THE LEARNING PARTNERSHIP

Daven Primary School

Minutes of a Meeting of Daven Primary School

Local Governing Board (LGB)

Date: Tuesday 30th June 2026 at 15:30pm

Governors in attendance:	Mark Hill	(MH)	Chair of Governors
	Glen Williams	(GW)	Vice Chair of Governors
	David Whitewright	(DW)	Appointed Governor
	Emma Couch	(EC)	Appointed Governor
	Rob Moreton	(RM)	Appointed Governor
	Angela Gillespie	(AG)	Appointed Governor
Others in attendance:	Jenny Gosling	(JG)	Headteacher
	Sian Wilkinson	(SW)	Clerk
Apologies:	Allan Howells	(AH)	Director of Quality

Part One – Non-Confidential Business

Meeting commenced at 15:21pm.

ITEM NO.		ACTION
	GOVERNANCE AND ADMINISTRATION	
1.	**Welcome, Quoracy, Apologies and Declarations** Governors were welcomed to the meeting. In accordance with the agenda, the Chair, MH, confirmed his willingness to continue in the role of Chair, and the Vice Chair, GW, confirmed his willingness to continue in the role of Vice Chair. The meeting was confirmed as quorate. Apologies for absence were received from AH and were accepted by the governing board. There were no new declarations of interest made during the meeting. The following papers have been uploaded to Governor Hub (GH) prior to the meeting: • 1. Headteachers Report June 2026 • 2a. DPS LGB Part 1 Meeting Minutes 28.04.26 • 2a. DPS LGB Part 2 Meeting Minutes 28.04.26 • 2b. DPS Matters Arising Action Log 28.04.26 • 4. Inclusion Framework Presentation • 6. Proposed Governor Visit Schedule • 12a. Relationships and Behaviour Policy • 18. Ofsted Parent View • 18. Our Latest Ofsted Report	
2.	**Minutes of the last meeting and Matters Arising** a) The minutes of the previous meeting held on 28.04.26 were **agreed** as a true and accurate reflection of the meeting and formally **approved** them. b) The action log was reviewed in detail, with updates provided on all outstanding actions. • **Action 10: Governor and Parent Engagement** – It was confirmed that Governors will attend the July Summer Fayre and the Year 6 Graduation. **Closed.**	

ITEM NO.		ACTION
	• **Action 79: Site Cabins** – It was confirmed that the site cabins will be removed during the summer break. Planning permission has been submitted, and the proposed wildflower area has been approved. **Closed.** • **Action 80: Leadership and Governance** – The Governor Record of Visits (ROV) has been developed, and Link Governor roles have been agreed. Dates for the 2026–2027 ROV programme are to be confirmed. **Open.** • **Action 82: Reduction of PAN from 30 to 15** – An update has been provided within the Part 2 confidential minutes. **Open.** • **Action 83: Governor Link Monitoring Schedule** – The schedule has been completed and circulated, as referenced under Action 80. **Closed.** • **Action 85: Cyber Security Training Query** – The Clerk raised the Chair's questions with the Trust. On 15/05, responses from the Trust were circulated to the Local Governing Board via email. The Clerk advised that any further clarification should be sought directly from AH. **Closed.** The Board **noted** that Actions 10, 79, 83 and 85 have been completed and are now closed.	
3.	**Membership update** The Chair **informed** the Board of JM's resignation and expressed sincere thanks for his dedicated service as a Governor, particularly acknowledging his valued support in both the preparation for and during the recent Ofsted inspection. The Chair and HT **highlighted** the need to recruit a replacement Governor with an educational background. The potential appointment of CE, currently HT at WCL and due to retire at the end of the academic year, was discussed. The HT **advised** that CE has expressed an interest in the role and that this will be considered further during the next academic year. The Clerk **advised** the LGB that AH is currently in discussions with CE and confirmed that an interest in the recruitment has been expressed by both parties.	
4.	**Inclusion Strategy & Presentation** A TLP Inclusion Strategy presentation was shared with Governors via Governor Hub in advance of the meeting for information. The Headteacher advised that further details and updates on the strategy will be provided in September 2026.	
	QUALITY OF EDUCATION	
5.	**Admission and Pupil Numbers** As of June 2026, the school has 118 pupils on roll, representing an increase of 2 pupils since April 2026, when the roll stood at 116. The school's published capacity is 210 pupils. A detailed breakdown of pupil numbers was provided within the HT's report. The HT **provided** the LGB with an update on proposed structural changes in response to current admission and pupil numbers. It was noted that nursery income is currently lower than expenditure and, as a result, a mixed Preschool and Reception class of 20 pupils is planned for the next academic year. The HT further **confirmed** that Years 1/2, Years 3/4 and Years 5/6 will operate as mixed-age classes during the next academic year.	

ITEM NO.		ACTION
	In addition, the HT **advised** that 50% of her role will involve teaching one of the Year 3/4 classes, while recruitment is currently underway for the second Year 3/4 teaching post. The HT will also retain responsibility for leading the Early Years Foundation Stage (EYFS). The HT **informed** the Board that these staffing and class structure arrangements could be impacted by in-year admissions should the PAN not be reduced. **Governor Question:** *Is there Teaching Assistant support for the class of 30 pupils?* **Headteacher Response:** *Yes, Teaching Assistant support is in place across all classes.*	
6.	**Link Governor Monitoring** The Chair and Headteacher confirmed the proposed Link Governor monitoring schedule, and the following Link Governor roles were agreed: • **Achievement** – AG and MH • **Behaviour** – GW • **Inclusion / Pupil Premium** – EC • **Personal Development and Wellbeing** – GW and RM • **Safeguarding** – AG and DW • **SEND** – MH • **School Improvement Priorities** – MH • **EYFS** – AG The LGB **approved** the arrangements for the proposed Link Governor monitoring visits. Individual governors will liaise with relevant staff to confirm visit dates. **ACTION**: Governors / HT to confirm term dates for link governor visits according to the scheduled shared.	**ALL**
	PERSONAL DEVELOPMENT	
7.	**Attendance** Overall attendance year to date stands at 93.3%, YDT 92.6% with an ABIE attendance target increase of 0.7%. The HT **highlighted** the school continues to implement strategies to improve attendance through reward and inhouse activities such as whole-school picnic and colour run to keep up momentum.	
8.	**Rewards & Behaviour** Behaviour across the school continues to be positive. The HT **informed** Governors that the total number of days lost due to suspension currently stands at 29.0 days, compared with 65.0 days YTD at the same point previously. The HT also provided contextual information regarding specific year groups and the use of restrictive interventions. The Chair **drew** Governors' attention to the new restrictive intervention guidance introduced in July 2026. Under the updated requirements, schools must record, report and monitor all incidents where restrictive interventions have been used. The Chair **explained** that the revised guidance places a strong emphasis on data analysis, trend identification and safeguarding.	

ITEM NO.		ACTION
	The HT **advised** Governors that there had been a recent increase in recorded behavioural incidents, largely attributable to incidents of male pupils engaging in "play fighting" being incorrectly classified. The HT **noted** that this issue had been identified through observations by the SLT, and additional staff training has since been delivered to support colleagues in distinguishing between play fighting and assault, ensuring greater consistency and accuracy in behaviour recording.	
	WELFARE	
9.	**Safeguarding** The HT confirmed the following current Safeguarding caseload for the school; this has been included in Part 2 – Confidential Business.	
10.	**Welfare and Wellbeing – Students** The Headteacher's (HT) report highlighted a range of activities undertaken to support pupils' welfare, wellbeing and enrichment, including: • Castle Green Grant activities • Year 6 Police Cadets • AmaSing Event • Debatemate • Parent Lunches • Summer Sporting Week **Governor Question** *Are all these events included on the school's online diary?* **HT Response** *The HT advised that these activities are communicated through the school's weekly newsletter. A copy of the newsletter can be shared with the LGB to keep Governors informed of upcoming events and activities.* ***Governor Question*** *Would it be beneficial for Governors to attend the parent lunches?* **HT Response** *The HT explained that parent lunches are intended to provide parents with an opportunity to share lunchtime with their child and strengthen parental engagement with the school. The HT suggested that other events, such as the Summer Fayre and Year 6 Graduation, would provide more appropriate opportunities for Governor attendance and engagement with the wider school community.* **ACTION**: HT to share weekly newsletter with LGB either via email or GH.	**HT**
11.	**Welfare and Wellbeing – Staff** The HT report noted the following activities to support staff welfare and wellbeing. • 0.5 day in summer inset for 'wellbeing'. • Extra time given via RISE funding and supply to work on subject coordinator work and specialist CPD • Positive feedback from Ofsted via staff voice • Mid-year reviews • TLP staff forum	

ITEM NO.		ACTION
	LOCAL MATTERS & STAKEHOLDER ENGAGEMENT	
12.	**Policies** The following policies were uploaded to Governor Hub prior to the meeting and approved by the LGB: • Suspensions and Exclusions • Safeguarding and Child Protection	
13.	**Record of Visit** No record of visits completed/due since last LGB due to the recent Ofsted visit.	
14.	**Stakeholder Engagement – Parents / Carers** The HT's report included details of events. The Head remains visible and approachable to parents, being present daily at the playground entrances. The HT confirmed the following engagement activities are being used: • Y3/4 parent lunch • Y1/2 assembly scheduled • Ofsted and Parent View • Sports Day **Governor Question** *With regards to the parent view, do we follow up the negative responses?* **HT Response** *We are only able to view the selected response options and do not have access to individual comments or respondent-identifiable information. Overall, the feedback received was positive. The Ofsted inspectors engaged directly with parents during the inspection visit, and no parental feedback raised concerns or generated any additional lines of enquiry for the inspection team.*	
15.	**Stakeholder Engagement – Wider Community** HT detailed the following events/partnerships in progress to encourage wider community engagement: • Castle Green • Springboard for parents • JA and Helen D working on gardening challenge • Sieman's business and enterprise week • Tesco **Governor Question** *I have a quantity of children's toothbrushes and toothpaste; would the school accept this donation for children?* **HT Response** *Yes, that would be appreciated.* The Chair **provided** an update on the school's partnership with the Rotary Club, advising the LGB that the relationship continues to have a positive impact on both the school and its profile within the local community. The Chair **reported** that discussions had taken place with the Rotary Club President regarding a £2,500 contribution towards flooring improvements and undertook to keep Governors informed of progress.	

ITEM NO.		ACTION
	The Chair also **updated** Governors on developments relating to Vale Juniors. The next stage of the planning permission process for the proposed multi-sports pitch is expected to take place in September/October. The estimated project cost is between £200,000 and £250,000. The Chair **confirmed** that regular updates would continue to be provided to the LGB as the project progresses. **Governor Question** *Could the school generate income through the hire of the multi-sports pitch?* ***HT Response*** *The HT advised that the school would not directly benefit financially from hiring out the facility. However, the school is expected to receive revenue associated with the addition of the new provision.* Governors **commended** both the Chair and school leaders for their work in strengthening engagement with external stakeholders. Governors **recognised** the positive impact these partnerships are having on the school and acknowledged the potential benefits for the school's reputation and wider community presence.	
16.	**Communication – from Trust** The Clerk **provided** an overview of the outcomes from the recent Governor Skills Audit. Trust-wide feedback across all schools identified several key development priorities, which will inform the planning and delivery of future Governor training and workshops. The following areas were identified as high- to medium-priority topics: • Strategic oversight and school improvement • Understanding the Scheme of Delegation, including clarity of responsibilities between the Trust Board and LGBs • Data interpretation and analysis to support effective monitoring and challenge • Updates relating to safeguarding, SEND and Ofsted requirements 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. **Strategy & Development** Training: An introduction to the strategic role of governance | National Governance Association **Chair Experience** Training: Taking the chair | National Governance Association **Stakeholder Engagement** Training: Stakeholder engagement: the governance role | National Governance Association	
20.	**AOB** • 26-27 LGB dates were confirmed, the Clerk informed the LGB that these are now on Governor Hub and Outlook invites have been shared. • Transitions	

ITEM NO.		ACTION
	The Chair **informed** the LGB of concerns relating to pupils' transition from primary to secondary education. The Chair **advised** that initial discussions had commenced with the Local Authority to review available data and gain a better understanding of the effectiveness of current transition arrangements across the local area, as well as to identify opportunities for improvement. The Chair **highlighted** concerns regarding the number of pupils who are subsequently permanently excluded during secondary education and emphasised the importance of strengthening transition arrangements to support positive outcomes and long-term success for all children. Governors **discussed** the transition process from Daven Primary School to its main feeder secondary schools, Congleton High School and Eaton Bank Academy. During the discussion, the importance of effective partnership working and targeted support was recognised. The following key areas were identified and agreed as priorities for successful transition: • Enhanced transition support for pupils with SEND/SEMH needs • Additional transition activities and interventions for pupils identified as vulnerable or likely to experience difficulties with the transition process. • Effective and timely sharing of information and pupil data between primary and secondary schools. • Developing and maintaining strong collaborative relationships between primary and secondary school leaders and staff. • Ensuring secondary schools are appropriately equipped to meet the needs of pupils with SEND and SEMH needs. • Providing thorough preparation and transition support throughout Year 6 to build pupils' confidence and readiness for secondary education. Governors **acknowledged** the importance of these measures in supporting pupils' wellbeing, engagement and achievement as they move into the next stage of their education. • Ofsted Inspection The LGB **congratulated** Daven Primary School on the outcome of its recent Ofsted inspection. Governors recognised the significant achievement of the school being judged as meeting expectations across all areas, with inspectors confirming that safeguarding arrangements are effective and statutory requirements are fully met. The Chair **acknowledged** the considerable commitment and hard work of staff, leaders and Governors in securing this positive outcome. The Chair further highlighted the importance of maintaining momentum following the inspection and emphasised the need for strategic planning to address the inspection findings, build on identified strengths and inform the school's next stage of development and continuous improvement. • Lock Down Procedure & Cyber Security The HT **confirmed** that the school's lockdown procedure had been practised on three occasions during the academic year, comprising two planned exercises and one unannounced drill to fully test the effectiveness of the arrangements in place. The HT **reported** that all exercises were conducted successfully, with staff demonstrating a clear understanding of the	

ITEM NO.		ACTION
	established procedures and pupils responding appropriately throughout. The HT **commended** pupils for their conduct and cooperation during each exercise. **Governor Question** *Who has responsibility for lockdown procedures and cyber security?* **HT Response** *The HT advised that both lockdown procedures and cyber security sit within the school's safeguarding responsibilities. The school uses Smartlog to record and report lock downs or cyber security threats, supported by a range of policies and procedures that underpin safeguarding practice. The HT explained that any member of staff is authorised to initiate a lockdown where necessary. Depending on the nature of the incident, communication may be facilitated through whistles, two-way radios and Microsoft Teams to ensure an effective and coordinated response.* **Governor Question** *What would happen if the threat originated from within the school building?* **HT Response** *The HT explained that the response would depend on the specific circumstances of the incident. For example, if the risk related to an individual pupil, that pupil may be isolated within a designated area of the building while appropriate action is taken. The HT noted that, in most situations, remaining within the school building provides a safer option than evacuating pupils to an external location. The school has sufficient internal spaces to safely contain and manage incidents, with the primary objective being to minimise risk and maintain the safety of pupils and staff.*	

The meeting closed at 4:45pm.