



**DOVEBANK PRIMARY SCHOOL**  
**MINUTES OF THE MEETING OF THE LOCAL**  
**GOVERNING BODY**  
**MEETING HELD ON 4<sup>th</sup> October 2022 at 5.15pm**



**Composition of the Board**

| NAME                  | TYPE OF GOVERNOR   | END DATE OF OFFICE | DESIGNATED ROLE                                       | PRESENT |
|-----------------------|--------------------|--------------------|---|---------|
| Ann Melville          | Community          | 30.4.23            | Chair   | Yes     |
| Ray Hale              | Community          | 30.4.23            | Vice Chair  | Yes     |
| James Cheesman        | (Resigned)         |                    | Head Teacher  |         |
| Andrea Fletcher       | Teacher in Charge  |                    | Head of School  | Yes     |
| Joy Crane             | Community          | 27.2.26            |   | Yes     |
| Mitzi Moran           | Community          | 19.11.25           |   | DNA     |
| Rachel Cox            | Parent             | 24.11.23           |   | Yes     |
| Peter Graham          | Parent             | 8.3.24             |   | Yes     |
| Tracey Vale           | Staff - Teaching   | 5.1.24             |   | Yes     |
|                       |                    |                    |   |         |
| Donna Newman          | Associate Governor | 1.11.23            |   |         |
|                       |                    |                    |   |         |
| <b>In Attendance</b>  |                    |                    |   |         |
| Mr Chris Parkinson    |                    |                    | LiFEMAT CEO   |         |
| Mrs Nicola Koncarevic |                    |                    | LiFEMAT Director of Education for National Forest Hub |         |
| Mrs Sarah Mayes       |                    |                    | LiFEMAT Chief Finance Officer                         |         |
|                       |                    |                    |   |         |
| Jane Moore            |                    |                    | Clerk to LGB  |         |
|                       |                    |                    |   |         |
| <b>Apologies</b>      |                    |                    |   |         |
| No Apologies Received |                    |                    |   |         |
|                       |                    |                    |   |         |

**MINUTES**  
**NON CONFIDENTIAL**

| ITEM NO   | ITEM  | LEAD         |
|-----------|---|--------------|
| <b>1.</b> | <b>WELCOME AND APOLOGIES</b><br>The Chair welcomed all Governors, along with Chris Parkinson, Nicola Koncarevic and Sarah Mayes from the LiFEMAT Trust<br><br>The absence of Mitzi Moran was noted. | <b>Chair</b> |
| <b>2.</b> | <b>UPDATE From CEO</b>  | <b>CP</b>    |
| 2.1       | Chris Parkinson, CEO, provided an update on the schools transition into the LiFEMAT and the recent operational decisions made by the Trust.   |              |
|           | Chris Parkinson left meeting  |              |
|           | With the agreement of the chair, the agenda was changed so that the eleventh agenda item was covered prior to Declarations of Interests   |              |
| <b>3.</b> | <b>FINANCE</b>  |              |
| 3.1       | Sarah Mayes, CFO, provide input on the Trust Financing  | <b>SM</b>    |

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|           | <p>The Trust have a central team for finance, with Dovebank Primary falling into the Forest Hub. The school invoices are completed within school and sent onto the Hub. The payment of salaries is managed centrally, the school should not find any issues with processing salaries and invoices etc. Andrea will meet with Jackie Orchard once a month</p> <p>The Trust have been supporting the school with the up coming Census to ensure this is completed correctly.</p> <p>There are significant challenges ahead with school budgets due to the current cost of living rises, teacher and support staff pay award are higher than anticipated and will incur significant costs to the Trust and schools. It was confirmed that as part of the MAT, the school no longer pay a sickness insurance policy</p> <p>The year end for the Trust is in August with the Trust accounts are audited twice a year through internal and external audits to ensure compliance. The external audit occurs in December and lasts for 4 weeks. The Central Team meet regularly to review where the schools and Trust are with Finances</p> |              |
|           | Sarah Mayes left the meeting  |              |
| <b>4</b>  | <b>DECLARATIONS OF INTERESTS</b>  | <b>ALL</b>   |
| 4.1       | <p>Governors to complete Declaration of Interests on Governor Hub</p> <p>To declare any potential pecuniary interest or conflict of interest between an individual and the governing board as a whole with the business to be discussed during the meeting.</p>   |              |
| 4.2       | No Additional Declarations were made  |              |
| <b>5</b>  | <b>ELECTION OF CHAIR AND VICE CHAIR</b>   | <b>Clerk</b> |
| 5.1       | <p>One nomination was received for the post of Chair</p> <p>The vote for the chair 3 for and 2 against, therefore AM will be Chair for the academic year 2022-23</p> <p><u>The Chair took over the remainder of the meeting.</u></p>  |              |
| 5.2       | <p>One nomination was received for the post of vice chair</p> <p>The vote for vice chair was 5 for, therefore RH was elected as vice chair for the academic year 2022-23</p>  | <b>Chair</b> |
| <b>6.</b> | <b>MINUTES OF LAST MEETING</b>  | <b>Chair</b> |
| 6.1       | The non-confidential minutes of the Governing Board meeting held on the 27 <sup>th</sup> June 2022 were approved  |              |
| <b>7.</b> | <b>MATTERS ARISING</b>  | <b>Chair</b> |
| 7.1       | <p>No matters arising from the meeting held 27<sup>th</sup> June 2022</p> <p>Minutes to be signed by AM as a true record</p> <p><b>ACTION: JM to confirm with AM signing of the minutes on Governor Hub</b></p>   |              |
| <b>6.</b> | <b>GOVERNANCE - CONSTITUTION/ MEMBERSHIP</b>  | <b>Chair</b> |
| 6.1       | <p>The Constitution and Terms of Reference of Trust Local Governing Bodies and the LiFE Scheme of Delegation approved by the Trust Board on the 27<sup>th</sup> June, 2022 were noted</p> <p><i>A discussion was held querying some of the responsibilities and accountabilities of the LGB against those now held by the Trust. It was agreed to Invite Sian Griffiths, Head of Governance for the Trust to the next LGB to discuss any Governance queries.</i></p>  |              |

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|     | <p><b>ACTION: JM to invite SG to meeting</b></p>  |  |
| 6.2 | <p>To note and agreed the school code of conduct</p> <p><b>ACTION: Carried forward to the next meeting</b></p>  |  |
| 6.3 | <p>A Staff (Support) Governor and Community Governor vacancy are available.<br/> <i>The vacancies will need to be filled, The skills audit is to be looked at following half term. JM to liaise with AF regarding letters and documents to be distributed for governor nominations</i></p> <p><b>ACTION: JM to Liaise with AF regarding letters, Carried forward to the next meeting</b></p>  |  |
| 6.4 | <p>To note any terms of office which will cease before the next meeting. – <b>None</b></p>  |  |
| 6.5 | <p>To review the list of Nominated Governors with Special Responsibilities – SEND, Safeguarding, Strategic Wheel, Pupil Premium and Governor Training.<br/> <i>There was agreement for the current main responsibilities provided to Governors. PG – Mathematics, RC – Literacy and Phonics, JC – Humanities and Topics. RH – Finance, MM – SEND, AM – Safeguarding, Behaviour &amp; Attendance, Science - TBC, Training - TBC</i></p> <p><i>These posts will need reviewing against the Strategic Wheel. The School Improvement Plan (SIP) has to be re-written around the Strategic Wheel, which is to be completed by the end of half term. AF to work with AS on the SIP.</i></p> <p><b>ACTION: Carried forward to the next meeting</b></p> |  |
| 6.6 | <p>To appoint a Pay Committee and HTPM –<br/> <i>CP will ask for recommendations relating to the head teacher's pay</i><br/> <i>The Pay Committee will authenticate the head teachers decision for teachers performance management, provides quality assurance on the pay rise's for teachers. Andrea has given out Improvement Plans to staff, which are to be returned by end of month.</i></p> <p><i>The Pay Committee to continue – JC proposed Ann and Ray to continue in this role, which was agreed.</i></p>   |  |
| 6.7 | <p>To ensure all Governors have completed the Declaration of Pecuniary Interest and confirmations including KCSIE, 2022 via Governor Hub.<br/> <i>All governors have to read the full KCSIE and need to sign the confirmations on Governor Hub. JM to re-send the link on Governor Hub for recording declarations and KCSIE.</i><br/> <i>It was confirmed that all school staff have to sign to state they have read KCSIE (part 1). Confirmation was also provided that one person has to be safer recruitment trained – AF is safer recruitment trained</i></p> <p><b>ACTION: JM to re-send Link for confirmations</b></p>  |  |
| 6.8 | <p>Ensure the School Website and Get Information about School (GIAS) is compliant.<br/> <i>JM now has access to DFE website for GIAS</i></p> <p><b>ACTION: JM to check GIAS details are correct.</b></p>  |  |

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| 6.9  | <p>To review the Skills Audit and consider future training needs.<br/> <i>All governor to complete skills audit by half term,</i><br/> <b>ACTION: All governors to complete Skills Audit by Half Term</b><br/> <b>JM to collate responses</b></p>  |  |
| 6.10 | <p>To note any Governor Training undertaken since the last meeting.<br/> <i>Training for governors from the Trust will be put on to Governor Hub along with links to the training. Individual Governor Training can be recorded onto Governor Hub, JM can support Governors with updating Governor Hub</i></p>   |  |
| 6.11 | <p>To consider any Governor Visits which have been undertaken since the last meeting.<br/> <i>No governor visits have taken place.</i><br/> <i>It was confirmed it is now possible to re-start having governor visits in school again.</i></p>   |  |
| 7.   | <p><b>HEADTEACHERS REPORT</b><br/> The Headteachers report had been circulated prior to the meeting. Additional comments and questions were as follows:</p>  |  |
| 7.1  | <p><b>Student Absence</b><br/> <i>A number of the Traveller community are still away travelling which impacts on overall attendance and the number of persistently absent children. Children awaiting places at different schools, (the Local Authority currently have a backlog of applications) have also affected the number of persistent absentees.</i></p>   |  |
| 7.2  | <p><b>Recent Successes/good news</b><br/> Q: Governors queried the move over to Arbour.<br/> A: AF explained Arbour is a new way of recording and reporting and has replaced SIMs. The registers are now being recorded electronically on Arbour and Staff are already pulling reports from the system. SIMs wanted 3 years payment in advance, which is a significant cost whereas Arbour only required a 1 year payment. A lot of schools have moved onto Arbour due to this. Staff in school are still learning the system but there has been lots of training and IT support from the IT team at Bosworth.</p>   |  |
| 7.3  | <p>Q: From the previous head teachers report: During COVID the children came to school in PE kit, now the children are being asked to bring the PE kit in and asked to keep in school until the end of the week. It was queried as to the background and reasoning behind this, particularly with the cost of living crisis where parents are having to buy 3 pairs of trainers to keep in school.<br/> A: AF explained that as a primary group, the schools have agreed children are to come to school and change for PE. This is a change and move forward, the school is reverting to methods used prior to COVID. The positives from parents have been that this allows children to learn how to change clothes and also the year 6 children would be expected to do this once at High School. A number of parents do already take trainers home where the children need them for outside activities. This also supports the school with its safeguarding responsibilities.<br/> <b>ACTION: AF to send Dojo message to parents advising Parents can take trainers home</b></p> |  |
| 7.4  | <p>Q: Could the HT report include the numbers of children leaving the school<br/> A: NK advised the LiFEMAT Head Teachers report does include student numbers in</p>   |  |

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|     | <i>and out. AF will only be required to complete 3 head teacher reports a year and will complete a fuller report for the next meeting</i>   |    |
| 7.5 | <p><i>Q: Is the right level of support being provided for job share teachers</i></p> <p><i>A: AF confirmed there is currently only one solid job share, it has not been decided whether this job share will continue. AF fed back on the job share support in school.</i></p>   |    |
| 7.6 | <p><i>Q: Is the SATs results data available</i></p> <p><i>A: AF confirmed the Year 6 maths data is an issue and the team are currently looking at the data and how to improve for the next year. Support has already been put into EYFS and Year 1, with the Maths hub giving extra teaching in year 1 and 2. Top down and bottom up observations are taking place to help identify and improve the quality of teaching and support across the school. AF will provide an update on where we have to go with maths at the next meeting</i></p> <p><i>Other SATs results were as expected</i></p> <p><b>ACTION: AF to send SATs data to JM. JM to add to Governor Hub</b></p> <p><b>SATs Report to be added to next meeting agenda</b></p> |    |
| 8.  | <p><b>SEND REPORT</b></p> <p>The SEND report had been circulated prior to the meeting</p> <p><i>Governors felt this was a good report and although there are a high percentage of children with SEN needs at the school, this was a good recommendation for the school</i></p> <p><i>There were no questions</i></p>  |    |
| 9.  | <p><b>SUBJECT REPORT</b></p> <p>It was agreed a Foundations Subject Report will occur at the next meeting</p> <p>Miss Hopper to attend at the beginning of the meeting</p> <p><b>ACTION: AF to Invite Miss Hopper to the meeting</b></p>  |    |
| 10. | <p><b>SAFEGUARDING</b></p> <p>It was reported within the head teachers report circulated prior to the meeting that staff had undergone an update on inset days, and there are now 3 Designated Senior Leads (DSL) at the school</p>   | HT |
| 11. | <p><b>RISK REGISTER</b></p> <p>To be noted and added to next meeting agenda</p> <p>Clarification regarding what governors need to be aware of and informed of on the risk register needs to be sorted</p> <p><b>ACTION: Carried forward to the next meeting</b></p> <p><b>NK – to provide clarification on the risk register</b></p>  |    |
| 12. | <p><b>POLICY APPROVAL</b></p> <p>The Governors considered the following policy:-</p> <p>a. Safeguarding policy</p> <p>RESOLVED: The policy was approved as fit for purpose for the year</p> <p><b>ACTION: Further Policies to be added to the agenda for approval as updated</b></p>  |    |
| 13. | <p><b>ANY OTHER BUSINESS</b></p> <p>It was agreed to add a parent voice section to the agenda once a term</p> <p><b>ACTION: JM to add parent Voice to the next agenda</b></p>   |    |
| 14. | <p><b>DATE &amp; TIME OF THE NEXT MEETING</b></p> <p>Governors to note the time and date of the next meeting on the Tuesday 6<sup>th</sup> December at 5.15pm</p>   |    |

The meeting closed at 7.45pm, there was no confidential business