

**Dove Bank Primary School**  
**Minutes of the Full Governing Board Meeting held in school.**  
**On Tuesday 14<sup>th</sup> November 2023 at 4.30pm.**

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

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

[Papers - Dove Bank FGB 141123](#)

Agenda	Discussion	Action
<b>1</b>	<b>Welcome</b> AC welcomed everyone to the meeting.	
<b>2</b>	<b>Attendance &amp; Apologies</b> Apologies were received and accepted from GP. The meeting was quorate.	
<b>3</b>	<b>Election of Chair of Governors (COG).</b> Discussion took place regarding the position of Chair and it was noted that the term of AC was due to expire. Colleagues discussed the appointment and unanimously agreed that AC should be re-elected for a further term. AC thanked members for their continued support. DW as Vice Chair was also discussed, colleagues agreed to re-elect DW to the post of Vice Chair of Governors (VCOG).  <b>Resolved – to elect AC to the post of Chair and DW to the post of Vice Chair.</b>  <b>GE left the meeting at this point to allow discussion regarding his selection.</b>  The election of new Governor Greg Ellis as a Co-opted Governor was discussed. AC asked if all were in favour to elect GW to the group. GE was unanimously elected as the new Co-opted Governor.	

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	<p>Colleagues welcomed him to the group. It was noted that a Disclosure &amp; Barring Service (DBS) Application was in hand.</p> <p>GE rejoined the meeting.</p>							
<b>4</b>	<p><b>Election of Vice Chair (VCOG) (if applicable)</b> See above at agenda item 3.</p>							
<b>5</b>	<p><b>Governing Board (GB) Matters - Election of New Governor</b> <u>Membership</u> – with the exclusion of the above, there were no further changes to the membership of the Governing Board. <u>Confidentiality</u> – a reminder that all items were to be kept confidential. <u>Declaration of Interest Business and Pecuniary &amp; Related Party Transactions</u> – Governors were reminded to update their declarations of interest. AC to circulate the relevant information. <b>Action AC.</b></p> <p><b>Question - GE asked what the declaration involved?</b> and AC confirmed the content of the declarations.</p>	<b>AC</b>						
<b>6</b>	<p><b>Minutes of the Previous Meeting Held on 16<sup>th</sup> May 2023</b> There were no comments regarding the minutes which were duly accepted as a true reflection of the meeting.</p> <p>Discussion took place regarding a proposal for a community hub, Governors felt that this was already in existence within schools. Section 9 – financial accountability – the deficit budget was questioned and the in-year shortfall. However it was noted that a balanced budget was achieved. Action AM to update the minutes to reflect the amendment. <b>Action AM.</b></p> <p>AC explained the positive feedback received from the recent Pupil Voice.</p> <p>Performance Review of the Headteacher had been undertaken with AC – noting the process would change once the school joined the Academy, The Learning Partnership (TLP).</p> <p>Policies to remain in their current format for now with a review once the school joins TLP. There were no further comments or queries.</p> <p><b>Resolved – to accept the minutes from the LEC meeting held on 16<sup>th</sup> May 2023.</b></p>	<b>AM</b>						
<b>7</b>	<p><b>Matters Arising from the Previous Meeting</b></p> <table border="1"> <tr> <td>16.5.2023</td> <td>SD to contact LfLP to check on the status</td> <td>SD</td> </tr> <tr> <td></td> <td>Set up stay and play group</td> <td>complete.</td> </tr> </table>	16.5.2023	SD to contact LfLP to check on the status	SD		Set up stay and play group	complete.	
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	NSPCC Training had been completed. For GE to complete on line. <b>Action GE.</b>		<b>GE</b>
<b>8</b>	<p><b>Review of Committee Structure</b>  <u>Committees including remit and Terms of Reference (TOR).</u>  AC suggested retaining the current link Governor structure, however once the academy was in place to undertake a review of the specific areas of input into school. This was agreed.</p>		
<b>9</b>	<p><b>Reports</b>  Chair's and Vice Chair's actions - these had been circulated prior to the meeting. Including Finance Committee.. No questions were raised. No Chairs actions had been undertaken.</p>		
<b>10</b>	<p><b>Headteacher's Report</b>  A copy of the report had been shared prior to the meeting. AC questioned attendance figures; noting national figures had been published.  <b>Question - AC asked where the school ranked within the data? –</b> SD stated the school were within national averages; however she stated appropriate support was in place to encourage attendance.  <b>Question - DW queried if there were patterns in attendance ?</b> SD stated that more children had taken holiday this year, also half term dates were different to Cheshire schools which also impacted where siblings attended Cheshire schools.  <b>Question - AC asked where was attendance in regard to other local schools?</b> SD to share the detailed information via the attendance tracker with Governors. <b>Action SD.</b></p> <p>Numbers on roll were noted to have increased by 20 on last year, with more children in nursery. DW praised advertising around the community encouraging parents to place children with the school.</p> <p><u>Special Educational Needs (SEND) Hub Provision</u> - A report was given by GA regarding the award from Hertfordshire University. SD stated she had received a lot of support from colleagues outside of school to progress the project. A graduated response paper had been written to identify and manage first concerns prior to SEND register inclusion. The register now reflected numbers within school. In response to DW, GA explained the content of the technical support received to date.  <b>Question - GE queried Educational Healthcare Plans (EHCP) and asked if they were successful, noting three had been proposed and three declined.</b> SD outlined the issues relating to the pupils affected.</p>		<b>SD</b>

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	<p>Discussion took place regarding SEND specialist support, SD outlined the Trust lead Julia Gawn (JG) and a solicitor who specialised in SEND.</p> <p>Learning for Life Partnership (LfLP) support noted to be helpful including training, basecamp input, assessments and profiling.</p> <p><b>Question - DW queried JG expertise?</b> GA outlined the CV of JG who was now the Trust SEND lead for LfLP.</p> <p><b>Question - GE queried funding opportunities?</b> GA stated that no funding had been allocated, however GE suggested including support letters with GE support, i.e. letters from local councillors and MP's. Discussion took place regarding the types of funding applications, i.e. School Improvement Fund (SIF) and Additional Educational Needs (AEN) – Jill Burnett was quoted as a contact. DW suggested reviewing funding for each pupils to use as evidence with funding requests.</p> <p>DW stated the Y6 case study had been useful to reflect, and suggested similar records may be helpful for each child within the school. The quality of data was discussed and DW stated it was not a reflection of the school.</p> <p>Partnership working with The Learning Partnership (TLP) – weekly meetings with Director Of Primary Education was described and SD outlined the content which were one to one sessions or group discussion, sharing best practice and priority setting.</p> <p><b>Question - DW queried what support had been received on the literacy pathway?</b> – SD explained the support given to teaching staff.</p> <p>DW gave praise for the pastoral input given to pupils. It was noted that 100% pupils in Year 6 were expected to achieve anticipated grades. SD outlined the review of all pupils who may achieve Greater Depth (GD) and the content of individual pupil progress in line with the last data.</p> <p><b>Self-Evaluation</b> – SD outlined movement of Teaching Assistant (TA) staff and the review of staff to best support pupils to feed into the SEND staff meeting. GA outlined the content of inclusive education for all pupils including quality first teaching.</p> <p><b>Question - DW queried the Y1 improvement plan – what is in place and what impact is evident?</b> GA outlined the pupil cohort and the use of adaptive techniques, i.e. fast track phonics, 1-1 emotion coaching, daily circle times and outlined the positive impact which could be seen in class.</p> <p><b>Question - DW what method is used for assessment? i.e. what measures were in place.</b> Discussion took place and it was agreed this would be helpful to progress further with GA. <b>Action DW/GA.</b></p>	<p>DW/GA</p>
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	No further questions were raised.	
<b>11</b>	<p><b>Safeguarding Updates</b></p> <p><b>Question - AC asked if CPOMS was now embedded ?</b> – this was confirmed for all teaching and TA staff, lunchtime supervisors were less used to the system but would communicate issues to the relevant staff.</p> <p><b>Question - AC queried support for pupils on Early Help?</b> SD stated parents were accessing external support. However support was in place for pupils if needed.</p> <p>The Safeguarding policy to be circulated via GovernorHub. <b>Action SD.</b></p> <p>It was noted that the Pay Policy was agreed by AC as per Staffordshire County Council (SCC) documentation .</p> <p><b>Resolved – to accept the SCC Pay Policy.</b></p>	<b>SD</b>
<b>12</b>	<p><b>Strategic Leadership</b></p> <p>AC raised link Governor roles to support improvements in school and suggested each link role Governor to provide a list of what would be checked during school visits to ensure statutory compliance. Governors to undertake research to support the checklists. <b>Action Governors.</b> AC to share useful information / web links. <b>Action AC.</b></p> <p><b>Question - DW queried if there were any other items to be added to link Governor roles and suggested Jo Woodward to attend the next meeting regarding the curriculum.</b> Jo to be invited. <b>Action SD.</b></p>	<p><b>Link Governors</b> <b>AC</b></p> <p><b>SD</b></p>
<b>13</b>	<p><b>Finance Accountability</b></p> <p>It was noted that the budget had been ratified at the previous meeting.</p>	
<b>14</b>	<p><b>Teaching and Learning - SF</b></p> <p>Readwrite Inc. - A presentation was given and outlined to Governors including support to lower attaining children and SEND. It was noted that some Year 5 pupils also utilized the same approach, focusing on speed of reading, phonics, recall of words and sounds. An outline of the process was given and implemented within school including nursery to reception children aiding their use of phonics. To ensure pupils were confident readers into adulthood. Mrs Halliwell to become reading lead and DHT explained full training had been given to all staff within school.</p> <p>Barriers to deliver included accessibility for SEND pupils, noting adaptive teaching had been implemented to ensure sessions were</p>	

	<p>successful for all pupils and linked to levels of need. Space within school was noted to be an issue and DHT explained how this was organised throughout school.</p> <p>Interventions – impact of Planning, Preparation and Assessment (PPA) time and effective utilisation of staff was noted. Movement of staff was explained and familiarisation of staff with various components of the programme.</p> <p><b>Copy of slides to be added into the minutes of the meeting.</b></p> <p><b>SC joined the meeting at 17.40.</b></p> <p>Academic year data was reported and DHT demonstrated the progression of pupils throughout the programme, noting that 58% were now on track with one to one support in place. SD stated rapid progress of children was evident as shown within the data described using the programme.</p> <p><b>Question - How are the results shown in classrooms?</b> GR explained that children in Year 1 were now able to read and were applying the knowledge.</p> <p>In response to DW – it was noted that pupils were to be reviewed within the current term. 60% working at expected or above with 40% receiving support.</p> <p>Year 2 pupils – 13 children still accessing the programme within Year 3, however children were accessing the reading programme without the need to review phonics.</p> <p>83% of Y3 children were noted to be on track.</p> <p><b>Question - DW queried what plans were in place for children who were still accessing Readwrite in higher year groups?</b> DHT outlined the support in place and stated that the overall impact was seen to be positive for pupils.</p> <p>DHT was thanked for her report.</p> <p><b>Question – Is there a music development plan in place? This was confirmed by SD.</b></p> <p>IDSR and AEN data were shared prior to the meeting.</p> <p>Inspection of SEND provision was discussed, noting schools were selected randomly and visits arranged to review data.</p>	
15	<p><b>Staffing and HR</b></p> <p>AC outlined the flexible working had been discussed outside of the meeting – information/website information to be shared with Governors. Potential to use flexible inset days.</p> <p><b>Question - Can staff work from home during PPA?</b> SD outlined the process and how this was used/allocated to staff. Noting this was an option and was known to staff.</p>	SD

	<p><b>Question - Has the new absence policy been shared with staff ? –</b> SD to share policy from SCC. <b>Action SD.</b> SD explained a number of policies would be updated when the merge with the Trust was completed.</p>	<b>SD</b>
<b>16</b>	<p><b>Compliance/Other Information</b> Inoculations were discussed. <b>Question - is the school nurse service still available?</b> This was confirmed and was available via a hub. Noting some children had not received vaccinations and immunisations due to Covid-19. SD to circulate the relevant information. <b>Action SD.</b></p>	<b>SD</b>
<b>17</b>	<p><b>Training</b> AC to re send links to various websites. <b>Action AC.</b> The school was continuing to use SCOOT which Governors had access to. AC reminded all Governors to input details of completed training to Governorhub.</p>	<b>AC</b>
<b>18</b>	<p><b>Reflection</b> DW displayed a schematic of the TLP structure and asked if Governors understood where the school was positioned? DW stated that the Head Teacher should be part of the board, stating that it was not currently clear. Stating clarification should be sought to ensure robust inclusion in decision making processes. <b>Action AC</b> to invite a member of the Trust to attend a future Governors meeting.</p> <p>AR explained the composition of the Trust Board and the role of members and Directors, noting all Head Teachers were part of the Executive Board. AR to share relevant documentation with Governors which demonstrated a summary of the changes within the Trust and the schools involved. <b>AR to action.</b></p> <p>Discussion took place and it was noted that a process of due diligence would be undertaken with the school/trust. DW stressed the importance of ensuring that the community retained a voice in how the school was operated. It was noted that the school felt fully supported by the Trust and were already collaborating with the school. SD stated that all elements of support offered had been delivered by the Trust.</p> <p>SD to arrange a Trust representative to discuss the merger with Governors. <b>Action SD.</b></p> <p>Reflection – these were agreed as:</p> <ul style="list-style-type: none"> <li>• improving outcomes for learners within school.</li> <li>• The case study of the previous Y6 pupil.</li> <li>• Year 1 improvement plan.</li> <li>• Readwrite Inc. presentation and impact.</li> <li>• Excellent questions raised by Governors within the meeting and evidence of progression of the Governing body.</li> </ul>	<p><b>AC</b></p> <p><b>AR</b></p> <p><b>SD</b></p>

	Governors expressed their thanks to Sam on her recent appointment and wished her good luck for the future.	
<b>19</b>	<b>Any Other Business</b> There was no other business raised.	
<b>20</b>	<b>Date and time of future meetings including committee meetings.</b> To be advised.	

**Meeting finish time – 6.40PM.**

### **ACTION LOG**

Agenda	Detail	Responsible
5	To circulate details of pecuniary declarations of interest to Governors	AC
6	Amend the minutes from 16/5/23 to reflect the balanced budget position.	AM
7	To complete NSPCC Training.	GE
10	To share the detailed information via the attendance tracker with Governors.	SD
	School Improvement Plan – to explore methods/measures used for assessment.	DW/GA
11	To share a copy of the Safeguarding Policy	SD
12	<ul style="list-style-type: none"> <li>• Governors to undertake research to support the Link visit checklists</li> <li>• AC to share useful information / web links.</li> <li>• Jo Woodward to attend the next meeting</li> </ul>	Link Governors AC SD
15	To share a copy of the Absence Policy	SD
16	To share details of vaccinations and immunisations data	SD
17	To share details of training information	AC
18	To invite a member of the Trust to attend a future meeting	AC
	To share information regarding summary changes to members of the Trust Board.	AR

Signed ..... Dated.....  
Chair of Governors

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