



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

Thursday 9th February 2023

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

Minutes of the Local Governing Body Meeting held at St Martin's School on Thursday 9th February 2023, 9.15am.


Governors Present: Amanda Abbott, Mike Ashley (Chair of Governors), Sue Atkinson, Francesca Bushell, Chris Scoble, Anne Siggins (CEO), Lisa Sprigmore (Head Teacher), Helen Thompson (Head Teacher)

Others Present:

Governance Professional: Katie Banes

1	<p><u>Welcome, Introductions, Resignations and Apologies for absence</u></p> <p>Governors were welcomed to the meeting. Apologies for absence had been received from Carole Bennett and Casey Hall. The meeting was confirmed to be quorate.</p> <p>Francesca Bushell was welcomed to the meeting as a new Parent Governor.</p> <p>Anne Siggins gave notice to the LGB that she would be resigning from the LGB with immediate effect. It was noted that the Terms of Reference allow Anne Siggins to attend LGB meetings in the role of CEO.</p>
2	<p><u>Register of Business and Pecuniary Interests</u></p> <p>Governors were given the opportunity to declare any interests against this agenda. No declarations were recorded against this agenda.</p>
3	<p><u>Minutes from Term 1 LGB Meeting Published on the Website</u></p> <p>The Governance Professional confirmed the minutes from the meeting held on Thursday 6th October 2022 in Term 1, have been published on the school websites.</p>
4 4.1	<p><u>Approve Minutes from previous LGB Meeting – Term 2 – Thursday 24th November 2022</u></p> <p>Approval of Minutes</p> <p>Previous minutes were distributed to Governors prior to the LGB meeting. It was highlighted that the minutes should state it was a blended meeting, as one Governor attended virtually. The minutes of the Local Governing Body meeting held on Thursday 24th November 2022 were approved as a true and accurate record.</p>

<p>4.2</p> <p>4.2.1</p> <p>4.2.2</p>	<p>The Chair of Governors signed the minutes as confirmation.</p> <p>Actions</p> <ul style="list-style-type: none"> - <i>Chair of Governors to download the information on Inspiring Governance to review candidate with the Head Teachers.</i> <p>The Chair of Governors has contacted different candidates through Inspiring Governance however, no responses have been received to date. The Chair of Governors will continue to review candidates on Inspiring Governance for any potential new Governors.</p> <ul style="list-style-type: none"> - <i>Headteachers to identify children who are on the SEN register who have other vulnerabilities.</i> <p>Governors were informed SENCOs have been working together create an overview of children who have multi-vulnerabilities, including safeguarding vulnerabilities. One year group has been completed so far, with the other year groups in progress too. Keeping Children Safe in Education indicates that children with SEN are more vulnerable.</p> <ul style="list-style-type: none"> - <i>Questions for monitoring the school websites to be sent to Governors to answer.</i> <p>This has not yet been completed. The Headteachers will send questions to Governors to review the websites and feedback to Governors.</p>
<p>5</p>	<p><u>Thrive Presentation</u></p> <p>Governors were given a brief overview of the Thrive Approach and how it is used in both schools. Thrive is based on attachment, emotional, trauma and unmet needs that may cause gaps in a child's development. The Thrive Approach is underpinned by the Thrive theory and neuroscience research. Thrive Practitioners have been trained at both schools to deliver Thrive sessions with either individuals or small groups of children.</p> <p>Due to the Thrive Practitioner being class based at St Martin's, the whole class Thrive approach is being used and delivered but group and individual sessions have not been possible; however, once the recently appointed TA starts, these aim to get up and running.</p> <p>The Thrive Online assessment system is used to generate targeted recommendations and actions, based on the children's needs.</p> <p>Governors were made aware that challenging behaviour can often be an expression of prior unmet needs. Governors also acknowledged the Thrive Approach and Zones of Regulation initiative support each other well.</p>
<p>6</p>	<p><u>Subject Leader Presentation – History</u></p> <p>The History Leads across the Trust have been working together to review the curriculum and practice in place. Vale View had a 'deep dive' as part of their Ofsted inspection, which had good outcomes. There is an established system in place for assessing children's knowledge in History via the use of knowledge organiser assessments and the schools have also begun to assessment skills at the end of each topic to supplement this. Pupil voice has shown that children are able to confidently recall knowledge of historical facts. Leaders have been speaking to children and looking at books to assess their awareness of chronology. At a cost to the schools, the Trust have borrowed artefacts from the Canterbury Archaeological Trust. Children use the artefacts to explore historical events.</p> <p>It was highlighted that, in order for History lessons to be taught more effectively, more resources would be beneficial however, these are very costly. It was also highlighted that recording and evidencing children's learning can sometimes be a challenge in History; this is something which will be developed further across the year.</p>



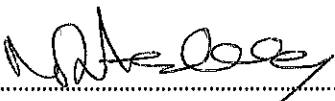
7	<u>Headteachers' Report</u>
7.1	<p>The Headteachers' Report was made available to Governors via Teams, prior to the meeting.</p> <p>There have been three fixed term exclusions totalling 6.5 days for one child at Vale View School. This has been due to persistent disruption, racial abuse, physical abuse of a child, and posing a serious health and safety risk. To secure an appropriate placement, the school are working with the Local Authority SEN department to ensure the most appropriate placement is sought.</p>
7.1.2	<p>At the time the report was written, St Martin's has had two fixed term exclusions, forming a total of five days overall. The reasons for these exclusions included significant damage to school property as well as persistent disruption and posing a health and safety risks to themselves and others.</p> <p>The Headteacher highlighted to Governors that numbers of pupils with additional needs has significantly increased over the last few years; 20% (twenty percent) of pupils at St Martin's are on the SEN register, which is considerably higher than the local and national average.</p> <p>Securing EHCPs (Education Health Care Plans), specialist provision or engaging parents with these processes has been a barrier to securing the correct provision at times.</p>
7.2	<p>St Martin's has found school led tutoring a challenge due to shortage of staff who have been able to hold tutor sessions. A Governor asked if this has had, or is having a detrimental effect on pupils. The Headteacher commented that it would not be having a detrimental effect as it is an extra provision, however it is not where it was hoped to be for this point in the year. The Headteacher informed Governors that from next term (term four), there will be an additional six groups of children attending school led tutoring. Another Governor asked how the children are chosen to take part in the tutoring. It was stated that children who are Pupil Premium are chosen where possible and also those children who were working at the expected age-related level at the end of Key Stage One, but have not made expected progress.</p> <p>A Governor asked if parental support and engagement had been positive with regards to the tutoring. Governors were informed that the Headteacher at Vale View has met with some parents, which has ensured positive outcomes for attendance at the tutoring. A sibling play club has been established to support the attendance of tutoring sessions.</p>
7.3	<p>There is an action plan in place for the Leading Parent Partnership Award (LPPA). The LPPA is designed to support parents with learning at home, the curriculum, learning alongside their children and transition. Further information is displayed on the school websites.</p> <p>A self-evaluation has been completed to review what was already in place, and identify actions for the LPPA action plan. Furthermore, a parent survey has been completed, with parent feedback displayed on the school website.</p>
7.4	<u>Staffing</u>
7.4.1	<p>There has been a high level of staff sickness across both schools. This biggest impact at Vale View has been the Assistant Headteacher having to go back into class and teach full-time. Staff absence prevents some of the school/trust initiatives from progressing forward at the desired pace and means other members of staff are unable to do what they need to do. A Governor asked if the schools use supply teachers. It was stated that St Martin's have had to use supply teachers more recently. Where possible, Trust staff are used to cover absence as supply teachers do not have knowledge of the school, curriculum and children. The schools do not have staff absence insurance either, so the cost could be considerably high.</p>
7.4.2	<p>Four classes were closed at Vale View due to teacher strike action. One class was affected at St Martin's, but they were able to remain open. School lunches were offered to those children who are eligible for free school meals and remote learning was made available for those classes which were closed.</p> <p>Children of critical workers and those who are vulnerable were provided for in school if their classes were closed. A Governor asked if anything happened which would impact any future strikes and class closures.</p>

	<p>The Headteachers commented that it was well-planned and successful therefore, future strikes should follow the same structure successfully.</p>
8	<p><u>SEF Workshop – Quality of Education</u></p> <p>Governors used this section of the meeting to explore the Quality of Education section of the SEF to review what they know is in place and to review what else, as governors, they may need to explore further through their monitoring.</p> <p>Governors were able to identify and discuss the following areas:</p> <ul style="list-style-type: none"> - There is a whole Trust approach to the curriculum, which is implemented via the Teaching and Learning Strategy. - There are Learning Lift Offs and Learning Landings which demonstrate what the children have learnt. - Knowledge check ins take place regularly. - The skills and progression documents have been developed as a Trust for all subjects. - Opportunities are sought to ensure children are exposed to different experiences, expanding their cultural capital. <p>St Martin's previous Ofsted inspection highlighted challenge in reading needing developing, along with improving reasoning, problem solving and fluency in Maths.</p> <p>Using and implementing the Little Wandle Phonics scheme has been integral to developing reading across the Trust. There are Academy Reading Challenges across the Trust which identifies 'must reads' for each year group. The 'must read' reading books include a range of genres to ensure children are exposed to a range of text types.</p> <p>St Martin's use Accelerated Reader which is a programme that is used to follow on from Little Wandle. Accelerated Reader checks the children's comprehension skills through quizzes and questions at the end of a text.</p> <p>The White Rose resources are being used by teachers to support the development of reasoning and problem solving.</p>
9	<p><u>School Improvement Plan (SIP) – Season 1 Evaluation/Season 2 Actions</u></p> <p>The review of the SIPs for both schools were made available to Governors via Teams.</p> <p>Due to time restraints, it was not possible to go through the documents in depth. No questions were raised within the meeting; Governors were requested to email the Governance Professional if they had any additional questions after the meeting.</p>
10	<p><u>Appraisal/Pay Review</u></p> <p>The pay review document was tabled in the meeting.</p> <p>The document demonstrated that all staff members achieved their targets. A Governor asked if the appraisal targets were appropriate and smart enough if all staff members achieved their targets, but no one exceeded their targets. The LGB were informed that the whole structure for appraisal and pay rewards has been discussed at senior leadership level and further information will be shared with Governors when appropriate.</p>
11	<p><u>Safeguarding</u></p> <p>Governors were informed that any outstanding actions from the safeguarding action plan had been actioned and are now green.</p> <p>The CEO has completed safeguarding audits at both schools, including the school single central record and safer recruitment. The outcomes of both audits demonstrated that procedures for safeguarding and safer recruitment are being stringently followed. Health and Safety records were identified as an area which requires a bit more development to reflect best practice, though procedures were compliant.</p> <p>Governors were informed that the Trust has commissioned an external safeguarding audit to take place in March.</p>



12	<p>Governor Monitoring</p> <p><u>Online Safety Pupil Voice Monitoring</u></p> <p>The monitoring report was made available to Governors via Teams prior to the meeting.</p> <p>The Governor commented that the monitoring visit demonstrated that children are very safety conscious and found the visit very positive.</p> <p>Two questions raised within the report were:</p> <ul style="list-style-type: none"> - Do the schools know how many parents have visited the safeguarding/online safety sections of the website? <p><i>Governors were informed that this is not something that they have collected any data around. Governors suggested they could perhaps speak to parents as a monitoring visit to gain parent voice on this.</i></p> <ul style="list-style-type: none"> - Is there provision for any parents who do not have access online? <p><i>Parents can request information via the school office if they do not have internet access. Various documents and policies are also available in the school entrance.</i></p>
13	<p>Any Other Business</p> <p>Governors were invited to the Trust Event which is being held on Thursday 23rd February.</p>
14	<p>Confidentiality of Proceedings</p> <p>No items of a confidential nature were raised during the meeting.</p>
15	<p>Publication of Minutes</p> <p>These minutes will be approved and agreed at the next LGB meeting which will take place on Thursday 16th March 2023 at 9:15am.</p>
<p>Action Points</p> <ul style="list-style-type: none"> ➤ Headteachers to send questions to Governors to review the websites and feedback to Governors. 	

Minutes written by the Governance Professional, Katie Banes

Signed  Date 16/3/23

Mike Ashley, Chair of Governors