

Minutes of a Meeting of Dove Bank Primary School

Local Governing Board (LGB)

On Tuesday 24th September 2024 at 16:30 in person at Dove Bank Primary School

Governors in Attendance:	Alex Canning	(AC)	Chair of Governors
	David Weaver	(DW)	Appointed Governor
	Anthony Roche	(AR)	Parent Governor
Others in Attendance:	Sally Dakin	(SD)	Headteacher
	Allan Howells	(AH)	Director of Quality, TLP
	Sarah Lomas	(SL)	Clerk, TLP

PART ONE: NON-CONFIDENTIAL BUSINESS

The meeting commenced at 4:28pm.

Item		Action
	Governance and Administration	
1.	<p>Welcome, Quoracy, Apologies and Declarations</p> <p>The meeting was quorate.</p> <p>Apologies were received and accepted from the following governors:</p> <ul style="list-style-type: none"> GP GE <p>There were no declarations made or anticipated conflicts of interest with the business of the meeting raised by governors.</p>	
2.	<p>Minutes of the Last Meeting and Matters Arising</p> <p>The minutes from the previous meeting on 21.05.24 were confirmed as a true and accurate record of proceedings. Governors approved the minutes.</p> <p>ACTION: Upload a copy of the approved minutes to Governor Hub and mark as signed.</p> <p>The action log from the previous meeting was reviewed and the following items were noted:</p> <ul style="list-style-type: none"> It was agreed that a parent contract was no longer required however, this could be issued on an individual basis if required. The school confirmed that a summary of the behaviour policy would be issued to parents instead of the contract to ensure that all parents have an understanding of how behaviour is dealt with in school. <p>ACTION: Circulate a summary of the Behaviour policy to all parents.</p> <p>Governor Comment: Following the issue of the summary, if future incidents arise, this will serve as a reference point for parents.</p>	<p>Clerk</p> <p>SD</p>
3.	<p>Compliance</p> <p>The clerk confirmed that all declarations and confirmations had been completed except for GE who has not yet registered on Governor Hub.</p> <p>ACTION: Follow up with GE regarding access to Governor Hub.</p>	AC
4.	<p>Membership and effectiveness update</p> <p>a) Governors considered the membership of the Board including vacancies under Part 2 of this meeting.</p> <p>b) There were no new appointments to be announced at this meeting.</p> <p>c) Governors noted that there were no terms of office due to expire before the next meeting.</p>	

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5.	<p>Annual tasks</p> <p>a) AC had been nominated for the role of Chair of the LGB. The Trust Governance Committee had approved AC as Chair for a one-year term of office to run until the first LGB meeting of the autumn term 2025.</p> <p>b) DW was nominated for the role of Vice Chair of the LGB. No other nominations were received. DW was duly appointed as Vice Chair of the LGB for a one-year term of office to run until the first LGB meeting of the autumn term 2025.</p> <p>c) Link governor roles were discussed and confirmed as follows:</p> <table><tr><th>Link Role</th><th>Governor</th></tr><tr><td>Safeguarding</td><td>AC</td></tr><tr><td>EYFS</td><td>GP</td></tr><tr><td>SEND</td><td>DW</td></tr><tr><td>Personal development (including Pupil Premium)</td><td>AR (staff link is SD)</td></tr></table> <p>d) The frequency of governor visits was discussed, and it was agreed that governors should complete one visit per term. Engagement of governors was emphasised, and it was confirmed that this is excellent in the majority of cases, but it was agreed that contact would be made with any governors who were not engaging to ascertain if there are any issues with accessing documentation for example.</p>	Link Role	Governor	Safeguarding	AC	EYFS	GP	SEND	DW	Personal development (including Pupil Premium)	AR (staff link is SD)	
Link Role	Governor											
Safeguarding	AC											
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Personal development (including Pupil Premium)	AR (staff link is SD)											
	Strategic Direction and Progress Against Priorities											
6.	<p>Leadership and Governance Update</p> <p>This item was considered under Part 2 of this meeting.</p>											
7.	<p>Self-Evaluation Form</p> <p>The school explained that the focus of the 2024-25 SIP is to build on the progress made in 2023-24. Both governors and the school agreed that they were satisfied with progress in the area of leadership and management and that the targets in this area had been partially met. This will continue to be an area of focus particularly with the proposed changes in governance.</p> <p>The school confirmed that the impact from improvements is tangible across the school and the progress is clear. The changes have been embedded and processes feel secure.</p>											
8.	<p>School Improvement Plan</p> <p>Governors were informed that an additional target will be included within leadership and management related to SEND and teacher’s performance management.</p> <p>Governors confirmed review of the SEF and SIP and approved the priorities/targets as presented within the Headteacher’s report.</p> <p>ACTION: Circulate the amended report to governors to include the additional targets relating to SEND and performance management once finalised.</p>	SD										
	Education											
9.	<p>Admissions and Pupil Numbers</p> <p>The school confirmed that pupil numbers within school are positive with 207 pupils on roll. One pupil on roll is currently attending alternative provision and will move to permanent specialist provision in due course. Governors noted that the current pupil numbers are at the highest level since SD joined the school.</p>											
10.	<p>Review of Attendance for 2023-24</p> <p>Governors confirmed review of the attendance data circulated within the Headteacher’s report and it was commented that overall, attendance is positive.</p> <p>Governors noted the new legislation relating to attendance which was now in force and the school confirmed that the changes had been communicated to parents. The school continue to</p>											

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	<p>refuse requests for holidays unless in exceptional circumstances and procedures are consistently followed with regard to fines. The school has seen some impact from the changes whereby parents are submitting more detailed letters to try to justify requests for holidays.</p>	
11.	<p>Review of 2023-24 progress and attainment including KS2 SATs results Governors congratulated the school on the excellent Key Stage 2 SATs results and recognised the significant achievement of all areas being above national results.</p> <p>In terms of the phonics results, the school confirmed that phonics interventions are in place for all pupils as required.</p> <p>Q: How is the implementation of interventions working operationally, not only for phonics but for all areas of intervention? A: The data set out is aspirational and based on the Fisher Family Trust (FFT) targets. All pupils are reviewed carefully in line with this data. Targets for pupils and schools can be set at different levels in line with FFT, for example a school may be set targets in the top 5%, which was the case for the previous Year 6 cohort, however the current Year 6 cohort are more likely to be in the top 15-20% of FFT targets. Some children have not been able to succeed with phonics but if the interventions in earlier years are not working and children reach Year 6 with issues, the interventions need to be revised and this is the decision the school have taken to ensure that pupils make the required progress.</p> <p>Q: In terms of the number of pupils passing the phonics check, this is below national average, can the school explain this? A: It is important to understand the context behind the data, whilst the phonics data was lower than last year, if the level of development of pupils is considered alongside the data, the results are very positive.</p>	
12.	<p>To agree the progress and attainment targets for 2024-25 Q: What is the position and predictions for the current Year 6 cohort? A: The predictions and targets have been set as high as the previous year. This cohort has high levels of SEND and pupil premium which is different to last year and will impact results.</p> <p>The school confirmed that it is imperative that the targets set are accurate, and SD will be working with the class teacher to ensure this.</p> <p>Q: In terms of the effects of Covid, what is the anticipated progress for the current cohort? A: The current cohort do not have any Key Stage 1 SATs data but they do have Early Years data. However, the Early Years is problematic in terms of accuracy and the level of information due to the time elapsed.</p>	
	Welfare	
13.	<p>Safeguarding update Governors confirmed receipt of the safeguarding information circulated prior to the meeting as part of the Headteacher's Report.</p> <p>Q: What are the current figures for the number of families accessing Early Help? A: 9 families have engaged with Early Help and 4 families have refused. In terms of the families who have refused the additional support, this was following preparation work that had been undertaken with the school but then families refused the Family Support Worker assigned from the Local Authority. This may be because they are uncertain of new people coming into the home and have an established relationship with school where they feel safe. Therefore, the school are now going to review the issues and contact those families who refused the external support to assess if there is any further support the school can provide.</p>	

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	<p>Q: Are there any other drivers for this refusal?</p> <p>A: There may be instances of neglect or domestic abuse which are issues in the school community. The school continues to receive a high number of Operation Encompass emails which is where the police contact the school to inform them of any calls they have attended outside school.</p> <p>Governors noted that the school is reviewing the curriculum to work to establish a golden thread focus on positive relationships for pupils. Greer Amison is leading on this project. In terms of data, the school is situated in second percentile of the most deprived areas. There is a very 'spiky' profile of PP children with up to 46% in one year group and then as low as 5% in another.</p> <p>It was confirmed that all families accessing Early Help are new to social care and some have been referred by school and some by external sources.</p>	
14.	<p>Welfare and Wellbeing – Students</p> <p>The school confirmed that student wellbeing is positive, and there have been significant improvements in this area over the last two years. The following items from the Headteacher's report were highlighted:</p> <ul style="list-style-type: none"> • An EHCP has been awarded to one pupil in Reception. Two other Reception pupils joined with EHCPs and there are ten pupils on the SEND register in this year group. • One child is currently in the ECHP assessment process, but the Local Authority are outside of the legal timeframe for completing this application. • Social, emotional and mental health needs remain a priority for the school with particular focus on identified year groups and the mental health support practitioner continues to support pupil mental health. 	
15.	<p>Welfare and Wellbeing – Staff</p> <p>It was confirmed that staff wellbeing overall is good.</p> <p>There are some staff changes that will impact subject leadership, and these have been considered in order to ensure the wellbeing of staff and detailed further in Part 2 of this meeting.</p>	
	Local Matters & Stakeholder Engagement	
16.	<p>Policies</p> <p>a) Safeguarding b) Attendance</p> <p>Governors confirmed receipt and review of the above-listed policies and resolved to approve these policies.</p>	
17.	<p>Communication to the Trust</p> <p>Governors provided positive feedback on the 2023-24 TLP Governance Conference and emphasised how valuable it was to network with other schools.</p> <p>Governors were invited to feedback on any elements from the conference to AH along with any requests for future topics or workshops.</p>	
18.	<p>Communication from the Trust</p> <p>Governors were notified of the scheduled date for the annual Governance Conference on Saturday 14th June 2025.</p>	
19.	<p>AOB</p> <p>The items of AOB tabled in the Headteacher's Report relating to staffing were discussed in Part 2 of this meeting.</p>	

The meeting moved to Part 2