



DOVEBANK PRIMARY SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
Monday 13th February 2023 at 5.15pm



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	30.4.23	Chair	Yes
Ray Hale (RH0)	Community	30.4.23	Vice Chair	Yes
Joy Crane (JC)	Community	27.2.26		Yes
Rachel Cox (RC)	Parent	24.11.23		Apologies
Peter Graham (PG)	Parent	8.3.24		Yes
Tracey Vale (TV)	Staff - Teaching	5.1.24		Yes
Yasmin Goodband (YG)	Staff – Support	21.11.26		Yes
In Attendance				
Jane Moore (JM)	Governance Professional		Clerk to LGB	Yes
Lydia Leeson (LL)	SENCO			Yes
Apologies				
Rachel Cox (RC)				

MINUTES
NON-CONFIDENTIAL

ITEM NO	ITEM	LEAD										
1.	WELCOME AND APOLOGIES	Chair										
1.1.	The chair welcomed all governors and staff attending the meeting including Lydia Leeson Apologies have been received from Rachel Cox Resolved – the apologies were considered and accepted											
1.2	It was noted and accepted that Rachel Cox had resigned as a parent governor with immediate effect from 13.2.23 Resolved - AM has written RC acknowledging her resignation and thanking her for all the work she has done											
2.	DECLARATIONS OF INTERESTS											
2.1	The Governors were asked 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. No Additional Declarations of interest were made	ALL										
3.	MINUTES OF LAST MEETING	Chair										
3.1	The non-confidential minutes of the Governing Board meeting held on the 6 th December 2022 were approved subject to 3 spelling amendments and confirmed as an accurate record.											
4.	MATTERS ARISING To review and update actions from the previous meeting on 6 th December 2022.	Chair										
	<table><tr><th>DATE</th><th>ITEM NO</th><th>ACTION</th><th>BY WHO</th><th>WHEN</th></tr><tr><td>6.12.22</td><td>1</td><td>AM to write to MM acknowledging resignation and thanking for work done</td><td>AM</td><td>Next meeting 13.2.22</td></tr></table>		DATE	ITEM NO	ACTION	BY WHO	WHEN	6.12.22	1	AM to write to MM acknowledging resignation and thanking for work done	AM	Next meeting 13.2.22
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6.12.22	1		AM to write to MM acknowledging resignation and thanking for work done	AM	Next meeting 13.2.22							
	Update – AM confirmed she has written to MM acknowledging and thanking for her work – completed											

DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.22	2.2	JM to add Budget Forecast to Governor Hub	JM	Next meeting 13.2.22
Update – Completed 9.12.22				
DATE	ITEM NO	ACTION	BY WHO	WHEN
4.10.22	6.5	Review the list of nominated governors against the strategic wheel	All	Next meeting 13.2.23
6.12.22	6/7.4			
Update – Added to next agenda – Completed 13.12.22				
DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.22	7.4	Governors to email JM with area from strategic wheel they would responsibility for	All	Next meeting 13.2.23
Update – To be discussed at next meeting				
DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.22	7.4	JM to compile a list of Governors area of interest in relation to special responsibilities	JM	Next meeting 13.2.23
Update – To be discussed at next meeting				
DATE	ITEM NO	ACTION	BY WHO	WHEN
4.10.22	6.5	School improvement Plan to be re-written around the strategic wheel	AF/AS	Next meeting 13.2.23
6.12.22	6	AF to work with AS on the SIP		
Update – Added to next agenda – Completed 13.12.22				
DATE	ITEM NO	ACTION	BY WHO	WHEN
4.10.22	6.8	Ensure school website & GIAS is compliant	JM/AF	Next meeting 13.2.23
Update – GIAS – up to date wef 13.1.23 completed, - School website - 60% compliant. Major piece of work to be carried out on the Governance area, Trust format to be applied to the school website. - Added to meeting agenda 13.2.23				
DATE	ITEM NO	ACTION	BY WHO	WHEN
4.10.22	9	Miss Hopper to be invited to next meeting for an input on Foundations subject report	AF	Next meeting 13.2.23
6.12.22				
Update –Removed from Agenda 27.1.23				
DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.22	7.3	AM to write to DN thanking her for her contribution and ending the Associate Governor position	AM	Next meeting 13.2.23
Update – AM wrote to DN for work she had done - Completed				
DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.22	7.5	Remaining governors to completed outstanding declarations and confirmations	All	Next meeting 13.2.23
Update – 2 Confirmations outstanding from 1 governor as at 22.1.23 Asked to be completed by 30.1.23 – Now completed 13.2.23				
DATE	ITEM NO	ACTION	BY WHO	WHEN
6.12.22	7.7	JM to complete skills audit	JM	Next meeting 13.2.23
Update – Completed 2.1.23, sent to AM Action – JM to discuss with Sian Griffiths regarding skills audit and how this relates to the specific skills required for governors against the strategic wheel				

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5.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP																																																																												
5.1	Governors noted there were no changes to board membership and terms of office which will cease before the next meeting.																																																																												
5.2	It was noted that AM and RH terms of office are due to expire at the end of April (AM 30.4.23 and RH 30.4.23) AM and RH agree to continue in office. Term dates to end with effect from 30.4.2027 It was approved and agreed to re-elect AM & RH for a further 4-year term.																																																																												
5.3	It was confirmed that there are 3 community governor vacancies available and 1 parent governor due to the resignation of RC. Action – AF & JM to meet and letters to be sent after half term																																																																												
5.4	Nominated Governors with Special Responsibilities It was agreed to move forward while the strategic wheel is still under review, to cover the following areas whilst new governors are being recruited Teaching & Learning – maths - PG Culture – JC (community links) Culture – RH to liaise with JC Culture – Possible for new governor to support SEND & Safeguarding – AM Finance – RH Health & Safety Governor – RH Teaching & Learning – Early Reading and Phonics, writing/English – JC/PG to Cover Action – AM to look at SEND & HR experience when recruiting for new governors																																																																												
5.5	JM confirmed a large piece of work is being carried out on the school website governance area to ensure compliant. Action – All governors to check and update their Pen Portraits for the website																																																																												

5.6 5.7	JC confirmed visit to the church and Pupils from Braunstone Frith Primary for visit the school JM confirmed there were no current Trust updates available	
	SCHOOL IMPROVEMENT AND ASSURANCE	
6.	School Improvement Plan and Strategic Wheel/SEF update	Head
6.1	AF confirmed the draft version is available in the meeting documents on Governor Hub. AF commented that some tweaks had been made to the initials of the people to carry out some of the tasks. The wheel will be made from the plan once completed	
6.2	PG commented it is useful that the plan is broken down into focused areas, the plan needs to be ambitious with the reality of being able to accomplish the work across the 5 terms. PG asked the question what the priorities would be?	
6.3	AF confirmed there is a lot of work to do and as a smaller school there are less staff to spread the work across. The LiFE MAT has given the support to do the work. <ul style="list-style-type: none"> • Leadership is a big area and AF is being supported by Amelia Smith (Executive Head) • Teaching & Learning is another key area. Teaching & Learning have to be right in school to ensure the children are taught and are accessing the curriculum. • Culture: LL is working on having the right environment in school with the right learning culture • Curriculum: this is the last focus area on the list at present 	
6.4	AM envisages that it will be important, on each governing body, someone is looking at different areas. This will provide a better basis for debate and discussion	
7.	Head Teachers Update	Head
7.1	AF provided an update as context behind things being discussed at the meeting AF is currently looking into staff absence with HR There 17 staff with absence averaging 9.4%, The LiFE average is 7.4%. Per teacher absence is 10.5% with 1 teacher on long term leave. Most teachers are taking time-off which impacts on budgets and staff, managing staff to ensure children have staff in front of them is more difficult	
7.2	Pupil attendance is currently 91.4% with National average 93.4%, Attendance is 94.5% without traveller attendance, which is above the National average The school is working with Sarah Pitman, Travellers Education and the advice from Travellers Education is to fine parents. Jo Hopper has joined the LiFE attendance group Action – JM to liaise with AF/Office regarding codes for medical appointments Action – AF to look at possible benchmark for figures against other schools, Can Leicestershire create a benchmark?	
7.3	There has been a number of staff movements and appointments made or are in the process of being made. <ul style="list-style-type: none"> • 1 support staff has moved to Braunstone Frith – needs to be replaced • Nursery nurse has left – replacement needed • Teacher on long term sick has been replaced by a TA (3 days teaching) leaving a gap for a TA • Agency has been used to put a teaching assistant in the class • 2 children to get support in class – applications for funding in process, 2 additional staff would be needed for one-2-one children. One appointment for one-2-one support has been made • One permanent TA has been appointment for 4 days • One staff for maternity leave cover • LiFE has taken on someone until the end of the academic year • 1 more advert to be placed to ensure the school is fully staffed 	

	Action – AF to do a note of the new staff names and their base and send to governors	
	FINANCE AND BUDGETS	
8.	Disposal of Assets	Head
8.1	The List of Items for disposal were noted and will be passed to the Trust Finance Committee Action – JM send list to Trust finance committee and then confirm with AF when the items can be disposed.	
	SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE	
9.	Termly Care, Guidance and Welfare Report	Lydia Leeson
9.1	LL provided an input on safeguarding. LL is meeting with AF to look at CPOMS and behaviour and Incidents. The process is looking at actions and how to monitor. Using an Excel document to record exclusions, encompass, medical, EAL, attendance and what is happening each month and what we are doing with persistent absentees.	
9.2	Staff have been spoken to and given an update and training on CPOMS There will be a safeguarding review on 23.3.23, with members of the MAT to see how we can improve safeguarding. As part of safeguarding training for all staff there will be a fortnightly quiz sent out to staff & governors and 2 scenarios sent out to keep everyone refreshed	
9.3	Following a question, it was explained that CPOMS is a secure network, computer-based programme for recording information in relation to safeguarding and incidents for children.	
	ASSURANCE REPORTING	
10.	Individual Policy Review	Chair
10.1	Policies approved subject to the review of issues highlighted	
10.2	PG Highlighted the issues with policies (confirmed by email to AF): Anti-Bullying Policy: <ul style="list-style-type: none"> • Page 7 - Evaluation of school behaviour will form part of the school's ongoing Self Evaluation processes and involve all staff. • Page 7 - causes threat to a member of the public, • Page 8 - through the online form on our website • Page 10 - In this respect the school will liaise with the LA and follow their guidance. Child Protection Policy: <ul style="list-style-type: none"> • August 2022 • ethnic minority backgrounds feel confident to bring forward any concerns and have a safe space to talk to trusted staff about their experiences. • Racist incidents • APPENDIX 6 Attendance Policy <ul style="list-style-type: none"> • Days overlapping with the beginning or end of term • Providing parents with regular attendance grades for their child as part of the termly 'Progress Check Report' and annual report • match attendance trends with attainment trends • (Less than 90%) • Check page numbers as all numbered page 10 Behaviour Policy <ul style="list-style-type: none"> • page 8 is cut off at "t". Presumably "term" Action: PG to email AF with issues. AF to review policies	
10.3	Action: JM to look into different ways of working for communication for items for discussion	
11.	PARENT VOICE	Head

11.1	AF provided and update on the recent survey issued by the LiFE MAT Ben White and Lara Hall created a survey for staff, pupil and parents to collect general data. The Mat will then work with individual schools to drill down deeper. The LiFE MAT are currently reviewing the surveys, then results will be sent out	
12. 12.1	LGB Action Points, Recommendations and Assurance Action: JM to send Disposal of Assets form to Trust finance committee	Chair
13. 13.1	ANY OTHER BUSINESS JC questioned school security due to issues with people accessing the school grounds AF confirmed the alarms would activate if someone tries to get into school. The premises officer is working with the Trust regarding access to school grounds	Chair
14.	DATE & TIME OF THE NEXT MEETING To note the time and date of the next meeting on the Tuesday 21 st March at 5.15pm	Chair

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6.12.22 13.2.23	7.7	JM to discuss with Sian Griffiths regarding skills audit and how this relates to the specific skills required for governors against the strategic wheel	JM	Next meeting 21.3.23
6.12.23 13.2.23	18.1	Governors event to meet with staff TV to arrange a meeting which can happen at the end of a staff meeting, Informal with teas, coffees and biscuits	TV	Next meeting 21.3.23
13.2.23	5.3	Community and Parent Governor vacancies - AF & JM to meet and letters to be sent after half term	AF/JM	Next meeting 21.3.23
13.2.23	5.4	AM to look at SEND & HR experience when recruiting for new governors	AM	Next meeting 21.3.23
13.2.23	5.5	All governors to check and update their Pen Portraits for the website	All	Next meeting 21.3.23
13.2.23	7.2	JM to liaise with AF/Office regarding codes for medical appointments	JM/AF/Of fice	Next meeting 21.3.23
13.2.23	7.2	AF to look at possible benchmark for attendance figures against other schools, Can Leicestershire create a benchmark?	AF	Next meeting 21.3.23
13.2.23	7.3	AF to do a note of the new staff names and their base and send to governors	AF	Next meeting 21.3.23
13.2.23	8.1	JM send list to Trust finance committee and then confirm with AF when the items can be disposed	JM	Next meeting 21.3.23
13.2.23	10.2	PG to email AF with issues on the policy for review.	PG/AF	Next meeting 21.3.23
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13.2.23	10.3	JM to look into different ways of working for communication for items for discussion	JM	Next meeting 21.3.23
13.2.23	12.1	JM to send Disposal of Assets form to Trust finance committee	JM	Next meeting 21.3.23