.3	To confirm the date for the attachment and trauma training	AF	Next meeting 2.4.25	Update – Completed - Monday 28.4.25 from 3.30 to 5.30pm					DATE	ITEM NO	ACTION	BY WHO	WHEN	9.10.24	8.2	A further visit to be arranged for governors to visit Braunstone Frith	All		Update – Monday is the best day, to be arranged at a later date					DATE	ITEM NO	ACTION	BY WHO	WHEN	4.3.25		Record apologies received from SB for the meeting on 21.5.25	JM	21.5.25	Update –									
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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	It was confirmed that all remaining Governors have completed the Declarations of Pecuniary Interests and confirmations including KCSIE & code of conduct																																																																																																								
5.3	Governors noted the training completed and outstanding governor training – Online Cyber Training, Safeguarding, GDPR & Prevent – A List of Governors outstanding training is available on governor hub																																																																																																								
5.4	Governors noted the Governor Visits undertaken since the last meeting There is a new Governor visit section on Governor hub for recording visits. Link to: https://help.governorhub.com/en/articles/10515903-recording-governor-visits Link to the governor visits recording area on governor hub: https://app.governorhub.com/g/dovebankprimaryschool1/management/visits <ul style="list-style-type: none">• JC Visit to monitor the use of Chrome books• AM Early Reading, Phonics & Reading Peer Review• AM Improve Teaching & Learning Review visit• Wider Curriculum Visit arranged for 31.3.25, JC to meet with Ed will be rescheduled• HC Phonics visit arranged for 11.4.25• AM & LG visits																																																																																																								

SCHOOL IMPROVEMENT AND ASSURANCE	
6.	<p>Head Teachers Report</p> <p>6.1 The Head teachers report is available on governor hub</p> <p>6.2 Questions and Answers</p> <p>Q: How are the early finish training days progressing?</p> <p>A: The professional pathway training have allowed the primary staff to all come together for training in subject areas, share different ideas and good practice. There has been a lot of work around the oracy pathway and support staff have had specific training to help with understanding of teaching expectations. The training has been seen as a positive experience by staff.</p> <p>Q: With only 12 children applied for reception, how many more children do you expect?</p> <p>A: There is a dip in the birth rate for this year, there were 45 applications to Leicestershire county council for 5 schools in the area. Dove Bank have 12 as first choice with the hope of picking up more children which can be dependent on families moving into the area.</p> <p>Q: Is there a strategy for advertising the school?</p> <p>A: The school now have a Facebook and community page and are looking at social media and how the school celebrate news and the positive events taking place at the school. There has been movement where children have left other schools to join Dove Bank due to parents having positive feedback about the school.</p> <p>Q: The persistent absence attendance for different groups, which group is the last line?</p> <p>A: The line is persistent absence, AF to look into which group this relates to.</p>
7.	<p>Attendance Update</p> <p>7.1 Alice Stanworth (Attendance Lead) attended the meeting and provided an update and highlighting the information available in the Head teachers report.</p> <ul style="list-style-type: none"> • There is a year on year increase of overall attendance by 2% • Disadvantage students have a 2.5% year on year increase • Persistent absences without GRT (Travellers) is below the national average • Area of focus is year 2 with 17 pupils at school 93% of the time • Another area of focus will be unauthorised holidays • Need to more with unauthorised absences where parents are not contacting the school to advise of absences • Alice provides a weekly update to staff, with information shared in welfare meetings • Achievements with rewards given in assemblies including extra break time. <p>7.2 Questions and answers</p> <p>Q: What is the strategy around holidays?</p> <p>A: The strategy is to monitor holidays, absence patterns, phone and talk to parents about what your child will miss if going away, make it more specific and targeted. It is much cheaper to take the child on holiday, fines are sent through county hall.</p> <p>Q: Is there a lot of movement for travellers being removed from roll?</p> <p>A: There is no a lot of movement, the children usually stay. If travelling for the purpose of work the families will usually tell the school other absence would not be authorised. A number of the dads are in prison and the children will have days off to visit. There is work carried out with travellers education.</p> <p>Q: Year 5 GRT have really strong attendance, is there a reason this group is better?</p>

	A: Each child has a different aspect, it can be simply that one family are on board and attend and another family do not.
8.	Stakeholder Views <i>The surveys are due to close in the next few weeks and an update will be available for the next meeting</i> Action: To be added to the agenda for the next meeting
	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING
9.	Termly Care, Guidance and Welfare Report <i>The report will be available within the head teachers report</i>
	ASSURANCE REPORTING
10.	Individual Policy Review The following policies were reviewed and approved: <ul style="list-style-type: none"> • Behaviour and Anti-bullying Policy Governors noted the LiFE MAT policies: <ul style="list-style-type: none"> • Modern Slavery Act Statement 2024-25 • Parent Code of Conduct 2024 • Trustee & Governor Allowances Policy 2024
11.	ANY OTHER BUSINESS There was no further business to discuss
12.	Dates for Governors Termly dates for governors are sent via the school office <ul style="list-style-type: none"> • Attachment and trauma training will be held on Monday 28th April at 3.30 to 5.30pm
13.	DATE & TIME OF THE NEXT MEETING Governors noted the time and date of the next meeting on the Wednesday 21 st May at 5.30pm