



DOVE BANK PRIMARY SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
HELD ON Wednesday 5th February 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		
Sharon Bedwell (SB)	Community Governor	3.12.28		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	Apologies
Tracey Vale (TV)	Staff - Teaching	5.1.28	Curriculum	
Abbei Good (AG)	Staff – Support	29.4.28	Culture and Wellbeing (improved attendance) Mental Health	
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Amelia Smith (AS)	Executive Head			Yes

MINUTES – Part 1 NON-CONFIDENTIAL

ITEM NO	ITEM
1.	WELCOME AND APOLOGIES The chair welcomed all governors and staff to the meeting. Apologies were received from HC. Resolved: The apologies were considered and accepted
2.	DECLARATIONS OF INTERESTS 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. Resolved: No additional declarations of interest were made.
3.	MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 4 th December 2024 were approved and confirmed as an accurate record
4.	MATTERS ARISING To review and update actions from the previous meeting on 4 th December 2024

DATE	ITEM NO	ACTION	BY WHO	WHEN
3.7.24	6.2	PE premium funding working group	LG	Spring Term 2024/25
Update – AF & LG have met to discuss the requirements to ensure quality of learning, and will meet again after half term.				
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	AJ, LG, JC & RH (one)	Next meeting 5.2.25
4.12.24	5.1			
Update – Emails sent to individual governors 10.12.24 – Completed (AU outstanding)				
DATE	ITEM NO	ACTION	BY WHO	WHEN
4.12.24	5.4	Governors to email AM or AF with any concerns over allocated specialist responsibility area	All	Next meeting 5.2.25
Update – No emails received, completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
9.10.24	6.8	Governors to complete Cyber Security online training and National College Safeguarding, Prevent and GDPR Training	All	Next meeting 5.2.25
4.12.24	5.6			
Update – Email sent to individual governors, list available on governor hub				
DATE	ITEM NO	ACTION	BY WHO	WHEN
4.12.24	7.3	Race Equity slides from GMcK to be added to the next agenda, with AG & TV to talk about activities and work the children have taken part in	AF/AG/TV	Next meeting 5.2.25
Update –Race equity pathway is being completed by staff which will be shared with governors in due course with Laura Carr attending a future governor meeting				
DATE	ITEM NO	ACTION	BY WHO	WHEN
4.12.24	7.3	School Improvement Plan to be added to next agenda	JM	Next meeting 5.2.25
Update – Completed 10.12.24				
DATE	ITEM NO	ACTION	BY WHO	WHEN
4.12.24	9.1	Governors to email AM and AF any ideas and questions which could be included on the next parents evening questionnaire	All	Next meeting 5.2.25
Update –No Responses from governors – completed Questions were asked to parents around what is working well and what could be better. Positive feedback was received from parents regarding communication, children learning well, wrap around care and fantastic hardworking staff. Some of the areas which could be better include too short notice for events, change uniform supplier back to old one, more access to the mile track, too lenient of bad behaviour, supervision on bus, parking difficulties. Always things to improve but it is good to get some positive feedback				
DATE	ITEM NO	ACTION	BY WHO	WHEN
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)	LG & AF	Next meeting 5.2.25
Update – AF & LG have met to discuss the requirements to ensure quality of learning, and will meet again after half term.				
DATE	ITEM NO	ACTION	BY WHO	WHEN
4.12.24	11.1	To check whether the safeguarding quiz is sent to governors	AF	Next meeting 5.2.25
Update – This is shared, Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
4.12.24	13	Operational Risk register to be added to next meeting agenda	JM	Next meeting 5.2.25
Update – Completed 10.12.24				
DATE	ITEM NO	ACTION	BY WHO	WHEN

	4.12.24	14.1	The LGB Action Plan to be added to governor hub	JM	Next meeting 5.2.25
	Update – Completed 9.12.24				
	DATE	ITEM NO	ACTION	BY WHO	WHEN
	4.12.24	14.1	Governors to confirm they are happy with the LGB action plan via governor hub	All	20.12.24
	Update – No responses received - completed				
	DATE	ITEM NO	ACTION	BY WHO	WHEN
	4.12.24	14.2	To send informal visit report to AF, JC and Dove Bank Office	JM	Next meeting 5.2.25
	Update – Completed 9.12.24				
	DATE	ITEM NO	ACTION	BY WHO	WHEN
	4.12.24	19.1	To email new governors to confirm appointment	JM	Next meeting 5.2.25
	Update – Completed 10.12.24				
	DATE	ITEM NO	ACTION	BY WHO	WHEN
	4.12.24	14.1	To email Louisa (Office) to arrange email addresses and DBS for AU for new community governors	JM	Next meeting 5.2.25
	Update – Completed 10.12.24				
	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	Spring Term
	Update – Monday is the best day, to be arranged				
	GOVERNANCE				
5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP				
5.1	Governors noted there are no changes to board membership and terms of office that will cease before the next meeting.				
5.2	All Governors to complete Declarations of Pecuniary Interests and confirmations including KCSIE & code of conduct – one governor outstanding Action: JM to email AU				
5.3	Governors noted the Governor Training Programme – Online Cyber Training, Safeguarding, GDPR & Prevent – A list of Governors training available on governor hub. It was agreed no specific training was required from the NGA as there are areas the LGB need to continue to work on within the school.				
5.4	The Governor Visits undertaken since the last meeting reports are available on governor hub <ul style="list-style-type: none"> • AM Safeguarding Visit • JC December Visits The plan has been set up for governor visits, linking to the school improvement plan. <ul style="list-style-type: none"> • AM has completed a phonics review visit last week, the report will be available when completed. • AJ completed a visit last week, but needs to link in visit as a governor • JC will visit with Ed one a date is set 				
	SCHOOL IMPROVEMENT AND ASSURANCE				
6.	School Improvement Plan				
6.1	The update was discussed within the confidential section of the meeting				

7.	Annual Report: Pupil Premium
7.1	<p>The report is available on governor hub.</p> <p>The Pupil Premium plan is in place for 3 years, with updates in red. The majority of the funding is allocated to staffing and a school ELSA, reflecting the needs of the school</p> <p>Q: What is Little Wandle?</p> <p>A: This is the schools Phonics Scheme</p>
SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING	
8.	Termly Care, Guidance and Welfare Report
8.1	<p>AF provided an update highlighting the welfare meetings held every 3-4 weeks between AF, the attendance lead and SENCo. A copy of the welfare meeting record pro-forma is available on governor hub. The meetings focus on the criteria; looking at attendance, disadvantage, CPOMs data to identify concerns and actions required. We have had support from Lara Hall at Trust level, to ask what we are doing, looking at things recorded on CPOMs to see if there are any updates. This process has been developed over a few years and is now more robust.</p>
8.2	<p>Q: Do you look at the CPOMs data specific to the children?</p> <p>A: Yes however we will also ask staff to contribute to this where necessary</p> <p>Q: How does the welfare meeting report feed into governors?</p> <p>A This will come via the head teachers report and along with the updates</p> <p>Q: With the attendance figure of 91.3%, there is a decrease but it does not say what the decrease is from</p> <p>A: Attendance is still lower than national average. The figures in the head teachers report next meeting will provided further figures on school attendance and figures where we have excluded GRT</p>
8.3	<p>Attachment and trauma training will be taking place. This will be delivered by Traveller education and lasts for 2 hours. Governors are welcome to attend.</p> <p>Action: AF to confirm the date for the attachment and trauma training</p>
ASSURANCE REPORTING	
9.	Individual Policy Review
	There were no Policies to review and approve
10.	Operational Risk Register
	This is currently being updated and will be moved to next meeting
11.	ANY OTHER BUSINESS
11.1	<p>The Rotary club has donated £220 money from collection made in the village to the school. It was confirmed that this money is greatly appreciated and will support the Warning Zone trip</p>
12.	Dates for Governors
	The termly dates for governors are sent via the school office
13.	DATE & TIME OF THE NEXT MEETING
	To note the time and date of the next meeting on the Wednesday 2 nd April at 5.30pm