



Meeting of Castle Primary School
Local Governing Board (LGB)
Date: Thursday 14th May 2026 at Castle Primary School

Governors in attendance:	Alex Canning (AC)	Chair of Dove Bank Primary School
	Anthony Roche (AR)	Appointed Governor
	Jade Mullock (JM)	Appointed Governor
Others in attendance:	Sally Dakin (SD)	Headteacher
	Sian Wilkinson (SW)	Clerk
	Emma Chesters (EC)	Attendance & ELSA Lead
Apologies:	Allan Howells (AH)	Director of Quality, TLP
	Tom Pear (TP)	Chair of Castle Primary School
	Lucy Diggins (LD)	Appointed Governor
	Carly Dutton (CD)	Appointed Governor
Absent:	Tom Bourne (TB)	Appointed Governor

Part One Minutes – Non-Confidential Business

The meeting commenced at 4:32pm.

ITEM NO.		ACTION
	GOVERNANCE AND ADMINISTRATION	
1.	Welcome, Quoracy, Apologies and Declarations The meeting was opened by the Chair, who welcomed all attendees. Quoracy was confirmed. Apologies were received and accepted from AH Director of Quality TLP, TP Chair of Castle Primary School, LD Appointed Governor and CD Appointed Governor. No new declarations of interest were made by members present.	
-	Attendance & ELSA Presentation EC, Attendance and ELSA Lead Presentation to the Local Governing Board on the strategies being implemented to strengthen pupil attendance, as well as support emotional and mental wellbeing. The following key points were highlighted: Attendance - Attendance remains a whole-school priority, with a target of 96%. - Pupils with attendance at 94% or below receives contact from the school; attendance at 90% or below is classified as persistent absence. - EC attends termly Attendance Network Panel meetings to further support strategic improvements. - Attendance is closely linked to both academic attainment and safeguarding. - Current attendance figures indicate: National Average at 94.5%, Dove Bank at 93.5%, and Castle at 96.6%. - Early intervention is recognised as critical in addressing attendance concerns. - Improvements compared to last year's data demonstrate that current strategies are having a positive impact. - A key focus is on fostering a sense of belonging among pupils to encourage regular attendance.	

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	- Continuous Professional Development (CPD) for staff supports a consistent, whole-school approach to improving attendance. ELSA (Emotional Literacy Support Assistant Programme) - The ELSA programme is delivered across both Castle Primary and Dove Bank Primary. - The programme supports pupils' emotional development through targeted interventions. - Interventions are delivered in structured 6-week cycles. - Referrals are made by class teachers, with parental/carers consent. - Impact is monitored through pre- and post-intervention data; however, pupil voice is considered the most effective measure of success. - Pupils receiving ELSA support also benefit from in-class strategies, including emotional regulation techniques, proactive approaches, trauma-informed practice, reflective approaches, and sensory circuits. Ongoing staff coaching ensures best practice and consistency in supporting pupil wellbeing.	
2.	Minutes of the last meeting and Matters Arising The minutes of the previous Local Governing Board meeting held on 11th March 2026 were reviewed and confirmed as an accurate record of proceedings. The Board formally approved the minutes. The Matters Arising action log was reviewed, and actions #56 and #57 were confirmed as completed. The following actions remain outstanding: Action #51 – Item 15: The Charging and Remissions Policy were to be circulated following the meeting for approval via correspondence. <i>Update:</i> Responsibility has now been assigned to the newly appointed School Business Manager (SBM), with a further update to be provided at the next LGB meeting. Action #55 – Item 3: Membership Update regarding vacant Link Governor roles for Safeguarding and EYFS. <i>Update:</i> These roles are currently being covered by the Chair of the Academy Council (AC Chair).	
3.	Membership update a) The Board reviewed both current and upcoming changes to its membership. AC confirmed that her term of office will conclude in summer 2026 and that she will not be seeking renewal due to changes in her family and work commitments. AC expressed her thanks to both the HT and the Local Governing Board for the opportunity to serve. Confirmed Link Roles: - TB: Sustainability - AR: Personal Development, including oversight of Pupil Premium strategy and impact. - AC: Safeguarding – Covered by AC until summer 2026 - AC: SEND - CD & JM: Curriculum - AC: EYFS - Covered by AC until summer 2026 ACTION: Clerk to discuss AC Chair replacement and structure plans with AH	Clerk
	STRATEGIC DIRECTION AND PROGRESS AGAINST PRIORITIES	

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4.	School Improvement Plan (SIP) and Self Evaluation (SEF) a) The Board received an update on progress and was updated with School Improvement Record of Visit reports: • 8a. ROV Personal Development Spring 2026 • 8a. ROV Pupil Premium Spring 2026 Governor Question: <i>How is progress looking against targets?</i> Response: <i>Progress is looking positive at both schools with a strong curriculum.</i> Governor Question: <i>The mirrored spotlighting at Dove Bank, are we doing the same at Castle?</i> Response: <i>Although Castle is a smaller school, a clear focus on effective implementation, supported by a well-defined long-term plan, remains essential. Currently, there are no designated subject leaders at Castle; however, regular book reviews and target reviews are being carried out to monitor progress. Improving the quality of teaching continues to be a key whole-school priority.</i> Governor Question: <i>What is staff attitude like with embracing change?</i> Response: <i>There was a period of reduced momentum; however, staff have remained receptive to change and continue to demonstrate a positive attitude. This work is being approached collaboratively, with a strong emphasis on whole-team engagement and support.</i>	
	QUALITY OF EDUCATION	
5.	Admission & Pupil Numbers a) The current pupil numbers were shared and noted. Total NOR: 94 pupils. The HT noted changes across year groups reflect minor fluctuations due to relocation and pupil movement. HT confirmed the September 2026 intake with 12 pupils expected in Reception, 6 of 7 preschool pupils transitioning internally. Governors noted the positive position regarding pupils joining from outside the preschool.	
6.	Curriculum Update The HT provided a detailed overview within the HT's report, highlighting the following key points: • Rethink Maths. This support has included working with teachers on mixed age planning and supporting the maths subject leader. • Reading is a focus for the Summer term. • TLP way for writing has been implemented – this has included the use of a sentence accuracy activity at the beginning of each writing lesson. • Foundation Subjects: ○ Subject development is 'spotlighting'. Early monitoring of some subject areas has shown that we need to continue to develop high expectations across the school, across the curriculum. The following subjects have been spotlighted so far: Science (JW), PSHE (GA) and Computing (KH).	
7.	Pupil Performance The HT presented progress and attainment data within the HT report, detailing outcomes across all year groups and broken down by disadvantaged and non-disadvantaged pupils. The data covered reading, writing, and mathematics. The HT noted the following:	

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	- There is an attainment gap for disadvantaged pupils across all subjects at the expected standard and greater depth standard. - There is work still to do on the quality of education, and this includes making accurate teacher assessments; it would be fair to assume that a higher percentage of the pupils at Castle are working at the expected standard and at a greater depth standard. Governor Question: What is RADY? Response: The RADY programme is a structured school improvement initiative aimed at raising the attainment of disadvantaged pupils through targeted identification, monitoring, and tailored support.	
8.	Link Governor Monitoring Following Record of Visits have been completed and available on Governor Hub: 8a. ROV Personal Development Spring 2026 8a. ROV Pupil Premium Spring 2026	
9.	Pupil Premium	
	PERSONAL DEVELOPMENT	
10.	Attendance a) The latest attendance data was presented, showing that 47.3% of pupils have good attendance and 25.8% have excellent attendance. It was noted that 7.5% of pupils are persistently absent; however, this figure includes pupils who are not yet of statutory school age.	
11.	Rewards and Behaviour a) The Board received the latest data on behaviour, including suspensions and exclusions.	
	WELFARE	
12.	Safeguarding	
13.	Welfare and Wellbeing – Students Updates were received from both schools. While no specific concerns were raised, wellbeing remains a key focus area and the following topics were highlighted: - Trust pupil voice survey has been conducted, results have not yet been shared - Kindness Ambassadors have been selected - Cheshire Play Therapy continue to work with the most vulnerable pupils	
14.	Welfare and Wellbeing – Staff The HT provided an overview to the Local Governing Board outlining recent staffing changes, including the appointment of the new School Business Manager. It was noted that she has settled well into her role.	
	LOCAL MATTERS & STAKEHOLDER ENGAGEMENT	
15.	Local Policy Approval There following policies were approved by the LGB: 15a. Critical Incidents 15a. Medication Policy 15a. Restrictive Interventions Policy	
16.	Governor Training Update Governors were reminded to complete the required NGA Cyber Security training.	
	ACTION: Governors to complete NGA Cyber Security training and upload certification to GH	LGB
17.	Stakeholder Engagement – Parents / Carers The HT commended the strength of the PTA, noting its valuable contribution to supporting the school and enhancing parental engagement. Governor noted that additional PTA funds could be used for required resources, HT voiced the requirement for iPads to support the curriculum.	



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18.	Stakeholder Engagement – Wider Community Governor JM confirmed contact details have been received by the local church and will be shared with the HT.	
19.	Communication – to Trust	
20.	Communication – from Trust Skills Audit – shared and due Monday 18th May 2026	
21.	AOB - GP has decided to not resign – HT accepted this. - JJ has decided to retire, effective from August 2026. - AF is leaving at the end of this academic year. 1 FTE teacher vacancy for year 1/ 2 at Castle will be advertised in the next few weeks. 1 FTE MAT cover will be advertised for Dove Bank. 0.4 teacher will be advertised for Dove Bank. - Buildings update – verbal update received from HT detailing work being completed at Castle Primary: cellar, drain survey, flooring and extra manholes located outside.	

The meeting closed at 5:35pm.