



## Meeting of Dove Bank Primary School

Local Governing Board (LGB)

**Date: Wednesday 11<sup>th</sup> March 2026 at Dove Bank Primary School**

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

### Part One Minutes – Non-Confidential Business

The meeting commenced at 4:32pm.

ITEM NO.		ACTION
	<b>GOVERNANCE AND ADMINISTRATION</b>	
1.	<p><b>Welcome, Quoracy, Apologies and Declarations</b></p> <p>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, AC Chair of Dove Bank Primary School, TB Governor and CD Governor. No new declarations of interest were made by members present.</p> <p>The meeting took place on Wednesday 11<sup>th</sup> March 2026 to replace the cancelled LGB meeting on Thursday 5<sup>th</sup> February 2026.</p>	
2.	<p><b>Minutes of the last meeting and Matters Arising</b></p> <p>The minutes from the previous Local Governing Board meeting held on 9<sup>th</sup> October 2025 were confirmed as a true and accurate record of proceedings. Governors approved the minutes.</p> <p>The Matters Arising action log was reviewed and the following actions were confirmed as completed: #48, #49, #50, #53 and #54.</p> <p>The following actions will remain open:</p> <ul style="list-style-type: none"> <li>➤ #51 – Charging &amp; Remission Policy, to be circulated post-meetings for Governor approval</li> <li>➤ #52 – Clerk to share link to Governor biography form</li> </ul>	
3.	<p><b>Membership update</b></p> <p>a) The Board reviewed both current and forthcoming changes to its membership. It was formally recorded that Governors GP and JT had tendered their resignations with immediate effect. The Board expressed its sincere appreciation for their service and contributions.</p> <p><b>Confirmed Link Roles:</b></p> <ul style="list-style-type: none"> <li>• TB: Sustainability</li> <li>• AR: Personal Development, including oversight of Pupil Premium strategy and impact.</li> <li>• <b>VACANT:</b> Safeguarding - This role remains vacant and will be addressed in the next meeting.</li> </ul>	

ITEM NO.		ACTION
	<ul style="list-style-type: none"> <li>AC: SEND</li> <li>CD &amp; JM: Curriculum</li> <li><b>VACANT:</b> EYFS - This role remains vacant and will be addressed in the next meeting.</li> </ul> <p><b>ACTION:</b> Vacant Link Governor Monitoring roles of Safeguarding &amp; EYFS to be discussed in the next LGB meeting</p>	Clerk
<b>STRATEGIC DIRECTION AND PROGRESS AGAINST PRIORITIES</b>		
4.	<p><b>Castle – School Improvement Plan (SIP) and Self Evaluation (SEF)</b></p> <p>a) The Board received an update on progress and was updated with School Improvement Record of Visit reports:</p> <ul style="list-style-type: none"> <li>ROV Dove Bank 26.02.26</li> <li>ROV Dove Bank 12.11.25</li> <li>ROV Dove Bank 17.09.25</li> </ul>	
<b>QUALITY OF EDUCATION</b>		
5.	<p><b>Admission &amp; Pupil Numbers</b></p> <p>a) The current pupil numbers were shared and noted, with 225 pupils on roll. The HT also reported a positive outlook for September admissions, with 28 first-choice preferences, 8 second-choice preferences, and 3 third-choice preferences.</p> <p>Governors <b>noted</b> the pleasing increase on pupil numbers, with children joining from other local schools.</p>	
6.	<p><b>Curriculum Update</b></p> <p>The HT provided a detailed overview within the HT’s report, highlighting the following key points:</p> <ul style="list-style-type: none"> <li>The focus of curriculum development this academic year is around the progression of skills</li> <li>All subject leaders have reviewed the skills progression within each of their subjects and tweaked and refined progression documentation.</li> <li>JW and KH have worked to create posters for each subject around the skills that weave through each subject area.</li> </ul>	
7.	<p><b>Pupil Performance</b></p> <p>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.</p> <p>All teachers submitted their assessments on the 5<sup>th</sup> of December 2025, after which the SLT held pupil progress meetings with individual teachers to review progress and attainment, FFT targets, and to discuss pupils eligible for PP and those with SEND, as well as any mental health or wellbeing concerns. In addition, the deployment of TAs was reviewed to ensure support is appropriately aligned to the needs of all pupils across the school.</p> <p><b>Governor Question:</b> Does the performance data for Dove Bank Primary show trends and progress? How is pupil progress measured?  <b>Response:</b> Yes, the data can also show progress instead of attainment. I can confirm that pupils are on track with progress and I will include this within the next HT report.</p> <p><b>Governor Question:</b> Is the data based upon teacher assessment or testing?  <b>Response:</b> The data is based on both combined.</p> <p><b>Governor Question:</b> Can the data show PP and SEND breakdowns?  <b>Response:</b> Yes, that can be displayed also.</p>	SD

ITEM NO.		ACTION
	<p><b>Governor Question:</b> How are pupil premium pupils being supported in Year 6 ahead of their SATs?  <b>Response:</b> We're running regular booster groups, with smaller focus groups at Castle due to the smaller class size. The Deputy Headteacher conducts these booster groups due to a TA leaving.</p> <p><b>Governor Question:</b> Can the Year 6 booster / focus groups from Dove Bank and Castle be combined at one location?  <b>Response:</b> Unfortunately, we don't have the transport access to transport the pupils.</p> <p><b>Governor Question:</b> What is the mock cycle for SATs?  <b>Response:</b> Every 2 weeks, with the avoidance to collapse the curriculum but allow enough mock exposure to aid attainment.</p> <p><b>ACTION:</b> HT to include trends/progress within the next Curriculum Update HT report</p>	
8.	<p><b>Link Governor Monitoring</b>  The Board noted recent link governor visits undertaken by AC for SEND and AR for Personal Development, both of which provided valuable insights into their respective areas of responsibility. Completed Governor Link Visit reports have been recorded and are available on GovernorHub.</p>	
9.	<p><b>Pupil Premium</b>  The HT has provided the Pupil Premium strategy documents on Governor Hub for governors to review. It was noted that 30% of pupils at Dove Bank Primary are eligible for Pupil Premium funding.</p> <p><b>Governor Question:</b> Is the Pupil Premium funding ring-fencing to individual pupils, or can it be used more broadly across the school?  <b>Response:</b> Historically, individual Pupil Premium plans were created for each eligible pupil. However, there is now a broader understanding that Pupil Premium funding can be used to support both Pupil Premium and non-Pupil Premium pupils, where this contributes to improved outcomes. For example, investment in whole-school teaching improvements benefits all pupils, including those eligible for Pupil Premium. Nevertheless, individual Pupil Premium pupils still receive direct financial support for specific needs, such as fully funded or subsidised school trips.</p> <p><b>Governor Question:</b> Is Pupil Premium funding and expenditure managed by the school or by the Trust?  <b>Response:</b> Pupil Premium funding is managed by the school, as the school has the clearest understanding of its specific context and needs. Each school operates within different circumstances, and therefore funding decisions are best made at school level.</p> <p><b>Governor Question:</b> Are FSM sign-ups working effectively, given that these trigger Pupil Premium funding?  <b>Response:</b> Yes. Strong relationships with families support the FSM process, and the offer is consistently communicated in a supportive and non-judgemental manner to encourage eligible families to apply.</p>	
	<b>PERSONAL DEVELOPMENT</b>	
10.	<p><b>Attendance</b>  a) The latest attendance data was presented, showing that 41.2% of pupils have good attendance and 18.1% have excellent attendance. It was noted that 16.8% of pupils are persistently</p>	

ITEM NO.		ACTION
	absent; however, this figure includes pupils who are not yet of statutory school age. The HT informed the LGB that regular staff meetings are being held to strengthen attendance procedures, supported using an assessment tool that generates contextual heatmaps. The HT also highlighted an increased level of pupil absence on Fridays compared with other days and confirmed that this trend is being closely monitored.	
11.	<p><b>Rewards and Behaviour</b></p> <p>a) The Board received the latest data on behaviour, including suspensions and exclusions. Additional minutes have been recorded in Part 2 confidential meeting minutes.</p>	
	<b>WELFARE</b>	
12.	<p><b>Safeguarding</b></p> <p>There was no new safeguarding concerns raised for Dove Bank, safeguarding continues to be a priority throughout the school.</p> <p><i><b>Governor Question:</b> How are safeguarding concerns recorded?</i> <i><b>Response:</b> CPOMS is used to record any safeguarding concerns.</i></p> <p><i><b>Governor Question:</b> Are there any outstanding actions from the safeguarding audit?</i> <i><b>Response:</b> There are a few things which EH from the Trust is supporting with.</i></p> <p>Governors <b>commended</b> staff for their vigilance and swift response in recognising safeguarding concerns, enabling timely support for pupils and families.</p>	
13.	<p><b>Welfare and Wellbeing – Students</b></p> <p>Updates were received from both schools. While no specific concerns were raised, wellbeing remains a key focus area and the following topics were highlighted:</p> <ul style="list-style-type: none"> <li>• Trust is organising a pupil voice exercise for this term; results will be shared at the next Governor meeting</li> <li>• 4 new EHCPs have been agreed since September 2025</li> <li>• Pupil ambassadorial roles</li> <li>• ELSA support</li> </ul>	
14.	<p><b>Welfare and Wellbeing – Staff</b></p> <p>Staff wellbeing was discussed. The HT informed Governors that the school has appointed three new Midday Assistants and a School Business Manager. JW has been released from classroom responsibilities for the remainder of the academic year to support the operational leadership of the school. The HT also reported that GF has commenced her apprenticeship with Be Ready Apprenticeships.</p> <p>Additional detail has been recorded in the Part 2 confidential minutes.</p>	
	<b>LOCAL MATTERS &amp; STAKEHOLDER ENGAGEMENT</b>	
15.	<p><b>Local Policy Approval</b></p> <p>There were no policies to be reviewed at this meeting.</p>	
16.	<p><b>Governor Training Update</b></p> <p>There was no feedback to receive on governor training at this meeting.</p>	
17.	<p><b>Stakeholder Engagement – Parents / Carers</b></p> <p>The HT commended the strength of the PTA, noting its valuable contribution to supporting the school and enhancing parental engagement. A recent parent survey had also been conducted, with overall positive feedback, although the number of responses received was relatively low.</p>	
18.	<p><b>Stakeholder Engagement – Wider Community</b></p>	

ITEM NO.		ACTION
	<p>The HT advised that the upcoming <i>Killer Mile</i> event at Mow Cop is approaching and that the school is encouraging a group of pupils to participate on its behalf.</p> <p>The HT and Governors also discussed strengthening links with the local church. JM will obtain contact details for the Reverend to support renewed engagement and promote wider community connections.</p> <p>The HT also informed Governors that the school will be participating in the <i>Amasing</i> event, with 20 pupils from each primary school invited to take part. Parents will also be invited to attend.</p> <p><b>ACTION:</b> JM to obtain contact details for the Church to support renewed engagement and promote wider community connection.</p>	JM
19.	<p><b>Communication – to Trust</b> There was no feedback on communication to the Trust was received at this meeting.</p>	
20.	<p><b>Communication – from Trust</b></p> <ul style="list-style-type: none"> <li>Governance Conference on Saturday 25<sup>th</sup> April 2026, please sign up via the link shared on Governor Hub.</li> </ul>	
21.	AOB	

The meeting closed at 5:50pm.