

Minutes of a Meeting of Daven Primary School

Local Governing Board (LGB)

Date: Tuesday 26th November 2024 at 3:00pm in person at Daven Primary School

Governors in Attendance:	Mark Hill	(MH)	Chair of LGB
	Glenn Williams	(GW)	Appointed Governor
	David Whitewright	(DW)	Appointed Governor
	Rob Moreton	(RM)	Appointed Governor
	Angela Gillespie	(AG)	Appointed Governor
	John Mollard	(JM)	Appointed Governor
Others in Attendance:	Allan Howells	(AH)	Director of Quality, TLP
	Sarah Lomas	(SL)	Clerk, TLP Trust
Apologies:	Helen Moreton	(HM)	Appointed Governor

ITEM		ACTION
	GOVERNANCE AND ADMINISTRATION	
1.	<p>Welcome</p> <p>Governors were welcomed to the meeting, and it was explained that the Headteacher was, unfortunately, unable to join the meeting due to illness.</p> <p>Introductions were made to all for the benefit of new governors.</p> <p>JM and AG were formally welcomed to the Board. JM has an education background as a former headteacher and currently works as a school improvement partner. JM also has previous experience working for the Local Authority as a school advisor.</p> <p>AG also has a background in education having worked in primary settings for 19 years as a Teaching Assistant and then as an intervention lead for phonics and reading. AG also has SEND experience and has joined the Board to further develop her skills in a different area of education.</p> <p>Governors emphasised the value of the education skills that JM and AG bring to the Board which will support the school in their improvement works.</p> <p>It was explained that the decision taken to hold the meeting in the absence of the Headteacher was important given the fact that the school is in the Ofsted window. It would also provide an opportunity for governors to maintain an audit trail and oversight of key issues. It was confirmed that Items 8-13 would not be discussed at this meeting in the absence of the Headteacher.</p>	
2.	<p>Quoracy, Apologies and Declarations</p> <p>The meeting was quorate.</p> <p>Apologies were received and accepted from MS.</p> <p>The following declarations were made by governors:</p> <ul style="list-style-type: none"> GW is a governor at Eaton Bank Academy, part of the Halliard Trust. <p>There were no conflicts of interest with the business of the meeting raised by governors.</p>	

ITEM		ACTION																						
3.	<p>Minutes and Matters Arising</p> <p>a) The minutes from the previous meeting on 17.09.24 were confirmed as a true and accurate record of proceedings. Governors approved the minutes.</p> <p>ACTION: Upload a copy of the approved minutes from 17.09.24 to Governor Hub and mark as signed.</p> <p>b) The action log was reviewed, and all actions not assigned to the Headteacher were marked as complete. It was agreed that any feedback from actions assigned to the Headteacher would be carried forward to the next meeting.</p>	Clerk																						
4.	<p>Compliance – to confirm completion of annual confirmations and declarations.</p> <p>The clerk confirmed that annual confirmations and declarations had been completed by all members of the Board.</p>																							
5.	<p>Membership and effectiveness update</p> <p>a) To consider any vacancies</p> <ul style="list-style-type: none">2 x parent governors <p>b) The following changes to the membership of the Local Governing Board were confirmed:</p> <ul style="list-style-type: none">Helen Moreton, Appointed Governor, four-year term of office commencing from 12.09.24 – 31.08.28.John Mollard, Appointed Governor, four-year term of office commencing from 23.09.24 – 31.08.28.Angela Gillespie, Appointed Governor, four-year term of office commencing from 23.09.24 – 31.08.28. <p>It was confirmed that HM has not yet registered on Governor Hub and is unable to access documentation. It was agreed that the registration link would be reissued and followed up post meeting.</p> <p>ACTION: Reissue the registration link for Governor Hub to HM.</p> <p>c) It was confirmed that DBS checks had been completed for AG and JM. The DBS for HM was underway.</p> <p>d) There were no terms of office due to expire before the next meeting.</p>	Clerk																						
6.	<p>Annual tasks</p> <p>a) 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>MH</td></tr><tr><td>Behaviour</td><td>GW</td></tr><tr><td>Maths</td><td>GW/DW</td></tr><tr><td>Sustainability</td><td>GW</td></tr><tr><td>SEND</td><td>RM</td></tr><tr><td>Literacy</td><td>AG</td></tr><tr><td>EYFS</td><td>Vacant</td></tr><tr><td>Health and Safety</td><td>DW</td></tr><tr><td>PTA</td><td>HM</td></tr><tr><td>Data and Attendance</td><td>JM</td></tr></table> <p>Governors were requested to consider the role of Early Years governor.</p> <p>JM confirmed that his areas of expertise centred on reading, behaviour and teaching and learning. AG’s SEND experience was considered and it was agreed that the SEND role would be assigned jointly to RM and AG.</p>	Link Role	Governor	Safeguarding	MH	Behaviour	GW	Maths	GW/DW	Sustainability	GW	SEND	RM	Literacy	AG	EYFS	Vacant	Health and Safety	DW	PTA	HM	Data and Attendance	JM	
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	<p>Governors noted that it may be practical to assign multiple governors to monitor a wider area such as the Curriculum. However, it was agreed that Early Years should remain a distinct entity for monitoring purposes, due to its focus in the school development plan. Monitoring in Early Years will also comprise work on the quality of education relating to areas of the curriculum including, reading, writing, maths and the wider curriculum which are also focus areas for the whole school.</p> <p>Governors noted the importance of aligning link roles with the school priorities.</p> <p>It was explained that there are a range of opportunities for governor development within the Trust and that governors can visit other schools and network with other governors as part of a buddy system for example.</p> <p>Governor Comment: This provides positive opportunities, especially for new governors as examples of good practice can be shared.</p> <p>Governor training in a range of areas is available and the Trust can also cater for training requirements on a case-by-case basis.</p> <p>b) Governors were encouraged to link with the school and organise a visit at the earliest opportunity.</p> <p>c) AG confirmed that she had visited the school last week to observe a phonics lesson. The session was very positive and children were engaged with their learning. AG has also been further developing relationships with school through a visit to read with Year 1 pupils.</p> <p>ACTION: Send Link Visit report template to AG.</p>	Clerk
	STRATEGIC DIRECTION AND PROGRESS AGAINST PRIORITIES	
7.	<p>Ofsted preparedness</p> <p>Governors noted that the school are due to receive an Ofsted monitoring visit following the full inspection which took place in September 2023 where the school was judged as requires improvement. It was anticipated that the monitoring visit would take place before the end of the autumn term and there would be significant support from the Trust during this process.</p> <p>The changes to Ofsted visits were highlighted with recent feedback being that inspections have been more collaborative. It was acknowledged that any third party visit or inspection is challenging but there is a sense that the approach from Ofsted has changed to reduce the stress of the experience. The work undertaken by JG since the inspection, and which MS is continuing, demonstrates significant improvements evidenced in the recent SATs results. AH confirmed that a briefing on the Ofsted position could be provided for governors if required.</p> <p>It was commented that another local school outside the Trust had an Ofsted inspection this term and the inspection commenced by focussing on the positive aspects of the school which supports the sense that the Trust have had from recent inspections. It was confirmed that within the Trust, a record of experiences from Headteachers along with questions and issues raised has been set up as an evidence base and aide for other schools.</p> <p>Governors noted that inclusion is a key strand which Ofsted are focussing on which includes, SEND and behaviour.</p>	
8.	Self Evaluation Form	
9.	School Improvement Plan (SIP)	

ITEM		ACTION
	EDUCATION	
10.	Admissions and Pupil Numbers	
	WELFARE	
11.	Safeguarding Update – to receive a report on key data and the current safeguarding caseload.	
12.	Welfare and Wellbeing – Students	
13.	Welfare and Wellbeing – Staff	
	LOCAL MATTERS & STAKEHOLDER ENGAGEMENT	
14.	<p>Policies</p> <p>The following policies had been circulated to governors for review prior to the meeting:</p> <ul style="list-style-type: none"> a) Relationships and Behaviour c) Attendance d) Suspensions and Exclusions e) SEND f) Supporting Pupils with Medical Conditions <p>Governors approved the above-listed policies.</p> <p>Governors confirmed the following:</p> <ul style="list-style-type: none"> g) Approval of the Safeguarding Policy had been sought and obtained via written resolution on 25.10.24 and the school website has been updated with the approved policy for 2024-25. h) Governors confirmed receipt of the Equality and Diversity policy which was delegated for approval by the Headteacher. b) Governors noted Paper 3b) Relationships and Sex Education policy, as listed on the agenda was not available for review at this meeting. <p>ACTION: Follow up on the progress of the Relationships and Sex Education policy.</p>	Clerk
15.	<p>Communication to the Trust</p> <p>The were no items raised to communicate to the Trust at this meeting.</p>	
16.	<p>Communication from the Trust</p> <p>Governors were notified of the proposed date for the annual TLP Governance Conference on Saturday 14th June 2025. It was noted that positive and constructive feedback had been received on the previous conference in summer 2024, and governors were encouraged to attend.</p>	
17.	<p>Part 2 - Update on Vale Juniors project</p> <p>An update was provided on the Vale Juniors project for information. The Trust are working with Vale Juniors to utilise the playing fields at Daven for football training and matches. Vale Juniors have received Football Association funding and have purchased goal posts and marked out the pitches. The existing goal posts need to be removed but this has been delayed due to poor weather conditions. Removal of the goal posts is imminent. There will also be a refurbishment of changing rooms.</p> <p>The project will provide a significant opportunity for the school to develop local community links and promote the school, as well as generating income. The majority of the funds to enable the project will be generated through fundraising events which are underway.</p>	
18.	<p>AOB</p> <p>The importance of communication between governors was highlighted and it was agreed that governors would update their profiles on Governor Hub with a contact mobile phone number for use in emergencies.</p>	

ITEM		ACTION
	<p>Thanks were issued to RM for organising a selection box for every child at Daven as part of the school Christmas celebrations.</p> <p>Governors requested information on Christmas events that were being held by school and if governors could attend these.</p> <p>ACTION: Contact the school regarding Christmas events that governors could attend.</p> <p>A health and safety item was highlighted relating to the 20mph signs that should be flashing at the start and end of the school day. These signs are not currently working, and it was considered how this issue could be resolved. It was confirmed that the issue has been reported but that the signs are advisory and not compulsory.</p> <p>ACTION: Speak with Local Councillors to lobby the issue.</p> <p>ACTION: Report the issue of speed signs not working to the Local Council.</p>	<p>MH</p> <p>MH GW</p>

The meeting closed at 4:51pm.