



**DOVE BANK PRIMARY SCHOOL**  
**MEETING OF THE LOCAL GOVERNING BODY**  
**HELD ON Wednesday 9<sup>th</sup> October 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 Safeguarding and Child Protection Behaviour and Attendance Culture - Relationships	Yes
Ray Hale (RH)	Community Governor	30.4.27	Vice Chair Finance Online Safety	Apologies
Joy Crane (JC)	Community Governor	27.2.26	Community	Yes
Ali Jackson (AJ)	Community Governor	2.7.28		Yes
	Community Governor			
	Community Governor			
Luke Gilbert (LG)	Parent Governor	10.4.27	Vice Chair SEND Teaching & Learning: Maths	Yes
Helen Cholerton (HC)	Parent Governor	19.4.27	Teaching & Learning: Early reading/Writing/Phonic	Apologies
Tracey Vale (TV)	Staff - Teaching	5.1.28	Curriculum	Yes
Abbei Good (AG)	Staff – Support	29.4.28		Yes
<b>In Attendance</b>				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Lydia Leeson	SENCO			Yes
Amelia Smith	Executive Head			Yes
Arinzechukwu Ude	Potential Community Governor			Yes
Chris Parkinson	CEO			Yes

### MINUTES – Part 1 NON-CONFIDENTIAL

ITEM NO	ITEM
<b>1.</b>	<p><b>WELCOME AND APOLOGIES</b></p> <p>The chair welcomed all governors and staff to the meeting along with Chris Parkinson and Arinze Ude(AU) (potential community governor) and a round of introductions was given</p> <p>Apologies were received from RH and HC.</p> <p>AU gave a short resume about himself and his interest in becoming a community governor at Dove Bank.</p> <p><b>Resolved: The apologies were considered and accepted</b></p>
<b>2.</b>	<p><b>CEO Visit to LGB</b></p> <p>Chris Parkinson (CP), CEO gave a presentation to governors on maximising the impact of local governance. The presentation slides are available on governor hub.</p>
2.1	

	<p>CP provided a summary of the value of local governance and thanked governors for their continued support. CP highlighted the difficulties of increases in the number of HR panels, suspensions and complaint panels facing governing bodies. Governors play a vitally important role at the local level with accountability to the local community.</p> <p>CP highlighted some of the areas of accountability which fall under the Trust’s responsibility. The value of local governance within the LiFE MAT is for governors to be challenge leaders and support with achieving the school improvement plan and mission. The challenge to reframe the LiFE MAT mission for 2024 has seen an emphasis on the most vulnerable looking at different ways to do better, particularly in the area of SEND with no specialist school places available. The mission of Thrive, Agency and Equity. To see young people, thrive in the community, by having a wider set of attributes to take with academic success into the world (real-life curriculum) whilst removing the barriers which stop children progressing.</p>																																													
2.2	<p>The chair asked whether governors feel more confident in knowing what the Trust stands for. It was recognised that there has been a change in the school. Newer governors to the board recognise that this is the norm without previous experience. It was felt that governors who have been in place prior to the school entering the LiFE MAT have gone through a complete change, but are seeing the benefits of being in a MAT and the support offered. Along with the areas (such a finance) that the governing body no longer has responsibility to look at in-depth.</p> <p>The Trust will continue to support the school through its journey as well as with OFSTED. If the outcome is not as good as thought, the Trust have a responsibility to continue to support and put improvements in place. Support from senior leaders and staff at Braunstone Frith will continue to be put in place.</p>																																													
3.	<b>DECLARATIONS OF INTERESTS</b>																																													
3.1	<p>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.</p> <p><b>Resolved: No additional declarations of interest were made.</b></p>																																													
4.	<b>MINUTES OF LAST MEETING</b> <p>The non-confidential minutes of the Governing Board meeting held on the 11<sup>th</sup> September 2024 were approved and confirmed as an accurate record.</p>																																													
5.	<b>MATTERS ARISING</b> <p>To review and update actions from the previous meeting on 11<sup>th</sup> September 2024</p> <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>5.1</td><td>To contact potential new community governor</td><td>AM</td><td>Sept</td></tr><tr><td colspan="5">Update – AM has held an initial meeting, Governor to attend meeting on 9<sup>th</sup> October - Completed</td></tr><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>5.5</td><td>Strategic plan of governor visits through the year to be put in place next academic year (pairing governors)</td><td>AM/AF</td><td>Next meeting 9.10.24</td></tr><tr><td colspan="5">Update – On agenda 9.10.24 completed</td></tr><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>SENCo to attend next meeting to provide an update on SEND children</td><td>LL</td><td>Next meeting 9.10.24</td></tr><tr><td colspan="5">Update – On Agenda for 9.10.24 Completed</td></tr></table>	DATE	ITEM NO	ACTION	BY WHO	WHEN	3.7.24	5.1	To contact potential new community governor	AM	Sept	Update – AM has held an initial meeting, Governor to attend meeting on 9 <sup>th</sup> October - Completed					DATE	ITEM NO	ACTION	BY WHO	WHEN	3.7.24	5.5	Strategic plan of governor visits through the year to be put in place next academic year (pairing governors)	AM/AF	Next meeting 9.10.24	Update – On agenda 9.10.24 completed					DATE	ITEM NO	ACTION	BY WHO	WHEN	3.7.24	6.2	SENCo to attend next meeting to provide an update on SEND children	LL	Next meeting 9.10.24	Update – On Agenda for 9.10.24 Completed				
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		3.7.24	6.2	PE premium funding working group	LG	Autumn Term 2024/25	
		Update – To be held in Autumn term 2024/25 – This has been moved to the Spring Term					
		<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>	
		11.9.24	5.1	To arrange a date for governors to deliver a power-point for the online cyber training	AF	Before 30.9.24	
		Update - Completed					
		<b>DATE</b>	<b>ITEM NO</b>	<b>ACTION</b>	<b>BY WHO</b>	<b>WHEN</b>	
		11.9.24	6.2	To discuss how Dove Bank celebrate successes and share the information with parents	All	Next meeting 9.10.24	
		Update – AF to prepare something for the half termly newsletter					
		Agreed for LG/JC to put something together as a parent governor voice					
		<b>GOVERNANCE</b>					
<b>6.</b>		<b>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</b>					
	6.1	Governors noted there are no changes to board membership and terms of office which will cease before the next meeting					
	6.2	<b>Action: All Governors to ensure they have completed the Declaration of Interests and confirmations of KCSIE and code of conduct via governor hub</b>					
	6.3	GIAS has been confirmed as compliant <b>Action – JM to ensure the School website is up to date and compliant</b>					
	6.4	Governors noted the Scheme of Delegation (LGB Terms of reference)					
	6.5	Remaining governors have completed the Skills Audit <b>Action – JM to complete the skills audit</b>					
	6.6	Governors noted the completed LGB Self Evaluation available on governor hub					
	6.7	The list of Governor Special Responsibilities and visits will be discussed at a shorter meeting with governors. <b>Action – a shorter meeting to be arranged to plan the governor’s responsibilities and visits list.</b> <b>Action: AM/AF to discuss dates and send out dates</b>					
	6.8	Governors noted the required governor training for 2024/25 academic year, National College has been updated with watch list <b>Action – Remaining Governors to complete Cyber Security online training</b> <b>Action – Governors to complete National College Safeguarding, Prevent and GDPR Training</b>					
		<b>SCHOOL IMPROVEMENT AND ASSURANCE</b>					
<b>7.</b>		<b>Outcomes</b>					
	7.1	Analysis and outcomes from previous year was discussed at the Additional Data meeting held on 11 <sup>th</sup> September 2024					

<b>8.</b>	<b>The School Plan/SEF/SIP Plan and Quality of Teaching and Learning</b>
8.1	The School Self-Evaluation, updated strategic wheel and school improvement plan are available on Governor hub and links to how the school is going to build and what we are going to do next. The school improvement plan will continue to be looked at and reviewed with governors throughout the year.
8.2	It was confirmed that support from staff at Braunstone Frith will continue. Staff will be available for OFSTED with a plan in place for cover during the time of the inspection.
	<b>Action: A further visit to be arranged for governors to visit Braunstone Frith</b>
<b>9.</b>	<b>Annual Report: Sports Premium Grant</b>
9.1	The annual PE and sports premium Report is available on governor hub
9.2	Q: Are we using the maximum grant? A: Yes, the grant is mainly used on sports coaching  Q: What kind of sports are covered? A: Sports coaches come in and deliver the PE curriculum each week. The coaches also deliver sports clubs at lunchtime, this depends on what is wanted in the school and the equipment available in school.  LG will be setting up the small group to look at whether we are getting value for money. Including what has worked, what has been effective in order to evaluate what is value for money evaluate is.
<b>SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING</b>	
<b>10.</b>	<b>Termly Care, Guidance and Welfare Report</b> The report will be available within the heads report for the December LGB meeting.
<b>11.</b>	<b>Annual SEND Report</b>
11.1	The SEND information report and policy is available on governor hub. LL highlighted that this is a legal document which is available on the website. The policy supports how we work with children with SEND and SEMH, funding from outside agencies. LL works with lots of outside agencies, other professionals within the Trust, liaises with teachers and parents regularly and is available at parent's evenings.
11.2	Q: At the end of last academic year there was a child mentioned who had applied but could not be supported by the school. Did this child start at the school? A: The child has started at the school. The child is attending Wed, Thurn d Fri for an hour a day and has alternative provision in place. There are fortnightly team around the family meetings in place. Mum is very supported and wants specialist provision, parents are pushing for this but the local authority instructed the school to take the child.  LL will continue to produce a SEND report each autumn, spring and summer term for governors.
<b>ASSURANCE REPORTING</b>	
<b>12.</b>	<b>Individual Policy Review</b> There were no current policies to approve
<b>13.</b>	<b>Asset Register</b> The Asset register for schools is currently being dealt with at Trust level
<b>14.</b>	<b>ANY OTHER BUSINESS</b> There was no additional business to discuss

15.	<b>DATE &amp; TIME OF THE NEXT MEETING</b> Governors noted the time and date of the next meeting on the Wednesday 4 <sup>th</sup> December at 5.30pm
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