



**DOVE BANK PRIMARY SCHOOL**  
**MEETING OF THE LOCAL GOVERNING BODY**  
**HELD ON Wednesday 4<sup>th</sup> December 2024, 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	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	No
Luke Gilbert (LG)	Parent Governor	10.4.27	Vice Chair Teaching & Learning SEND	Late
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	Staff – Support	29.4.28	Culture and Wellbeing (improved attendance) Mental Health	Apologies
<b>In Attendance</b>				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Amelia Smith (AS)	Executive Head			Yes
Alice Stanworth				Yes
Arinzechukwu Ude	Potential Community Governor			No
Sharon Bedwell	Potential Community Governor			Yes

### MINUTES – Part 1 NON-CONFIDENTIAL

ITEM NO	ITEM
1.	<b>WELCOME AND APOLOGIES</b> The chair welcomed all governors and staff to the meeting along with SB who is a new potential community governor. Apologies were received from AG and AU.  <b>Resolved: The apologies were considered and accepted</b>
2.	<b>DECLARATIONS OF INTERESTS</b> 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. <b>Resolved: No additional declarations of interest were made.</b>
3.	<b>MINUTES OF LAST MEETING</b> The non-confidential minutes of the Governing Board meeting held on the 9 <sup>th</sup> October 2024 were approved and confirmed as an accurate record

4.

MATTERS ARISING

To review and update actions from the previous meeting on 9<sup>th</sup> October 2024

DATE	ITEM NO	ACTION	BY WHO	WHEN
3.7.24	6.2	PE premium funding working group	LG	Spring Term 2024/25
Update – To be held in the Spring Term				
DATE	ITEM NO	ACTION	BY WHO	WHEN
11.9.24	6.2	To discuss how Dove Bank celebrate successes and share the information with parents	All	Next meeting 4.12.24
Update –Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
9.10.24	6.2	Governors to complete the Declaration of Interests and confirmations of KCSIE and code of conduct via governor hub	All	Next meeting 4.12.24
Update – Send an email to governors				
DATE	ITEM NO	ACTION	BY WHO	WHEN
9.10.24	6.3	To ensure the School website is up to date and compliant	JM	Next meeting 4.12.24
Update –Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
9.10.24	6.5	To complete the skills audit	JM	Next meeting 4.12.24
Update – Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
9.10.24	6.7	A shorter meeting to be arranged to plan the governor’s responsibilities and visits list.	All	Next meeting 4.12.24
Update – Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
9.10.24	6.7	To discuss dates and send out dates for shorter meeting to plan governor’s responsibilities and visits list.	AM/AF	Next meeting 4.12.24
Update – Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
9.10.24	6.8	Remaining Governors to complete Cyber Security online training	All	Next meeting 4.12.24
Update – Email governors and list to be added to governor hub				
DATE	ITEM NO	ACTION	BY WHO	WHEN
9.10.24	6.8	Governors to complete National College Safeguarding, Prevent and GDPR Training	All	Next meeting 4.12.24
Update – Email governors and list to be added to governor hub				
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	Next meeting 4.12.24
Update – Will be arranged during the spring term				

GOVERNANCE

5.

GOVERNANCE - CONSTITUTION/ MEMBERSHIP

5.0Governors noted the changes to board membership and terms of office that will cease before the next meeting including the appointment of the two new community governors.

5.1	<p>All Governors to complete Declarations of Pecuniary Interests and confirmations including KCSIE &amp; code of conduct.</p> <p><b>Action: JM to email the remaining governors to complete declarations</b></p>
5.2	It was confirmed the school website and GIAS is compliant
5.3	Governors noted the skills audit
5.4	<p>The governors list of special responsibilities has been reviewed and updated. Governors specific areas are listed in the roles section on the top of the agenda.</p> <p><b>Action: Governors to email AM or AF with any concerns over allocated area</b></p>
5.5	<p>The Strategic Plan of Governor Visits to be held throughout the year</p> <p>There is a plan to have a programme of visits for subject area visits. Links will be used with experience governors to support newer governors where necessary.</p> <p>AM is going to attend the peer review and discuss with AF &amp; AS to quality assure what is happening. AM to work with AS to write the report. The next SEND visit including Luke will carried out with Ann training Luke, with Luke and Ann cascading the training to other governors.</p> <p>The peer review is where governors are coming to see the process is happening and then the governors can meet with lead staff about the impact of this</p>
5.6	<p>Governors noted the Governor Training Programme – Online Cyber Training, Safeguarding, GDPR &amp; Prevent</p> <p><b>Action: JM to email individual governors with outstanding training</b></p>
5.7	Governors noted Governor Training undertaken since the last meeting. Governors were asked to consider any future training needs which can be added to the strategic plan
5.8	<p>Governors noted the governor visits undertaken since the last meeting</p> <ul style="list-style-type: none"> <li>• AM has completed safeguarding visit</li> <li>• JC &amp; RH Remembrance Sunday visit at the church</li> <li>• JC visited for Children in Need</li> </ul>
5.9	There was nothing further to report from the chair
<b>SCHOOL IMPROVEMENT AND ASSURANCE</b>	
<b>6.</b>	<b>Attendance Training Activity</b>
6.1	<p>Governor took part in an activity on attendance and training on questions to ask regarding attendance</p> <p>Alice Stanworth, the attendance lead for Dove Bank provided an update on attendance to governors with information available within the head of schools report.</p> <p>The attendance procedures have been bought in line with the rest of the LiFE MAT.</p> <ul style="list-style-type: none"> <li>• Parents of children who have poor attendance are sent an attendance letter</li> <li>• The school are setting up contracts with parents and are fining where necessary</li> <li>• The school meet with parents to talk about barriers to attendance and go through progressive steps where attendance is not improving.</li> <li>• Attendance rewards have been put in place</li> <li>• Highest class attendance in a week is shared with parents</li> </ul>

	<ul style="list-style-type: none"> <li>• Attendance contracts are an action plan which is developed with parents and reviewed regularly</li> <li>• If the contract doesn't work, the next step is referral to the local authority for legal action</li> <li>• The school monitors the groups with poor attendance with the Travellers watched closely</li> <li>• Travellers are monitored separately with support from Sarah Pitman from traveller liaison</li> <li>• The local authority contact is Georgia Murray</li> </ul> <p>6.2 Governors identified the following questions which could be asked during the meetings</p> <p>Q:What are the trigger data points A: Anything below 90% will start to ring alarm bells The school have been looking at the pupils below 90% and 95% to help pre-empt the persistent absentees. The different groups will be looked at and liaise with appropriate staff.</p> <p>Q: Are there a lot of children with persistent absence A: The persistent absentees are not all Travellers, we can look at individual children and break down the individual to tell the story</p> <p>Q: The non-traveller attendance figure is better but is still below national average; do all the children have health problems? A: There are a number of reasons including exclusions, medical issues and a reduced timetable in year 6 due to medical details.</p> <p>Q: Is there hard evidence about health problems for year 6 pupils which can be passed to secondary schools A: Staff are currently looking and currently working on this</p> <p>Q: Are issues around attendance part of a National Trend? A: There is a national trend, where national figures have fallen Year 6 data shows disadvantaged pupils attendance is 71.8%, unpicking the data helps identify the number of Travellers in the year group which affects the data. For the pupils in the year group, 3 are travellers. Work has been carried out with the families to improve attendance with support from the GRT co-ordinator, the children are working below expectations but are making progress</p> <p>Q: Can you evidence in the pupils books the progress made by the pupils A: Yes</p> <p>Q: The SEND data in year 2 is significantly lower, is there a reason behind this? A: One of the SEND students is new to the school and one who has had a high number of suspensions has now moved to specialist provision</p> <p>Q: In year 4, Is there something different this teacher is doing as they have higher attendance A: This would need to be investigated more to find out what is happening.</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p><b>Termly Head Teachers Report</b></p> <p>The head teachers report is available on governor hub which included the school plan and outcomes tracking</p> <p>Q: what are chrome books? A: Chrome books are small computers, each child in year 3 to 6 has a chrome book and has been given an email address to access. Each chrome book has access to google classroom where there are links to areas such as timetables, practice spelling, quizzes on the books they have read.</p>

	<p>Teachers can also add items that classes are currently working on. Children can use in crew time (done every day) and have been given the log in details to enable children to log on at home to practice.</p> <p>Q: Are the children bringing the Chrome books home?</p> <p>A: No, currently they are not bringing the chrome books home but can use the login details to access at home on their own devices.</p> <p>Q: Looking at the details of suspensions and the effect of suspensions on attendance, a number of the suspensions were due to one child facing SEND issues, is there are movement on this?</p> <p>A: One of the children who started in reception but is now a year 2 pupil, this pupil has had involvement from outside agencies, however the school could not meet need. This child has now moved to a different school with specialist provision and started this week at The Shine Centre at Kingsway (where Lydia is also SENCO and can aid with transition)</p>
7.3	<p>The progress being made on the MAT wide equality issues (Gender, Race, LGBTQIA+, Disability)</p> <p>AM attended a staff meeting in school attended by Germaine McKinnon (GMcK) who spoke to staff about race equality work.</p> <p>Q: What are we doing as a school and out in society?</p> <p>A: Ambassadors are in place for Well-being, Stephen Lawrence and Friendship, with ambassadors having training linked to community engagement. Work is ongoing over different weeks looking at different people and areas.</p> <p><b>Action: Set of slides from GMcK to be added to the next agenda, with AG &amp; TV to talk about activities and work the children have taken part in</b></p> <p><b>Action: School Improvement Plan to be added to the next agenda</b></p>
8.	<p><b>SEF Monitoring</b></p> <p><i>Context statements in our SEF are accurate and are attached for Trustees information</i></p> <p>The SEF is available for governors to read through, there are no further updates since the previous meeting</p>
9. 9.1	<p><b>Stakeholder Views</b></p> <p>JC and AM attended parents evening and had a questionnaire for parents to complete with a focus on attendance and phonics which highlighted the following feedback:</p> <ul style="list-style-type: none"> <li>Some parents were unable to attend the phonics meeting because of they were working. Those parents who attended the workshop found it helpful. AF confirmed next year the school could look at doing these during the evening</li> <li>Parents did not have a problem with attendance and felt when their children were off this was due to sickness</li> <li>Parents felt the school were doing enough with regard to attendance</li> </ul> <p>Q: Did the parents whose children had low attendance attend the parents evening meetings</p> <p>A: Some parents had requested a phone call, which have taken place</p> <p>Possible useful areas to look at on the questionnaire for the next parents evening included:</p> <ul style="list-style-type: none"> <li>reading and attendance awards</li> <li>Sports provision – extra curriculum activities</li> </ul> <p><b>Action: Governors to email any ideas and questions to Andrea and Ann to be included on the next parents evening questionnaire</b></p>

	<b>Action: LG &amp; AF to meet in the new year to discuss a review of PE, extra curriculum activities (this could be reviewed as part of the curriculum)</b>
<b>10.</b>	<b>Annual Report: Pupil Premium</b>
10.1	It was agreed the pupil premium report would be shared and agreed via governor hub.
<b>SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING</b>	
<b>11.</b>	<b>Termly Care, Guidance and Welfare Report</b>
11.1	The report is available within the heads report on governor hub
	Q: What do you do if you need to take a case further A: AF will refer to social care if necessary, the next steps would depend on the advice given through the advice line. AF has support from other DSLs and AS if required
	The staff have safeguarding questions through a quiz, which helps keep areas updated for staff. <b>Action: AF to check whether the safeguarding quiz is sent to governors</b>
<b>ASSURANCE REPORTING</b>	
<b>12.</b>	<b>Individual Policy Review</b> There were no current policies to review and approve
<b>13.</b>	<b>Operational Risk Register</b> <i>Termly review and update termly only unless risk level changes</i> The operational risk register is currently being updated <b>Action: To be added to the agenda for the next meeting</b>
<b>14.</b>	<b>ANY OTHER BUSINESS</b>
14.1	<b>The LGB action plan</b> The LGB action plan has looked at areas to focus on for the coming year <b>Action: Report to be added to governor hub, governors to confirm they are happy with the action plan</b>
14.2	<b>Action: JM to send informal visit report to AF, JC and Office</b>
<b>15.</b>	<b>Dates for Governors</b>
15.1	Termly dates for governors are sent out via the school officer <ul style="list-style-type: none"> <li>• The Nativity – Tuesday 10<sup>th</sup> December at 2pm and Wednesday 11<sup>th</sup> December at 9.30am</li> <li>• The school will be at the church service on 18<sup>th</sup> December at 9.30am</li> <li>• Christmas lunch and Christmas jumper day on 18<sup>th</sup> December</li> <li>• Singing from the church service with a bigger performance on Thursday 19<sup>th</sup> December at 9.15am and 2.15pm in school</li> </ul>
<b>16.</b>	<b>DATE &amp; TIME OF THE NEXT MEETING</b> The time and date of the next meeting on the Wednesday 5 <sup>th</sup> February at 5.30pm was noted