



Meeting of Dove Bank Primary School

Local Governing Board (LGB)

Date: Thursday 10th July 2025 at 4:30pm at Castle Primary School

Governors in attendance:	Alex Canning (AC)	Chair of Dove Bank Primary School
	Tom Bourne (TB)	Appointed Governor
	Anthony Roche (AR)	Parent Governor
	David Weaver (DW)	Appointed Governor
	Gemma Plant (GP)	Parent Governor (joined the meeting online)
	Jess Trevers (JT)	Appointed Governor (joined the meeting online)
Others in attendance:	Sally Dakin (SD)	Headteacher
	Sarah Lomas	Clerk
Apologies:	Tom Pear (TP)	Chair of Castle Primary School
	Allan Howells (AH)	Director of Quality, TLP

Part One Minutes – Non-Confidential Business

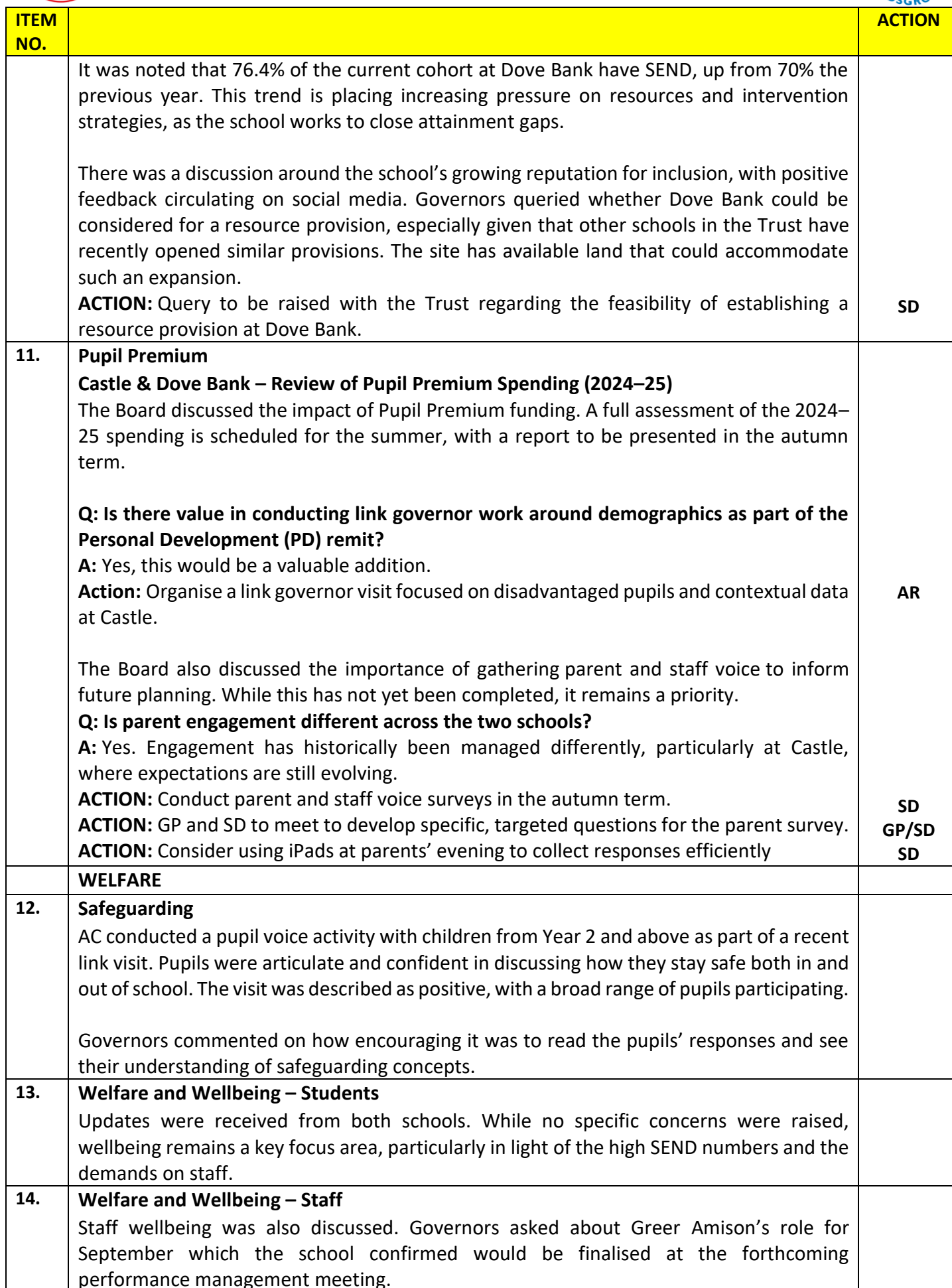
The meeting commenced at 4:32pm.

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 TP and AH. No new declarations of interest were made by members present. A proposal was raised to explore the possibility of consolidating governance platforms by using a single Governor Hub for both Castle and Dove Bank schools. This would aim to streamline communication, document sharing, and administrative processes across the two schools. Action: Clerk to consult with AH regarding the feasibility and implications of this shared platform approach.	Clerk
2.	AOB There were no items of AOB tabled for discussion.	
3.	Minutes of the last meeting and Matters Arising The minutes from the previous Local Governing Board meeting held on 1st May 2025 were confirmed as a true and accurate record of proceedings. Governors approved the minutes. ACTION: Upload the approved minutes to Governor Hub and mark as signed. The joint action log from the previous meeting was also reviewed. Progress was noted on several items, with outstanding actions to be carried forward where necessary.	Clerk
4.	Membership update The Board discussed current and upcoming changes to its membership. It was formally noted that DW would be stepping down from his appointed governor role effective 31st August 2025. The Board expressed sincere thanks for his service and acknowledged his offer to continue supporting the school if needed during the transition.	



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	<p>Additionally, GE's removal from the Board was confirmed as of 30th June 2025.</p> <p>Three new governors have been formally appointed to the Board commencing 01.09.25. Two have been appointed as parent governors at Castle and appointed governors at Dove Bank. The remaining governor will be an appointed governor on both Boards. Among the new governors, one brings educational expertise, and the other candidates are community members with a strong interest in supporting the schools.</p> <p>Link Governor Roles for 2025–26</p> <p>The Board undertook a detailed discussion on the allocation of link governor roles for the upcoming academic year. These roles are critical in ensuring focused oversight on key strategic areas.</p> <ul style="list-style-type: none"> • Dove Bank School: Emphasis is placed on curriculum development, particularly the implementation of skills-based learning and spelling. <p>Confirmed Link Roles:</p> <ul style="list-style-type: none"> • TB: Sustainability – TB noted that cyber security is becoming a significant area of focus in other Trusts, and this will be explored further. • AR: Personal Development, including oversight of Pupil Premium strategy and impact. • JT: Safeguarding – JT expressed willingness to continue in this role but flagged potential constraints due to work commitments. • AC: SEND – AC will take over from DW, with a handover to be arranged. • GP and a new governor: Curriculum – to support curriculum development and monitoring across both schools. • EYFS: This role remains vacant and will be addressed in the next meeting. <p>ACTION: Confirm the two-week window for link governor visits for the 2025–26 academic year.</p> <p>ACTION: Add the EYFS link role to the September LGB agenda for discussion and assignment.</p>	<p>Clerk</p> <p>Clerk</p>
	STRATEGIC DIRECTION AND PROGRESS AGAINST PRIORITIES	
5.	<p>b) Dove Bank – Review of SIP Impact 2024–25</p> <p>The Board discussed the progress at Dove Bank, with a focus on curriculum development. The implementation of skills-based learning and improvements in spelling were highlighted as key areas of progress. Further detail will be available following the upcoming INSET day.</p> <p>c) The SIP priorities are currently being finalised and will be confirmed during the INSET day scheduled 11.07.25.</p> <p>Governors noted that Headteacher Performance Management Panel (HTPMP) met on 08.07.25.</p>	
	EDUCATION	
6.	<p>Pupil Numbers</p> <p>b) Governors noted the latest pupil numbers with 218 on roll. The school continues to manage a diverse intake, with implications for support and resource planning.</p>	
7.	<p>Attendance</p> <p>a) The attendance data was reviewed and governors noted that the current attendance rate was recorded as 96.3% which is above both national and Local Authority averages. Governors noted that holidays during term time have increased during the summer</p>	

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	term. There was also an outbreak of chicken pox which impacted attendance. The school will continue to manage attendance through the robust processes in place.	
8.	Rewards and Behaviour b) Behaviour data, including suspensions and exclusions, was received. The school continues to monitor trends and respond with appropriate support and sanctions.	
9.	Progress and Attainment b) The Board received a detailed update on progress and attainment across key stages, with a breakdown by pupil groups including Pupil Premium, SEND, disadvantaged pupils, and gender. It was noted that the results were expected and that the Trust were aware of the issues identified and the context of the Year 6 cohort. <ul style="list-style-type: none"> • Early Years: 28 pupils, including 13 with SEND, 3 with EHCPs, and 6 Pupil Premium. 57% achieved a Good Level of Development, below the national average of 69%. • Phonics: 76% pass rate. Four pupils did not meet the standard and will receive targeted intervention from September, including daily one-to-one tutoring. • MTC: 35% pass rate, below the national average but an improvement from 25% the previous year. • Key Stage 2: <ul style="list-style-type: none"> • Reading: 70% at expected standard. • Writing: 74% at expected, with 15% at greater depth. • Maths: 63% at expected standard. Q: Has the additional funding for writing resources contributed to the improved outcomes? A: Yes. The investment has had a positive impact, particularly in writing, despite the cohort having a high proportion of SEND pupils. Q: Does the new Year 6 cohort present challenges? A: Yes. The school is planning for continuity by ensuring Year 6 teachers work closely with Year 5 staff to support transition and curriculum planning. JT left the meeting at 5:15 PM.	
10.	Link Governor Monitoring The Board noted recent link governor visits from AC on safeguarding and AR on personal development. These visits provided valuable insights into their respective areas of responsibility. DW and Greer Amison, Dove Bank SENCO, also conducted a joint analysis of the growing number of SEND pupils at Dove Bank. This analysis is expected to inform projected outcomes for future cohorts and support early planning. Q: With such a high number of SEND pupils in the class, were these needs identified early, and could earlier intervention have improved outcomes? A: Yes. Some pupils were mid-year admissions and were immediately placed on the SEND register. Several pupils have only recently been added to the register, and two EHCP requests are currently in progress—both of which ideally should have been initiated in Reception.	



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	Governors noted the importance of being mindful of Greer's workload with the dual SENCO role. There was also a suggestion that a potential ECT could take on PE from Greer in a supported capacity to help distribute responsibilities.	
	LOCAL MATTERS & STAKEHOLDER ENGAGEMENT	
15.	Local Policy Approval There were no policies to be reviewed at this meeting.	
16.	Governor Training Update a) There was no feedback to receive on governor training at this meeting. b) Governors acknowledged receipt of the skills audit results.	
17.	Stakeholder Engagement – Parents / Carers Governors noted the recently established PTA at Castle and suggested collaboration between Dove Bank and Castle PTA's to foster a stronger sense of community. It was also agreed that future events would be shared with governors in advance. ACTION: Share community PTA events with governors in advance.	SD
18.	Stakeholder Engagement – Wider Community Engagement with the wider community continues to be a priority. No specific updates were shared, but governors are encouraged to support local initiatives and events.	
19.	Communication – to Trust Q: Is there a plan to update devices running Windows 10? A: An audit has been completed across all schools. ACTION: SD to follow up with the Trust to ensure that obsolete devices are replaced.	SD
20.	Communication – from Trust <ul style="list-style-type: none"> The results of the recent EDI (Equality, Diversity, and Inclusion) survey were shared prior to the meeting. AC attended the recent Chair's Forum and reported that feedback from the Governor Conference was very positive. There was a strong focus on improving induction for new governors, with plans for a centralised training course under consideration. Encouragingly, the Trust now has more governors than last year, which was seen as a positive development. ACTION: Issue summary of minutes to the Trust.	Clerk
21.	AOB Governors thanked SD and all the staff for all their hard work throughout the course of the year.	

The meeting closed at 5:45pm.