

Dove Bank Primary School
Minutes of the Full Governing Board Meeting held in school.
On Tuesday 27th February 2024 at 4.30pm.

| Name | Designation | Term of Office |
|---|----------------------------------|---------------------|
| Mrs. S. Dakin (SD) | Headteacher | Ex Officio |
| Mrs. A. Canning - Chair ((AC) | Parent Governor | 31.1.22-30.1.26 |
| Mr. David Weaver (Vice Chair) (DW) | Co-opted Governor | 17.5.22-16.5.26 |
| Mr. S. Canning (SC) | (Co-opted Governor | 15.11.22-14.11.26 |
| Miss G. Amison (GA) | Staff Governor | 24.9.22-23.9.26 |
| Mr. A. Roche (AR) | Parent Governor | 10.10.22-9.10.26 |
| Mrs. G. Plant (GP) | Foundation Governor | 7.3.23-6.3.27 |
| Mr G Ellis (GE) | Co-opted Governor. | 14.11.23 – 13.11.27 |
| | Deputy Head Teacher | |
| In attendance: | | |
| Mrs Joanne Woodward (JW) | Deputy Head Teacher | |
| Mrs. A Manley (AM) | Entrust - Clerk to the Governors | |

A link to the papers circulated prior to the meeting can be found here:

[Dove Bank FGB Papers 27.2.24](#)

| Agenda | Discussion | Action |
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| | Governance and Administration | |
| 1 | <p>Welcome, Quoracy, Apologies and Declarations</p> <p>AC welcomed everyone to the meeting, apologies were received and accepted from GE. There were no declarations to note. The meeting was quorate.</p> <p>The meeting started at 4.40PM</p> | |
| 2 | <p>Minutes of the Last Meeting and Matters Arising – 14th November 2023</p> <p>The minutes of the meeting were accepted as a true and accurate reflection of the meeting.</p> <p>Actions included – AC had completed all actions regarding training and declarations. The absence policy was discussed and agreed school policies would be carried over until the end of the academic year in line with the Trust.</p> <p>Health & Safety policy was signed by AC,</p> <p>Safeguarding policy to be amended by SD and to be verified by AC. -</p> <p>Action SD/AC.</p> | SD/ AC |

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| | <p>Sharing of vaccination information with parents – to be actioned. NSPCC training completed.</p> <p>Link visit checklist was available on GovernorHub.</p> <p>All other actions were agreed.</p> <p>Resolved – to accept the minutes of the FGB Held on 14th November 2023.</p> | |
| 3 | <p>Local Governing Board (LGB) Roles and Responsibilities</p> <p>AH explained a separate session would be held to discuss roles further.</p> <p>Action – to agree a date and invite new clerks.</p> <p>A Scheme of Delegation – a copy of the scheme was shared by AH, together with Terms of Reference (ToR) for the group.</p> <p>The Governance Handbook from the Trust was also described to aid induction of Governors. Governors to provide feedback to AH. Action ALL. A clerk to be appointed to support the school in due course.</p> <p>AH outlined plans for a Trust Governors event to be held in the Summer, date and further details to be confirmed. Action AH.</p> | <p>AH</p> <p>ALL</p> <p>AH</p> |
| Strategic Direction and Progress Against Priorities | | |
| 4 | <p>School Improvement Plan Update</p> <p>SD explained the Relationship and Behaviour policy had been reviewed and training had been accessed via the Trust. Parents to be informed of the policy as a recent communication event had not been well attended. Important to ensure key messages were communicated, i.e. Via Facebook.</p> <p>The issue of disciplining children was described and how other children witnessed incidents – need to ensure behaviour was dealt with in an appropriate/not shared and was done in a discreet way. However important the policy was shared with parents. A form of ‘contract’ between home and school was discussed – SD to action / to produce a document and liaise with other Trust schools. AH explained the Trust did not have a ‘uniform’ policy, however it was noted that a similar system was used within some secondary schools.</p> <p>Discussion took place regarding pupils input into formulating a behaviour policy, SD explained she had discussed recently with the school council.</p> | SD |
| 5 | <p>Governor Link Visits and Link Roles</p> <p>A meeting to be arranged as previously discussed with a view to arranging visits in due course.</p> | |
| 6 | <p>Governor Recruitment</p> <p>Governors had received training via Geoff Marshall with input from AH. AC explained link roles were being developed for individual curriculum subjects. Discussion took place regarding the format of link roles – Question – were the Trust monitoring curriculum? AH explained a series of reports were drawn up by Trust colleagues, however Governors input was to ensure sufficient oversight and challenge on a strategic level. AH confirmed all relevant checks were carried out by the Trust via a series of assurance visits. SD explained work was in progress to ensure</p> | |

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| | <p>compliance of the school website, in preparation for migration to a new site.</p> <p><u>Update on Special Educational Needs (SEND)</u> DW gave thanks to Greer for her work regarding SEND, SD explained Greer had received support from Julie at the Trust. Some Education Healthcare Plans (EHCP) application were in place and two high level need pupils were described. DW offered support as SEND link Governor. SD explained the school did not have sufficient finances to support the pupils currently, however a review was due to take place to identify staffing needs – SD confirmed the current situation did have an impact on other pupils. However explained staff had received training on adaptive teaching to support pupils.</p> <p><u>Early years</u> progress was described noting good progression within the curriculum ensuring all leaders had clear objectives. SD outlined the transitional work undertaken between nursery and reception.</p> <p>It was noted the board currently had eight members (capacity of nine); Discussion took place regarding recruitment of Governors with a target of nine.</p> | |
| 7 | <p>The Learning Partnership Update Covered within previous agenda items.</p> | |
| | Education | |
| 8 | <p>Admissions and Pupil Numbers Numbers were described as positive following a good communication campaign, SD outlined changes to the nursery unit with three groups having access to the whole area.</p> <p>SD explained some pupils in nursery would not join the main school and prioritising pupils who would later join the school. AH queried the school admission policy - SD to action a separate policy to cover nursery pupils.</p> <p>Action SD.</p> <p>Question – why do pupils not attend elsewhere where e they may join the school? It was noted finances was a driving factor for parents.</p> <p>Ratios of nursery pupils was confirmed and SD explained the service should break even following confirmation of finances. SD to share finance information with Governors at the next meeting. Action SD.</p> | <p>SD</p> <p>SD</p> |
| 9 | <p>Increase in PAN SD explained a child would be joining Year 4 after Easter to raise PAN at 32 if required. Discussion took place and DW stated a wish to remain PAN at 32 to manage any future impacts on pupil and staff wellbeing. This was agreed.</p> <p>Resolved – to increase PAN to 32, with a soft cap at 30 with final confirmation where needed by SD. This was agreed by Governors. Governors praised staff for the increase in pupil numbers .</p> | |
| 10 | <p>Attendance A 96% target was described, however the current level was below. SD explained a range of illnesses had impacted on attendance. 95.4% current figure with work on going with the school Attendance Officer</p> | |

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| | <p>(Sue) having a positive impact. SD outlined the process for supporting good attendance.</p> <p>Question - Would keeping medication onsite support attendance? – SD explained H&S had visited but school were not retaining medications on site – need to clarify if it was legal. Action SD.</p> <p>AC explained the school was above the national average for attendance.</p> | SD |
| 11 | <p>Behaviour</p> <p>2.5 days lost to suspension reported, with one pupil on a reduced timetable due to go to specialist provision once an appropriate place could be found.</p> <p>No bullying reported – (see Head Teache report for supported pupil).</p> <p>Y1 class was described and a split of the class noted to support pupils, in response to a question - SD outlined how the group was split by ability and personality. It was noted the class resumed as a whole class during the afternoon to read and undertake other tasks. SD explained the approach was working well with continual evaluation to ensure all pupil needs are met, noting high number of SEMH.</p> | |
| 12 | <p>Curriculum – Progress - Jo</p> <p>An update was provided –Science review had been undertaken with objectives identifying a number of issues, including planning, developing good practice, resulting in marked improvements throughout the first term. It was noted a similar process had been adopted for all subjects throughout the school involving all staff. It was stated that all subjects would be reviewed for quality and consistency.</p> <p>An element of the review was noted as retention of key facts and use of ‘knowledge organisers’ was described and was led by subject leads for use within each class.</p> <p>Assessment of foundation subjects was described, outlining each subject and specific coverage used to cover all aspects of the curriculum.</p> <p>Question DW – what impact was the ‘Kapow’ resources for Art and Design Technology (DT) having – it was described as providing a series of examples providing substance, resources and structure to lessons to support teachers.</p> <p>Question DW - Do teachers have a choice of resource from within the scheme? This was confirmed by the teacher for each year group with a degree of flexibility. Jo explained all teaching staff were confident in use of the resources. Noting subject leaders were reviewing how to monitor each subject, including learning walks and identifying strengths.</p> <p>Question -Have any leads been offered training to identify gaps in knowledge? Jo outlined a range of resources used within school to support staff.</p> <p>No further questions were raised.</p> | |
| 13 | <p>Curriculum – Attainment</p> <p>Fisher Family Trust (FFT) data to be presented at the next meeting. SD outlined the progression / attainment data was reflected and achievement of Greater Depth (GD). Boys writing was discussed and the use of pathway to writing – noting teachers may have been cautious</p> | |

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| | when marking/attainment grades. SD explained pupils were making good progress in writing. National standards comparator data to be reviewed against school data once available – in Summer meeting using Spring data. It was agreed to hold future meetings to align with data drops. | |
| 14 | Curriculum – Link Governor Monitoring | |
| | Welfare | |
| 15 | Safeguarding There were no further questions raised. | |
| 16 | Welfare and Wellbeing – Students All reported in Head Teacher Report. | |
| 17 | Welfare and Wellbeing – Staff A champion had been appointed – AC praised the school for the appointment. A welfare ‘basket’ for staff was described for use by staff. Noting migration of payroll giving access to Occupational Health and other support services would be in place. Steve commented on positive influence provided by SD to a member of staff. | |
| | Local Matters and Stakeholder Engagement | |
| 18 | Local Policy Approval Covered previously. | |
| 19 | Stakeholder Engagement – Parents/Carers A ‘hot cross bun’ event was described for 21 st March –. All Governors were invited to attend. AC praised the work of the PTA. | |
| 20 | Stakeholder Engagement – Wider Community Events including a Science session were described and ideas for random acts of kindness were sought from Governors to input. Other projects including litter picks, allotments. Question - Does the Trust co-ordinate community events? AH explained the Trust were developing ideas. | |
| 21 | Communication – To Trust Wider community initiatives to be communicated via AH. Action AH. | AH |
| 22 | Communication – From Trust AH described a focus on Governor recruitment within the Trust; the Trust was in its forming stage taking on suggestions from each area. Question - Is there a formal line of communication with the Trust? AH explained chairs forum and council meetings as the main channels of communication. | |
| 23 | Any Other Business No further business was raised. | |

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| | Question - How does the school access the apprenticeship levy? SD described some staff were already using the levy. | |
| 24 | Date and Time of Next Meeting 21 st May at 4.30PM. H&S link report had been completed per link Governor – AH explained the responsibility now lay with the Trust. | |

Meeting finish time – 18.30PM.

ACTION LOG

| Agenda | Detail | Responsible |
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| 2 | Safeguarding Policy to be amended and verified. | SD/AC |
| 3 | Arrange a date for discussion with Governors regarding roles and responsibilities | AH |
| | Governors to review the Governance Handbook and provide feedback | All |
| 4 | To prepare a parent contract regarding behaviour | SD |
| 8 | Nursery admissions policy to be drafted | SD |
| | To shared finance information regarding the nursery | SD |
| 10 | To explore the legalities of retaining pupil medication within school | SD |
| 21 | To communicate community events to the Trust | AH |
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Signed Dated.....
Chair of Governors

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