Meeting of Dove Bank Primary School
Local Governing Board (LGB)
Date: Thursday 7th July 2026 at Dove Bank Primary School

Governors in attendance:	Tom Pear	(TP)	Chair of Castle Primary School
	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
Apologies:	Allan Howells	(AH)	Director of Quality, TLP
	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 4:30pm.

ITEM NO.		ACTION
	GOVERNANCE AND ADMINISTRATION	
1.	**Welcome, Quoracy, Apologies and Declarations** The meeting was opened by the Chair of Dove Bank Primary School (AC), welcomed all attendees to the last LGB of the academic year 2025-2026. 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. The Chair confirmed that, as her term of office is due to expire, this would be her final LGB meeting as Chair. She expressed her gratitude to the school and the LGB for the opportunity to serve in the role. The school and members of the LGB thanked AC for her dedication, leadership, and ongoing commitment throughout her tenure as Chair. The LGB noted that Governor TB has not sent apologies or attended the past three LGB meetings, the Clerk will follow this up with AH and attempt contact via telephone. **ACTION:** Clerk to follow up Governor TB's engagement and attendance with AH and attempt contact via telephone with TB.	**ACTION Clerk**
2.	**Minutes of the last meeting and Matters Arising** The minutes of the previous Local Governing Board meeting held on 14.05.26 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.	

ITEM NO.		ACTION
	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. *Update:* Responsibility has now been assigned to the newly appointed School Business Manager (SBM). *Update:* Confirmed to be reviewed at LGB 1 September 2026 • **Action #55** – Item 3: Membership Update regarding vacant Link Governor roles for Safeguarding and EYFS. *Update:* Confirmed to be reviewed at LGB 1 September 2026 **Action #157** – Item 3: Clerk to discuss AC Chair replacement and structure plans with AH. *Update:* Confirmed 14/07 Tom P to continue as Chair, Anthony R to fulfil Vice Chair position - for both Castle and Dove Bank	
3.	**Membership Update** a) The Board reviewed both current and forthcoming changes to its membership. As noted under *Welcome, Quoracy, Apologies and Declarations*, the Chair confirmed that her term of office as Chair was coming to an end. The Clerk took the opportunity to ask the Chair of Castle Primary School (TP) whether he would be willing to serve as Chair across both primary school Local Governing Bodies, namely Castle Primary School and Dove Bank Primary School. TP confirmed his interest in continuing as Chair and undertaking the role for both schools. The Clerk also invited expressions of interest for the position of Vice Chair across both schools. Governor AR expressed an interest in the role. The Clerk advised the LGB that these matters would be discussed with AH, Director of Quality, Trust Leadership Partner (TLP), and that an update would be provided to members via email following those discussions. **Confirmed Link Roles:** • Sustainability - **TB** • Personal Development, including oversight of Pupil Premium strategy and impact - **AR** • Safeguarding - **VACANT** • SEND - **VACANT** • Curriculum - **CD & JM** • EYFS - **VACANT** **ACTION:** Clerk to follow up expressed interest/discussion of Chair and Vice Chair **ACTION:** Membership vacancies and Governor link monitoring roles to be reviewed at next LGB 1	**ACTION Clerk** **ACTION ALL**
	QUALITY OF EDUCATION	
4.	**Inclusion Strategy** a) The TLP Inclusion Strategy has been shared with governors via Governor Hub as an information resource. The Board was advised that further information and updates relating to inclusion will be provided throughout the 2026–2027 academic year.	
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.	

ITEM NO.		ACTION
	Governors **noted** the positive position regarding pupils joining from outside the preschool. **Governor Question:** Are exit interviews conducted with parents or pupils who leave the school? **Response:** The school does not undertake formal exit interviews. However, when notification is received that a pupil will be transferring to another school, staff will engage in discussions with the family to understand the reasons for the move and to ensure that any concerns or issues are identified and addressed where appropriate.	
6.	**Link Governor Monitoring** Following Record of Visits have been completed and available on Governor Hub: • 6a. Dove Bank Governor Link Visit Form – Safeguarding – June 2026	
	PERSONAL DEVELOPMENT	
7.	**Attendance** a) The latest attendance data was presented to the Board. The HT reported that Castle Primary School's current attendance rate stands at **94%**, which is below the national average of 94.9%. The HT advised that the school is currently experiencing an increase in term-time holiday absences, which is impacting overall attendance figures. Where appropriate, penalty notices are being issued in line with statutory guidance, and the school is working closely with the most vulnerable.	
8.	**Rewards and Behaviour** a) The Board received the latest behaviour data, including information relating to suspensions and exclusions. The Headteacher (HT) reported that a total of **46.5 days** of education had been lost due to suspensions during the reporting period. The HT advised that pupils identified as being at risk of permanent exclusion are being closely monitored, with a range of targeted interventions implemented to support their engagement and success in school. These interventions include part-time timetables, bespoke curriculum provision, and personalised support plans. The Board was further informed that the school is working closely with the Local Authority to explore alternative provision and implement appropriate support strategies, with the aim of preventing permanent exclusions wherever possible. **Governor Question:** *Are any of the pupils identified as being at risk exceeding 15 days of suspension within a term?* **Response:** *Not at present; however, this remains under close monitoring. The suspension days recorded relate to a number of individual pupils across the academic year rather than a single pupil exceeding the 15-day threshold.*	
	WELFARE	
9.	**Safeguarding**	
10.	**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	

ITEM NO.		ACTION
	• 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.	
11.	**Welfare and Wellbeing – Staff** The HT provided an overview to the LGB 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	
12.	**Local Policy Approval** No new policies required Governor review or approval.	
13.	**Record of Visit** a) HT confirmed School Improvement Record of Visit from Lise Houldsworth, Director of Primary – June 2026 to review the following: • Leadership: Attendance, SEF/SIP review • Inclusion: Leadership of SEND, enhanced provision	
14.	**Stakeholder Engagement – Parents / Carers** The HT commended the strength of the PTA, noting its valuable contribution to supporting the school and enhancing parental engagement.	
15.	**Stakeholder Engagement – Wider Community** There was no further update on Stakeholder Engagement – Wider Community	
16.	**Communication – to Trust** There was no feedback on communication to the Trust was received at this meeting.	
17.	**Communication – from Trust** The Clerk advised that further development was required in a number of these areas and therefore shared details of relevant National Governance Association (NGA) online training courses to support Governors in strengthening their knowledge and understanding. These recommendations were aligned to the needs identified through the Skills Audit and are intended to support continued Governor effectiveness: **Panel Experience** Training: How to: review suspensions and exclusions | National Governance Association Training: How to: run an effective complaints review panel | National Governance Association **Strategy & Development** Training: An introduction to the strategic role of governance | National Governance Association **Chair Experience** Training: Taking the chair | National Governance Association	
18.	**AOB** No AOB declared.	

The meeting closed at 5:48pm.