



DOVEBANK PRIMARY SCHOOL
MEETING OF THE LOCAL GOVERNING BODY
HELD ON Wednesday 25th October 2023 at
5.30pm



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	30.4.27	Chair Safeguarding and Child Protection SEND Behaviour and Attendance	Yes
Ray Hale (RH)	Community	30.4.27	Vice Chair Finance	Yes
Joy Crane (JC)	Community	27.2.26	Community Humanities and Topics	Yes
Luke Gilbert (LG)	Parent Governor	10.4.27		Yes
Helen Cholerton (HC)	Parent Governor	19.4.27	Phonics	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)	SEND CO			Yes
Amelia Smith (AS)	Executive Head			Yes
Apologies				

MINUTES
NON CONFIDENTIAL

ITEM NO	ITEM	ACTION
1.	WELCOME AND APOLOGIES	
1.1	The chair welcomed all governors and LL and AS to the meeting. Staff and governors made introductions. Resolved – All governors were present and there were no apologies.	
2.	Election of Chair and Vice Chair	
2.1	Election of the Chair AM was the only nominee, nominated by JC and seconded by RH Resolved - The governing body agreed to appoint AM as chair for 2023-24	
2.2	Election of Vice Chair It was agreed by the governing body to appoint 2 vice chairs Luke Gilbert Ray Hale (Finance) Nominated by AM and seconded by TV Resolved - The governing body agreed to appoint LG and RH as vice chairs for 2023-24	
3.	DECLARATIONS OF INTERESTS The 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. No additional declarations of interest were made.	Action - All Governors need to complete Declarations of Interest on Governor Hub for 2023-24

	Governors were asked to complete and review their declarations of interest for 2023-24 on Governor Hub					
4.	MINUTES OF LAST MEETING The non-confidential minutes of the Governing Board meeting held on the 3 rd July 2023 were approved and confirmed as an accurate record					
5.	MATTERS ARISING To review and update actions from the previous meeting.					
	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	3.7.23	5.2	Community Governor Vacancies AF to place advert school newsletter again at the end of term	AF	Next meeting 4.10.23	
	Update – To be discussed at LGB Meeting - Item 5b on the Agenda					
	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	3.7.23	5.2	Community Governor Vacancies AF to email Catherine Headley again	AF	Next meeting 4.10.23	
	Update – No response from CH - completed					
	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	3.7.23	5.2	Community Governor Vacancies Helen to follow up on someone she knows who may be interested in becoming a community governor	HC	Next meeting 4.10.23	
	Update – HC spoken but has not been successful - completed					
	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	3.7.23	5.3	Reminder to be added onto governor hub for the new governor training	JM	Next meeting 4.10.23	
	Update – Completed 7.7.23					
	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	3.7.23	5.4	RH visit reports to be upload onto Governor Hub	RH/JM	Next meeting 4.10.23	
	Update – Completed 5.7.23					
	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	3.7.23	5.4	JC visit report to be uploaded onto Governor Hub	JM	Next meeting 4.10.23	
	Update –Completed 5.7.23					
	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	3.7.23	9.2	To check and re-do the link for the Trust Management Policy	JM	Next meeting 4.10.23	
	Update – Completed 7.7.23					
	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	3.7.23	11.1	Chair 360 review answers to be collated to share with AM & Sian Griffiths/Liz (Trust chair)	JM	Next meeting 4.10.23	
	Update – Completed					

	DATE	ITEM NO	ACTION	BY WHO	WHEN	
	3.7.23	11.2	Governor Hub Health check review answers to be typed up to share with governors at the next meeting	JM	Next meeting 4.10.23	
	Update – Completed 11.7.23					
	GOVERNANCE					
6.	GOVERNANCE - CONSTITUTION/ MEMBERSHIP					
6.1	The governors noted TV’s term of office is due to end on 5.1.24.					
6.2	The governors noted there has been no response to adverts for the Community Governor vacancies. Action - JM to place adverts with the websites the Trust has signed up for access to governors for vacancies.					Adverts to be placed on websites – JM
6.3	Action - All Governors must complete the Declaration of Pecuniary Interest and confirmations including KCSIE, 2023 via Governor Hub and code of conduct.					All Governors to action
6.4	JM confirmed Get Information about School (GIAS) is up to date and compliant. The website is compliant, Action - JM to add recent up-dates to the website					Website to be updated – JM
6.5	Governors noted the changes to LiFE MAT Scheme of Delegation for 2023/24					
6.6	Governors noted the changes to the LGB Code of Conduct 2023/24					
6.7	All governor’s at the meeting completed the skills Audit Action - JM to complete Skills audit					Skills Audit to be completed – JM
6.8	List of governors with special responsibilities reviewed in line with the strategic wheel: The following areas were discussed and agreed Community: JC Culture:-Relationships – AM Leadership: Curriculum: TV Teaching & Learning: Maths – LG Teaching & Learning: Early reading/Writing/Phonic – HC Other Areas of responsibility: Finance – RH SEND – LG Safeguarding and child protection – AM Behaviour and Attendance - AM On line Safety – RH					
6.9	The training schedule for LiFE Governor training is available on Governor Hub A link to the schedule is pinned to the top of the LGB noticeboard on Governor Hub. Action- All Governors to complete safeguarding and prevent training by the end of Autumn term					All governors to complete safeguarding and prevent training
	SCHOOL IMPROVEMENT AND ASSURANCE					
7.	School Improvement Plan					
7.1	The School Improvement Plan and Strategic Wheel is available on Governor Hub for Governors to read.					

	<p>Questions:</p> <p>Q: how we can use this effectively as governors</p> <p>A: the role of the governors is to look across the plan and the areas where the governor are doing a walk about in school these are part of the plan, being involved in reviews ns discovery days.</p> <p>Governors should be looking at whether the school are doing a rigorous process in what are we doing to address issues, checking that leaders are monitoring and following up the actions. AS is happy to talk through with governors some of the things governors could be doing</p> <p>Q: Will governors get progress on the actions, whether they have been completed and closed off</p> <p>A: The SIP will be evaluated in November, governors will get the head teachers report. There is a continuum arrow, a 5-step process to monitor how things are going. The 5 areas are looked at with each spoke of the wheel, look at progress, and identify where we are now and where we want to be.</p>	
<p>8.</p> <p>8.1</p>	<p>Annual Report – Sports Premium Grant (primaries only)</p> <p>The sports premium Grant annual report is available on Governor Hub for Governors to read.</p> <p>AF highlighted the school pay for a sports coach from coach unlimited to support with PE. There has also been some extra money provide d by LG’s company for PE support, money will be allocated for resources. Swimming assessments are being put into place to enable swimming to take place.</p> <p>Q: will there be sufficient money for swimming</p> <p>A: AF confirmed money from the grant could not be used for swimming due to this being part of the curriculum. Children have to be given the opportunity to swim, with the aim for every child to be able to swim 25 metres by year 6. There have been issues during COVID where children have not been able to access swimming.</p> <p>Q: Is it possible to produce a report on the percentage of children achieving and progress of children</p> <p>A: TV confirmed this is possible as children undergo an assessment at the beginning.</p>	
<p>9.</p> <p>9.1</p>	<p>SEND Annual Report</p> <p>The SEND Annual Report is available on Governor Hub for Governors to read</p> <p>Questions</p> <p>Comment: There have been changes to the amount of access to alternative provision, with some children accessing different provisions</p> <p>A: LL confirmed that the children go to the provision and checks are carried out regularly. Some children find it difficult in school and the alternative provision is smaller groups and different ways of working. It is working well for the children involved.</p> <p>Q: How do we pay for the alternative provisions</p> <p>A: LL confirmed places are funded through the child’s funding. There is one child where the parents are paying for the provision themselves, as they feel it is the best provision for the child, 2 children have moved to specialist provision. Welfare checks are carried out on a weekly basis</p> <p>Q: How does Dovebank SEND compare in the national context</p> <p>A: It was confirmed the school is a bit lower, currently it is difficult to get an EHCP for a child, this takes a lot of input and work to ensure the school have ticke d every box before applying. It is taking a long time (at least 2 years) for children to see a community paediatrician for a diagnosis, which is a long wait for families.</p>	

SAFEGUARDING AND RELATED PASTORAL CARE ASSURANCE REPORTING		
10.	Termly Care, Guidance and Welfare Report	
10.1	<p>LL provided an update to governors</p> <p>LL and AF meet every month for a welfare meeting to. Within the meeting, CPOMs is looked at, run reports to pick out certain children and families that need to be looked at and reviewed. Details are logged for children on CP and CIN Plans, exclusions and actions will be recorded. The LiFE Mat are looking into a written report schools can use and there is a person the school can use for support. All staff have had training on CPOMs to ensure incidents are logged correctly. The school also need to audit and evaluate the school, support will be provided by the LiFE MAT.</p>	
10.2	<p>Q: Do we have any figures</p> <p>A: AS confirmed this will be in the next report (devised by the LiFE MAT), the report will be a specific report for governors.</p>	
ASSURANCE REPORTING		
11.	Individual Policy Review	
11.1	<p>The following policies were policies and approved by the LGB:</p> <ul style="list-style-type: none"> • Bringing Animals into School (Dovebank) • PS2055 - Bringing pets and other animals temporarily into schools • Safeguarding Policy • Online Safety Policy <p>Online Safety Policy:-</p> <p>Q: Does the school have any problems with online safety</p> <p>A: AF confirmed there are forums on line where children can communicate with each other, which can create problems. A recent incident involved phoning a number of parents, talking with parents enabled the school to nip the incident in the bud to prevent further issues moving forward.</p> <p>Bringing Animals in School:</p> <p>Q: How Benji coming into school is working</p> <p>A: AF confirmed that Benji is now the most popular member of staff. Benji is having a positive impact, he does meet and greet in the morning, encourages children to come into school, some children take him for a walk; can be used as a reward for positive work and actions. This works well particularly for the SEN and SEMH children. Children sit with Benji while reading and spends time in the sensory room. The Dogs Trust have been in to teach the children how to behave around Benji and this has had a good impact.</p>	
11.2	<p>Pupil Premium Guidance</p> <p>ACTION - AF to send JM the pupil premium guidance to add to governor hub</p>	AF to send JM the pupil premium guidance
12.	Asset Register	
12.1	<p>Annual review and update assurance of LGB register</p> <p>The school currently does not have an asset register in place. This has been queried with the Trust for support and the Trust has confirmed that the Trust is working on putting a system in place which will be rolled out to all schools in the next year.</p>	
13.	Annual LGB Effectiveness Review	
13.1	<p>Governor hub Health check review 2022-23 report available on Governor Hub</p> <p>AF confirmed that the document identified what we know and what works well, which has driven some of the work on the school improvement plan.</p>	JM to send to Governors the new LiFE MAT

	Action – JM to send to Governors the new LiFE MAT Health check format for Governors to see and look at throughout the year	Health check format
14. 14.1	ANY OTHER BUSINESS Finance The finance update will be postponed to the December meeting due to RH not being able to meet the new finance officer	
15.	DATE & TIME OF THE NEXT MEETING Governors noted the time and date of the next meeting on the Wednesday 6 th December at 5.30pm	

DATE	ITEM NO	ACTION	BY WHO	WHEN
25.10.23	3	All Governors need to complete Declarations of Interest on Governor Hub for 2023-24	All	Next meeting 6.12.23
25.10.23	6.2	Community Governor Vacancies To place adverts with the websites the Trust has signed up for access to governors for vacancies.	JM	Next meeting 6.12.23
25.10.23	6.3	All Governors must complete the Declaration of Pecuniary Interest and confirmations including KCSIE, 2023 via Governor Hub and code of conduct.	All	Next meeting 6.12.23
25.10.23	6.4	To ensure website is up to date and add recent up-dates	JM	Next meeting 6.12.23
25.10.23	6.7	To complete Skills audit	JM	Next meeting 6.12.23
25.10.23	6.9	All Governors to complete safeguarding and prevent training by the end of Autumn term	All	Next meeting 6.12.23
25.10.23	11.2	AF to send JM the pupil premium guidance to add to governor hub	AF/JM	Next meeting 6.12.23
25.10.23	13.1	JM to send to Governors the new LiFE MAT Health check format for Governors to see and look at throughout the year	JM/All	Next meeting 6.12.23
25.10.23	16.1	To add Data Outcomes report to Governor Hub	JM	Next meeting 6.12.23