



St Martin's School and Vale View School Local Governing Body Meeting

Thursday 24th November 2022

St Martin's Head Teacher: Mrs H Thompson Vale View Head Teacher: Mrs L Sprigmore

Minutes of the Local Governing Body Meeting held virtually on Thursday 24th November 2022, 9.15am.

Governors Present: Mike Ashley (Chair of Governors), Sue Atkinson, Carole Bennett, Casey Hall, Chris Scoble (virtually), Lisa Sprigmore (Head Teacher), Helen Thompson (Head Teacher)

Others Present: Billy Wilson (School Improvement Lead)

Governance Professional: Katie Banes

1	<u>Welcome, Introductions, Resignations and Apologies for absence</u> Governors were welcomed to the meeting. Apologies for absence had been received from Amanda Abbott and Anne Siggins. The meeting was confirmed to be quorate.
2	<u>Register of Business and Pecuniary Interests</u> Governors were given the opportunity to declare any interests against this agenda. No declarations were recorded against this agenda.
3	<u>Minutes from Term 6 Published on the Website</u> The Governance Professional confirmed the minutes from the meeting held on Thursday 16 th June 2022 in Term 6 have been published on the school websites.
4	<u>Approve Minutes from previous LGB Meeting – Term 1 – Thursday 6th October 2022</u>
4.1	Approval of Minutes Previous minutes were distributed to Governors prior to the LGB meeting. The minutes of the Local Governing Body meeting held on Thursday 6 th October 2022 were approved as a true and accurate record. The Chair of Governors signed the minutes as confirmation.
4.2	Actions
4.2.1	- Governance Professional to send KCSIE 2022 link to Governors. Governors to read and confirm at the next meeting.

<p>4.2.2</p> <p>4.2.3</p> <p>4.2.4</p>	<p>The Governance Professional confirmed all Governors have read and understood Keeping Children Safe in Education 2022.</p> <ul style="list-style-type: none"> - Governance Professional to communicate with the Governance Professional to the Trust Board regarding changes to the constitution of the LGB. <p>The Chair of Governors provided feedback from the Trust Board with regards to this matter. The Trust Board feel that since the two schools have combined their LGBs, it is strong on staff members from the Trust and agreed more non-staff Governors are required. Governors were informed there are local people on Inspiring Governance who could be approached. Chair of Governors to download the information on Inspiring Governance to review candidate with the Head Teachers.</p> <ul style="list-style-type: none"> - Governance Professional to collate monitoring opportunities into a working document to review and edit at each LGB meeting. <p>This has been completed and will be reviewed further under agenda item 10.</p> <ul style="list-style-type: none"> - Sports Premium to be agreed by LGB, in line with the delegation of responsibilities. <p>The Sports Premium was shared with Governors in the Term 6 LGB meeting, Governors had approved for the Sports Premium to go to FSAC for approval. However, in line with the delegation of responsibilities, it is the responsibility of the LGB to approve the Sports Premium.</p> <p><i>All Governors present agreed and approved the Sports Premium.</i></p>
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>Headteacher Report</u></p> <p>The Headteacher Report was made available to Governors via Teams prior to the meeting.</p> <p>The Headteacher of St Martin's School commented that St Martin's have a challenge with staffing for school-led tutoring. ECTs (Early Career Teachers) are not taking part in school-led tutoring so that they can focus on completing the Early Career Framework which therefore reduces the number of teaching staff available to tutor. In addition to staffing tutoring, getting children to stay after school for their tutoring has also proven to be a challenge. Options are being explored for the possibility of providing tutoring through the school day. A Governor asked if there were many children who are in receipt of tutoring outside of school. It was confirmed that there are a few children at St Martin's who have tutoring provided from outside school. However, this is not the case for children at Vale View.</p> <p>New guidance has been released by the DfE (Department for Education) which has some significant changes, in comparison to that of the past. The guidance highlights that children should be taught in a calm and orderly environment; children may be suspended if their behaviour is having a detrimental effect on the learning of others. The Headteacher's highlighted new wording of suspension is being used in place of fixed term exclusions. It was commented that additional challenges are met by the schools due to SEND needs and challenges in accessing specialist provision.</p> <p>There have been and are due to have some staffing changes at both schools.</p> <p>St Martin's have appointed a Pastoral/SEN Support Assistant to support the increased need for pupils with higher levels of SEND. The Assistant Headteacher/SENCo and two teachers will be leaving at the end of Term 2. There are also two members of support staff who are also leaving. It was noted that these decisions had been made due to personal and family circumstances.</p> <p>One of the experienced teachers from Vale View will be moving to St Martin's to fill a role there; an experienced teacher has been recruited to cover her move. In addition to this, a member of the teaching team at Vale View who is a permanent part-time member of staff has requested to resume her full-time hours, which will commence in January.</p> <p>Roll numbers were included within the Headteacher Report. A Governor requested confirmation that were only twenty-two children in EYFS at Vale View. It was confirmed this is correct and has been a result of varying factors. Some children have moved to specialist schools and some have moved. It was also stated that many families that are put into temporary accommodation are usually placed too far away from the school, making getting to school difficult and then therefore moving to new schools.</p>

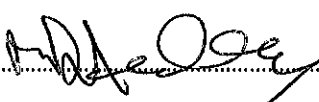


6	Curriculum Impact – Subject Presentations
6.1	<p>Music</p> <p>A brief presentation was provided on the Music curriculum and how it has progressed over the last academic year. Prior to the Trust Music Leaders working together, Music was taught primarily by an external specialist music teacher and this impacted on staff confidence to deliver the Music curriculum effectively.</p> <p>A new Music curriculum has been written by the Trust Music Leaders for all year groups, following the guidance from the DfE. This has enabled all year groups to be provided with medium term plans, with sequenced learning to ensure progression; supporting staff confidence.</p> <p>Skills and knowledge documents have been produced for teachers to use to inform their assessments of Music.</p> <p>Music instruments are being taught to children in Year 2, 4, 5 and 6. It was commented that children in Year 5 are learning to play either brass or woodwind instruments. The Trust also engages in the Bold as Brass Project which is led by Phil White from the London Philharmonic Orchestra. Children get the opportunity to join in and perform with a live orchestra, providing wider cultural capital experiences for the children. Moving forward, the Trust Music Team would like to expand the opportunities for children to perform live music to children and adults in other year groups too.</p> <p>The main barrier for the delivery of the Music curriculum is staff confidence and knowledge in teaching Music. It is acknowledged that many teachers do not have a specialism in Music. To support staff, training sessions have taken place which has begun to support staff confidence and knowledge. The long-term aim is for all teachers to be able to teach Music to any year group.</p> <p>Pupil voice has demonstrated that children are very excited to talk about their Music lessons and enjoy learning new instruments.</p> <p>An area to improve upon is the exposure of different music genres and composers. A Governor asked if any new investments in resourcing the Music curriculum. It was stated new ukuleles and glockenspiels have been purchased.</p>
6.2	<p>Geography</p> <p>A recent review of Geography highlighted that although lots of time and resources has been put into the Geography curriculum, there are still some areas of the curriculum which are not fully embedded. Staff are ensuring they are using subject definition cards to support children's understanding of what Geography is and ensure they can articulate different subject areas.</p> <p>It was noted that Geography is not taught every term, it is taught in blocks within the Creative Curriculum. Key findings from the Ofsted Literature Review found that practice was weak, with a lack of teacher knowledge and confidence being a common issues nationally. Through CPD and planning, the Trust has been working hard to ensure teachers have the confidence to teach Geography effectively.</p> <p>Knowledge Organisers are used as a tool to support the development of knowledge and are beginning to be used as an assessment too. It is important children are able to recall key knowledge and dates and, as mentioned within the Music section, differentiate between different subject areas and discuss them confidently.</p> <p>Next steps for Geography will be to ensure teachers confidence has raised in teaching the Geography curriculum and to further develop capturing field work and the skills required for field work.</p>

7	<p><u>SEF Workshop – Behaviour & Attitudes / Personal Development</u></p> <p>Governors were allocated time during the meeting to review both the Behaviour and Attitudes and Personal Development sections of the SEF (School Evaluation Form).</p> <p>Governors were given the opportunity to explore the Good grading criteria for Personal Development and Behaviour and Attitudes. Governors used these to comment upon what they knew had been put in place at both St Martin's and Vale View and identify any areas they feel they would need to monitor further.</p> <p>Governors are aware there is an Attendance Working Party who meet regularly to discuss and review the attendance action plan. Governors suggested attending one of the meetings.</p> <p>Governors acknowledged they had an awareness of the Thrive Approach and Zones of Regulation being used widely across the schools however, they do not feel they have a good understanding of Thrive and it was therefore requested that a SENCo attending one of the LGB meetings to provide Governors with an overview of Thrive to improve their confidence and knowledge.</p> <p>Governors also commented that they knew a new Collective Worship planner has been devised and is in place. In order to monitor this, Governors would like to observe Collective Worship and follow it up with pupil voice.</p> <p>Governors commented on the updated Behaviour Policies for both schools and noted they are linked to the school values. Governors were also reminded they had seen the updated Anti-Bullying Policy, which had been changed to ensure it reflects the use of the Diana Award effectively.</p> <p>The Staff Governor was able to identify the protected characteristics and safeguarding links within the SEF. However, it was noted Governors were aware that diversity within the curriculum is something which has been developed within subjects such as History and PSHE, and that this is a continued area of focus particularly for the new collective worship rota this year.</p>
8	<p><u>Oversight of Safeguarding</u></p> <p>The CEO has audited the Single Central Records at both schools. Both schools were found to be compliant, with minor actions to take place for good practice and housekeeping.</p> <p>A plan has been devised detailing what will be covered for safeguarding in staff meetings; safeguarding remains on every meeting agenda.</p> <p>Parents are also sent Online Safety Newsletters and online safety tips are also included in the school newsletters.</p>
9	<p><u>Governor Monitoring Reports</u></p> <p>Governor monitoring reports were shared with Governors via Teams prior to the LGB meeting.</p> <p><u>Zones of Regulation</u></p> <p>As part of monitoring Behaviour and Attitudes, a Governor observed the Zones of Regulation in the classroom environment, followed by pupil voice.</p> <p>It was noted a Trust parent workshop was held to share information with parents. A Governor asked how this information is shared with the rest of the parent community if they were unable to attend the workshop. It was agreed the school websites should be utilised to share information of this kind.</p> <p><u>EYFS Monitoring</u></p> <p>Feedback from monitoring was given. An explanation was provided to Governors to explain that SHREC is a strategy for teaching children, to support the improvement of language in the early years. NELI is a separate intervention programme. No further questions were raised by Governors.</p> <p><u>Safeguarding</u></p>

	Governors were assured there is evidence from monitoring to show that processes and procedures are in place as they should be. Governors highlighted they were keen to know if there are options for children with SEN to verbalise any safeguarding related items. An action from the monitoring has requested the Headteacher to ensure there is a good understanding amongst staff of any children who are on the SEN register who have other vulnerabilities.
10	<p><u>Planned Governor Monitoring</u></p> <p>A working document has been devised for all Governors to view and access which will be edited across the year. Upcoming monitoring was agreed as the following:</p> <ul style="list-style-type: none"> - CB agreed to monitor Class Reviews in Term 3. - CS to monitor online safety via pupil voice. - Arrangements to be made to monitor attendance.
11	<p><u>Website Monitoring</u></p> <p>Governors agreed they would monitor the school websites prior to the next LGB meeting. Some key questions and focus areas will be sent to Governors at the beginning of Term 3.</p>
12	<p><u>Any Other Business</u></p> <p>No items of any other business were raised during the meeting.</p>
13	<p><u>Confidentiality</u></p> <p>No items of a confidential nature were raised during the meeting.</p>
14	<p><u>Publication of Minutes</u></p> <p>These minutes will be approved and agreed at the next LGB meeting which will take place on Thursday 9th February 2023 at 9:15am.</p>
<p><u>Action Points</u></p> <ul style="list-style-type: none"> ➤ Chair of Governors to download the information on Inspiring Governance to review candidate with the Head Teachers. ➤ Headteachers to identify children who are on the SEN register who have other vulnerabilities. ➤ Make arrangements for governor monitoring to take place: <ul style="list-style-type: none"> - CB agreed to monitor Class Reviews in Term 3. - CS to monitor online safety via pupil voice. - Arrangements to be made to monitor attendance and collective worship. ➤ Governors requested a short presentation from a SENCO during an LGB meeting to go through the Thrive Approach with Governors. ➤ Send Governors key questions/areas of focus for website monitoring at the beginning of Term 3. 	

Minutes written by the Governance Professional, Katie Banes

Signed  Date 9/2/23

Mike Ashley, Chair of Governors

