

Meeting of Castle and Dove Bank Primary School

Local Governing Board (LGB)

Date: Tuesday 4th February 2025 at 4:30pm to be held at Castle Primary School

Governors in attendance:	Tom Pear	(TP)	Appointed Governor
	Alex Canning	(AC)	Chair of Governors (Dove Bank)
	Anthony Roche	(AR)	Parent Governor (Dove Bank)
	David Weaver	(DW)	Appointed Governor
	Tom Bourne	(TB)	Appointed Governor
	Gemma Plant	(GP)	Appointed Governor
	Zoe Morris	(ZM)	Appointed Governor
	Jessica Trevers	(JT)	Appointed Governor
Others in attendance:	Sally Dakin	(SD)	Headteacher
	Hannah Bours	(HB)	Deputy Headteacher (Castle)
	Sarah Lomas	(SL)	Clerk
Apologies:	Allan Howells	(AH)	Director of Quality, TLP
	Gregory Ellis	(GE)	Appointed Governor
	Patrick Griffin	(PG)	Appointed Governor

The meeting commenced at 4:35pm.

ITEM NO.		ACTION
	GOVERNANCE AND ADMINISTRATION	
1.	<p>Welcome, Quoracy, Apologies and Declarations</p> <p>Governors were welcomed to the meeting. The meeting was quorate.</p> <p>Apologies were received and accepted from the following:</p> <ul style="list-style-type: none"> PG GE AH <p>There were no declarations made or conflicts of interest with the business of the meeting raised by governors.</p>	
2.	<p>Minutes of the last meeting and Matters Arising</p> <p>a) The minutes of the last meeting on 24.09.24 were confirmed as a true and accurate record of proceedings. Governors approved the minutes.</p> <p>b) The action log from the previous meeting was reviewed and all actions were marked as complete.</p>	
3.	<p>Membership update</p> <p>a) Governors noted that there were no current vacancies on the Board to consider at this meeting.</p> <p>b) Governors reviewed the link roles within school and the following roles were confirmed:</p> <ul style="list-style-type: none"> DW to trial the SEND role across both schools and feedback on workload at the next LGB meeting. <p>ACTION: Feedback on the joint SEND role at the next LGB meeting.</p> <ul style="list-style-type: none"> Safeguarding – It was agreed that this role would be split between the schools with JT assigned as the Safeguarding link governor at Castle and AC at Dove Bank. 	DW

ITEM NO.		ACTION
	<ul style="list-style-type: none"> Equality and Personal Development – AR Pupil Premium – AR Early Years – GP Sustainability – TB Curriculum – ZM Strategic Priorities – TP <p>It was agreed that monitoring visits would be flexible in format, with some in person school visits, learning walks and desktop online meetings where appropriate.</p> <p>Q: What has been the format of visits at Dove Bank? A: Governors try to include pupil voice and staff voice within visits at least once per year. There is also a focus on ensuring that policies and practice are in line.</p> <p>An example report template was shown to governors during the meeting. Governors noted that questions for staff are provided one week in advance to ensure preparation for meetings. Once the visit and report have been completed, this is then shared with the relevant staff link for approval before circulation to the Board. At the end of the link visit an outline agenda for the next meeting is agreed with staff.</p> <p>It was agreed that the method of reporting outlined above was a positive and efficient format that would be adopted by CPS.</p> <p>ACTION: Circulate the DBPS governor link monitoring template for use by all governors across the schools.</p> <p>Governors requested that staff links for all subject areas be shared with governors. ACTION: Compile a table with staff link contact details to share with the Board.</p>	<p>Clerk</p> <p>SD</p>
	STRATEGIC DIRECTION AND PROGRESS AGAINST PRIORITIES	
4.	a) Governors confirmed receipt of the update on the SIP within the Headteacher's report. The positive progress against the areas for improvement as noted at the latest SI visit were noted. There were no questions raised.	
	EDUCATION	
5.	Pupil Numbers a) There are currently 208 pupils on roll.	
6.	Attendance a) 20.9% of pupils have 99.9% attendance for the year to date. 13.7% of pupils are identified as persistently absent and the school continues to follow processes and procedures to support families. Governors were informed that 32% of the pupils identified as persistently absent have taken holidays during term time and 15% have significant illnesses. All pupils with an attendance rate below 90% are requested to attend a meeting where specific issues can be discussed, and support is provided as needed. Letters are also issues to all pupils with an attendance rate below 94%.	
7.	Rewards and Behaviour	

ITEM NO.		ACTION
	a) Governors received the latest data which confirmed that there had been 3 suspensions and one permanent exclusion since the last LGB meeting.	
8.	<p>Progress and Attainment</p> <p>a) Progress and attainment data had been circulated to governors prior to the meeting. The school emphasised the importance of the use of data. Leaders meet with teaching staff on a one-to-one basis for pupil progress meetings prior to inputting data. The pupil progress meetings include discussions on the following areas:</p> <ul style="list-style-type: none"> • Progress and attainment in reading, writing and maths. • Fisher Family Trust (FFT) targets reviewed. Each child has an FFT target and this is tracked over the course of the year. • Focused discussion on pupil premium pupils. • Focused discussion on SEND pupils. • Mental health and wellbeing concerns. • Any other concerns (including attendance). <p>Following the completion of the pupil progress meetings, the deployment of teaching assistants is reviewed to support identified need.</p> <p>The school queried what data governors would like to review for progress and attainment. Governors confirmed that graphical data would be useful from an illustrative perspective along with a comparison of key groups including, SEND, pupil premium and gender for example.</p> <p>ACTION: Provide data breakdown in graphical form with comparison data for key groups going forward.</p> <p>The school confirmed that 62% of non-disadvantaged pupils are on track to meet the expected level at the end of the year. Governors confirmed that it will be interesting to see the comparison of data over time to identify any trends.</p> <p>The school identified Year 2 as a target cohort for monitoring.</p> <p>Governors queried at what point do results trigger intervention and requested additional data on the thresholds to understand the decisions taken around interventions further.</p> <p>ACTION: Submit an anonymised pupil progress meeting report to illustrate the rigour taken when reviewing pupils' needs.</p> <p>Governors confirmed that the additional information will be useful and suggested that the comparison data be presented term by term. This additional data would generate challenge and questions from the Board.</p> <p>Q: In terms of the accuracy of this data, does moderation or cross moderation take place or are there opportunities for this?</p> <p>A: The school recently participated in a cross-Trust writing moderation exercise which was overall, a positive experience for staff. In terms of maths and reading, there is</p>	<p>SD</p> <p>SD</p>

ITEM NO.		ACTION
	currently no moderation opportunities at present. The curriculum at Castle is well developed and in school moderation on place value in maths will take place this year. The NFER testing scheme also assists in providing an overview of progress and attainment.	
9.	<p>Link Governor Monitoring</p> <p>a) Governors received an update on the following link monitoring visits:</p> <ul style="list-style-type: none"> i. SEND – The latest meeting focussed on data and a two-year analysis on funding was undertaken with consideration given to the potential of creating three and five year plan for funding. Governors noted that over one third of SEND pupils joined the school in KS2. The evidence from observations and data review shows that the strategies including the graduated approach, addressing first concerns and adaptive teaching have been in place. The SENCO was praised for the transformation to provision within the school. ii. Safeguarding – The SCR has been reviewed and is 100% compliant. Q: It is noted from the report that the number of pupils receiving support for the year to date is 32 which is an increase of 22, what are the reasons for this? A: There has been additional scope to increase the level of provision from external services at no cost to the school. A request for this support has also been submitted for Castle and the school has been placed on the waiting list. Staff have also received emotional coaching. The resources that have been received as part of the additional provision have allowed the school to target additional pupils. iii. Personal Development – The initial visit reviewed the golden thread running through the curriculum and the requirement for staff to be trained in the key areas. A follow up visit is scheduled this term to gain staff and pupil voice. <p>It was suggested that a Google form or similar data capture system could be used to obtain staff voice to gain a wider view.</p> <p>Q: How is parent voice being obtained? A: The PTA at Castle was not previously set up as a separate entity and this is now being enacted. There is parent interest and it would be positive if there could be PTA crossover across both schools. However, there are difficulties with capacity at present to be considered.</p> <p>Q: When the parent surveys were issued, what was the response level? A: At Dove Bank, there were a significant number of positive responses and a homework survey as also issued. It is not yet the right time to undertake a parent survey at Castle but this will be undertaken in the future.</p> <p>Governors commented that it was important to ensure engagement with all future surveys.</p>	
10.	<p>Pupil Premium</p> <ul style="list-style-type: none"> a) Governors received confirmation that the Pupil premium Strategy Statement had been uploaded to the school website in line with the 31.12.24 deadline. b) Governors reviewed the impact of pupil premium funding. 	

ITEM NO.		ACTION
	<p>Q: Does the school have any children for whom the pupil premium funding is ringfenced? A: Not generally, this would only happen in the case of funding required for a residential trip. More commonly, the funding is spent on whole school initiatives which will benefit pupil premium pupils.</p> <p>Governor Comment: Parents can often assume that the funding they receive is to be spent on their child individually.</p> <p>The school confirmed that there are some looked after children who have an individual allocation and a personal education plan (PEP) and these funds are ringfenced for individuals.</p> <p>Q: It is noted that Dove Bank have a member of staff trained as an emotional literacy support assistant (ELSA) which pupil premium pupils have access to. Does this member of staff have capacity to deliver provision to pupils at Castle? A: Not at present. A member of staff who was ELSA trained has left and a new member of staff has been employed who could potentially deliver some interventions or train as an ELSA in the future.</p> <p>Q: In terms of funding, are there any challenges to ensuring that all funding is being captured where families are eligible? A: The school is certainly not receiving the maximum allocation of funding and work continues to promote awareness of eligibility with parents and information is posted on newsletters. Some schools incentivise applications for free school meals, and this could be considered. It is not felt that at the current time the school is missing significant amounts of potential funding.</p> <p>Q: Can the school forecast when the pupil premium funding will reduce? A: Historically, once PP funding was triggered, this meant that a pupil would receive the funding for at least 6 years (ever 6) even if their circumstances changed. Schools could work to forecast when changes may take effect but in reality the number of PP pupils is reasonably steady. The main issue is the pupils who have not been identified as PP. The school do have a list of the 'ever 6' pupils.</p> <p>Q: What do the PP levels look like with the schools? A: There is a considerable difference between the schools. Castle has 12% PP whereas Dove Bank has 30%.</p>	
	WELFARE	
11.	<p>Safeguarding</p> <p>a) Governors confirmed receipt of the safeguarding receipt circulated prior to the meeting. Questions were invited.</p>	

ITEM NO.		ACTION
	<p>Q: In terms of the SIP visit, have the supervision ratios at lunchtimes been resolved?</p> <p>A: Yes. The updated review has taken place, and this will be circulated upon receipt. The only outstanding action is the purchase of high visibility vests for staff.</p>	
12.	<p>Welfare and Wellbeing – Students</p> <p>a) It was confirmed that pupils had completed a survey issued by the Trust. The survey was focussed on high school pupils, and feedback was provided to the Trust from school safeguarding leads that the results were difficult to interpret as it cannot be identified which pupils understood the questions. The Trust have confirmed that a more child-friendly survey will be issued.</p> <p>There are also a range of pupil leadership roles in place at both schools including school councillors and sustainability ambassadors.</p>	
13.	<p>Welfare and Wellbeing – Staff</p> <p>a) The site manager and school business manager have been appointed to dual roles across both schools.</p> <p>SD has retained a heavily operational role within both schools and it has been important to manage staff expectations following the transition to Executive Headteacher. The general feeling from staff is positive across both schools and SD works to ensure an open-door policy. There have been some additional time commitments to central roles and therefore calendars have been shared and communication has been maximised to ensure that all staff are aware of SD's availability.</p> <p>Governors requested an update on the Headteacher's wellbeing following the change in role. The Headteacher confirmed that her wellbeing was good. Governors expressed their concerns and queried if the Headteacher has the right level of support in place to maintain her wellbeing in the demanding role. The Headteacher confirmed that she has effective support from the senior leadership teams in both schools and positive relationships with staff and Trust leads.</p> <p>Governor agreed that it would be important to maintain oversight of the Headteacher's and all staff wellbeing going forward.</p>	
	Local Matters & Stakeholder Engagement	
14.	<p>Local Policy Approval</p> <p>Governors confirmed receipt of the following Trust policies:</p> <ul style="list-style-type: none"> a) Equality Information and Objectives Policy b) Serial and Unreasonable Complaints Policy c) Permanent Exclusion Policy Statement <p>ACTION: Ensure links to the above-listed policies are provided on the school website.</p>	Clerk
15.	<p>Governor Training Update</p> <p>a) It was confirmed that all governors present had completed the mandatory training on Prevent and Safeguarding. Follow up on any training outstanding would be undertaken by the clerk.</p> <p>ACTION: Follow up on any outstanding training requirements.</p>	Clerk

ITEM NO.		ACTION
16.	Stakeholder Engagement – Parents / Carers a) There were no specific items to report at this meeting.	
17.	Stakeholder Engagement – Wider Community a) Governors noted that the local Police Community Support Officer had visited school to discuss racist language following incidents. Dove Bank pupils also sent Christmas cards to the local community which was very well received. Work continues to increase the school presence in the local community.	
18.	Communication – to Trust There were no items to be communicated to the Trust at this meeting.	
19.	Communication – from Trust a) Governors were reminded to complete the Equality and Diversity Survey by following the link issued on Governor Hub.	
20.	AOB The attendance and engagement of governors was highlighted for consideration and a request was made for this to be reviewed by the Trust. ACTION: Liaise with AH on membership and engagement.	Clerk

The meeting closed at 6:06pm.