

Meeting of Dove Bank 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.	

ITEM NO.		ACTION
	- 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	
4.	School Improvement Plan (SIP) and Self Evaluation (SEF)	

ITEM NO.		ACTION
	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, with a total NOR of 226 pupils. The HT highlighted some variation within the cohort, including increases in nursery numbers and isolated reductions due to elective home education and transfers to other local schools. The projected intake for September 2026 is positive, with 29 pupils expected to join reception, including all 26 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: • Focus of curriculum development this term has been around subject leadership and the development of high-quality monitoring which improves outcomes in each subject area. • The skills curriculum has been developed and is being introduced to pupils in a staggered way. • LS has been developing the mastery approach to teaching maths across the school; this has included moving away from using White Rose units as an 'off the shelf' scheme and providing a structure for teacher which allows them to cherry pick the parts which will have maximum impact on pupils.	
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 reported that across the school, pupils perform less well in writing at the expected standard and at the greater depth standard; the gap is larger for those who are pupil premium. The following actions have been taken: • Implementation of the TLP way for writing. • Addition of sentence accuracy at the start of all writing lessons. • Enhanced focus on early writing including transcription skills and pencil grip.	

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	- We have enrolled as a RADY school - Overall, pupils make expected progress, with a small percentage making better than expected progress. During pupil progress meeting, pupils who need to make accelerated progress are identified and monitored throughout the year. Any pupils who have made less than expected progress are discussed in depth. 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 44.9% of pupils have good attendance and 14.2% have excellent attendance. It was noted that 12% 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. The HT confirmed the following: - Internal Exclusion – 18 days lost - Suspension – 26.5 days lost - Permanent Exclusion – 0 days lost The HT noted that a number of pupils are currently on reduced timetables due to concerns related to their safety within school and the impact on both them and others. These arrangements are reviewed on a weekly basis in collaboration with staff, parents, and the pupils to ensure that individual needs are being appropriately met.	
	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 6 new EHCPs have been agreed since September 2025, with a further 4 needs assessments taking place - Only 1 draft has been received since the 6 new EHCPs have been agreed. The result of this is that the school has still not received the funding for these pupils, which is putting strain on resources.	
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, who has settled well into her role. The HT also informed the Board that JW will take on the role of Head of School from September 2026, to further strengthen leadership capacity and support the ongoing management and operations of the school.	
	LOCAL MATTERS & STAKEHOLDER ENGAGEMENT	

ITEM NO.		ACTION
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.	
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 There was no feedback on communication to the Trust was received at this meeting.	
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 Dove Bank: pathways, new entrance door lock, toilets/doors.	

The meeting closed at 5:35pm.