



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

Thursday 29<sup>th</sup> June 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 29<sup>th</sup> June 2023, 9.15am.

**Governors Present:** Amanda Abbott, Susan Atkinson, Mike Ashley, Carole Bennett (Vice Chair), Chris Scoble, Lisa Sprigmore (Head Teacher), Helen Thompson (Head Teacher)

**Others Present:**

**Governance Professional:** Katie Banes

1	<p><b><u>Welcome, Introductions, Resignations and Apologies for absence</u></b> Governors were welcomed to the meeting. Apologies for absence had been received from Mike Ashley, Francesca Bushell and Casey Hall. Apologies for absence were accepted and the meeting was confirmed to be quorate. In the absence of the Chair of Governors, Carole Bennett (Vice Chair) proceeded to Chair the meeting.</p>
2	<p><b><u>Register of Business and Pecuniary Interests</u></b> Governors were given the opportunity to declare any interests against this agenda. No declarations were recorded against this agenda.</p>
3	<p><b><u>Minutes from Term 3 LGB Meeting Published on the Website</u></b> The Governance Professional confirmed the minutes from the meeting held on Thursday 9<sup>th</sup> February 2023 in Term 3, have been published on the school websites.</p>
4	<p><b><u>Approve Minutes from previous LGB Meeting – Term 4 – Thursday 16<sup>th</sup> March 2023</u></b></p>
4.1	<p><b>Approval of Minutes</b> Previous minutes were distributed to Governors prior to the LGB meeting. The minutes of the Local Governing Body meeting held on Thursday 16<sup>th</sup> March 2023 were approved as a true and accurate record. The Vice Chair of Governors signed the previous minutes, in the absence of the Chair.</p>
4.2	<p><b>Actions</b></p>
4.2.1	<p>- <b><i>Governors to monitor allocated areas of the school website.</i></b> <i>This has been completed by most governors. Governance Professional to follow up any missing monitoring.</i></p>

10.3.1	<p>- <b>HT to contact SA to arrange a date to monitor attendance.</b>  <i>This has been completed and will be addressed under the Governor Monitoring section of the agenda.</i></p>
5	<p><b><u>Curriculum Impact</u></b>  <b><u>MFL (Modern Foreign Languages)</u></b></p> <p>The MFL Lead explained to Governors the French is taught as the MFL and follows a programme of work called Salut to support teaching. This has been adapted slightly to reflect the Trust's approach to teaching and learning. Salut resources have been found to be engaging and supports all learners. Salut models the correct pronunciation; this is supportive for those teachers who are not as confident at speaking in French. The rationale behind teaching French as the MFL is due to the locality of the schools and the link Dover has with France. The WDAT MFL Leads have been meeting regularly to adapt the planning to ensure it meets our curriculum approach and the needs of the pupils in the Trust. Learning objectives have been changed to use key questions and plans have been edited to highlight areas such as progression of phonics and grammar as well as to add in retrieval practice to ensure core skills are learned and remembered.</p> <p>To assess pupil learning, skills assessment grids have been created and will be used from term 6 onwards. These reflect skills progression documents and will be used to highlight those children who are not on track. It was highlighted that year three and four use floor books to record evidence; these books then go with the classes as they move up through the school. Year five and six record their learning in their own books, as well as the floor books. Year three and four focus largely on speaking and listening, moving on to a greater emphasis on the reading and writing in French for children in year five and six.</p> <p>The focus for next year is to improve practice for evidencing progression with French, to observe lessons and gather pupil voice to be able to fully judge if the intended impact is being met.</p>
6	<p><b><u>Headteachers' Report</u></b>  <b><u>Absence</u></b></p> <p>The Headteachers' Report was made available to Governors via Teams prior to the LGB meeting. Governors commented on the increase of term-time holidays. It was suggested that even with the cost of living increases, it is likely to remain cheaper for families to pay the penalty notices and continue to go on holiday during term time.</p> <p>A Governor asked if the parents pay the penalty notices. Governors were informed schools do not receive information directly, as all penalty notices are paid direct to the local authority.</p> <p>Another Governor asked if any of the children who have been absent due to holidays, are also persistent absentees. It was confirmed that some children do fall into the same category.</p> <p><b><i>Susan Atkinson arrived at 9:55am.</i></b></p> <p><b><u>Tutoring</u></b></p> <p>Both schools have had children who have been in receipt school-led tutoring. It was commented that there had been a positive impact in attendance for tutoring at Vale View, as a result of providing an after school club for siblings.</p> <p><b><u>Safeguarding</u></b></p> <p>An external company, Proactive Schools carried out a safeguarding audit at both schools. No areas were highlighted as a high level of concern and the audits confirmed the safeguarding procedures at both St Martin's and Vale View are effective.</p> <p>A few items were identified as things which the schools could adapt as good practise; these have been put into an action plan. It was identified that staff training is required to improve staff knowledge and awareness of how to identify young carers.</p> <p>It was also suggested that Trust DSL meetings are held to enable wider safeguarding discussions. Governors were also briefed with the following additional items to consider:</p>

	<ul style="list-style-type: none"> <li>- Providing additional training to staff to ensure they are confident in the role of LADO.</li> <li>- Improved knowledge of private fostering and how to identify those children who are privately fostered.</li> <li>- Include open-ended safeguarding questions within the interview process. It was also considered good practice for the safeguarding governor to complete safer recruitment training.</li> <li>- Due to the sensitive nature of discussions the family liaison officer (FLO) has with parents, it was suggested the FLO has some additional safeguarding training.</li> </ul>
7	<p><b><u>SIP (School Improvement Plan) Season 2 Evaluation / Season 3 Actions</u></b>  The SIP was made available to Governors via Teams prior to the LGB meeting. Governors acknowledged the progress made in the SIP actions and were aware of some outstanding actions which had not yet been completed and would be carried over into the new SIP next year.</p>
8	<p><b><u>Sports Premium</u></b>  <b><u>Sports Premium 2022-2023 Review</u></b>  The Sports Premium 2022-2023 Review was made available to Governors prior to the meeting. Swimming data was also made available for both schools. It was highlighted that there are sixteen (16) children in the year six cohort at Vale View who have special educational needs (SEN), some of which are particularly complex. 34% of children who took part in swimming lessons at Vale View were able to swim competently, confidently and proficiently over a distance of twenty-five (25) metres. It was also commented that there were a few children whose parents did not want their child to go swimming. At St Martin's, 85% of children were able to swim competently, confidently and proficiently over a distance of twenty-five (25) metres. It was highlighted that many children at St Martin's also attend private swimming lessons outside of school. However, due to the level of deprivation at Vale View, Vale View children have a higher number of swimming sessions compared to St Martin's.</p> <p><b><u>Sports Premium 2023-2024</u></b>  The Sports Premium Strategy for 2023-2024 was tabled during the meeting. It was commented a large proportion of the funding is used towards the sport coaches' salaries. The new strategy aims for the schools to be involved in more competitive events, whilst continuing to participate in the academy football, swimming gala, cheer and basketball events. Sports Coaches have facilitated Easter and Summer holiday activity camps; it was commented that there was a good level of uptake for the summer club, however the uptake for the Easter holiday club was not as high as the summer club.  <i>All Governors present agreed and approved the Sports Premium Strategy for 2023-2024.</i></p>
9	<p><b><u>Pupil Premium Review</u></b>  The Pupil Premium Review was available to Governors prior to the LGB meeting. Both schools have just completed the second year of the three-year Pupil Premium plan. St Martin's have funding for 21% of pupil premium children and 50% pupil premium children at Vale View. Governors were informed not all of the data was available as assessments had not been finalised for the end of the term yet. The Pupil Premium Strategy is designed to benefit all children. The curriculum has been developed and redesigned to take a question-based approach. Pupil premium funding has been used to support the purchase the assessment programme 'Insight'. Insight allows for data to be easily analysed for different groups and vulnerabilities and to closely track attainment and progress of those in receipt of the PPG. New assessment procedures have been put into place for assessing foundation subjects. Assessments for foundation subjects are now more manageable and practical to use; these will continue to be implemented and embedded next year.</p>

The schools have now completed their second year of using the Little Wandle phonics scheme. It has been identified that additional resources are required in order to better support children with SEN (special educational needs).

#### **St Martin's Data**

##### **EYFS**

By the end of term six, 67% of pupils are set to reach GLD. This includes 75% of pupil premium children and 67% of non-pupil premium children.

##### **Year 1**

Additional teaching and interventions were put into place for children in year one. If the pass mark for the phonics screening check remains the same, 67% of children would have passed the phonics screening check. Out of that 67%, 100% of pupil premium children will pass the phonics screening check and 60% of non-pupil premium children.

##### **Year 2**

70% of children have reached the age related expectations in year two. 60% of pupil premium children reached age related expectations, with 76% of non-pupil premium children reaching age related expectations.

If the pass mark for the phonics screening remains the same as last year, 75% of children who had to re-sit the phonics screening; this includes 50% of pupil premium children passing and 80% non-pupil premium children.

#### **Vale View Data**

##### **EYFS**

63% of children are set to achieve GLD in Early Years. This includes 73% pupil premium children and 54% non-pupil premium children.

##### **Year 1**

In term three it was predicted that 53% of children in year 1 would pass the phonics screening test. Additional teaching and targeted intervention was implemented resulting in 67% passing the screening check; this includes 60% pupil premium and 80% non-pupil premium children. 30% of this cohort are persistent absentees, 67% PP, 17% EAL and 13% SEND. Following the Little Wandle advice, children will be split so that children are not exposed to alternative spellings and pronunciations before they have secured their basic knowledge.

##### **Year 2**

88% of the year two children that retook the phonics screening check passed; 100% of pupil premium passed and 50% non-pupil premium. Tutoring funding was used to ensure that all children completed the Little Wandle programme to ensure that they are fluent readers as they prepare for the demands of Key Stage 2. There are still five children who are working below the expected reading standard for Year 2. Two of these children has significant SEND needs with one being on a reduced timetable, another has undiagnosed SEND needs and two are persistent absentees (one at 44% attendance); targeted interventions are being used to ensure that these children are making progress.

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#### **Governor Monitoring**

Governor monitoring reports were available to Governors via Teams for:

- Quality of Education – Governor monitoring Class Reviews

Class reviews were attended by a Governor at both schools. It was expressed that there are still attendance barriers at both schools. The reviews highlighted children who may require interventions or external assessments carried out.

- Website Monitoring

It was commented that the school websites were accessible by both mobile phone and desktop computers. The websites are inviting with information about the curriculum easy to find, including information about safeguarding.

	<ul style="list-style-type: none"> <li>- SATs Monitoring</li> </ul> <p>The SATs administration process was monitored at both St Martin's and Vale View. It was commented that procedures at both schools were very organised and controlled and confirmed the assessments were administered appropriately at both schools.</p> <ul style="list-style-type: none"> <li>- Attendance Monitoring</li> </ul> <p>Governors were informed that part of absence monitoring and attempts to improve attendance involves inviting parents and pupils in to meet with the Headteacher. Home visits or referrals to the SLO (School Liaison Officer) to escalate some attendance concerns. It was commented that some isolated issues had been resolved and had a positive impact on attendance, though attendance percentages are still lower than desired and this remains an area for continued focus.</p>
11	<p><b><u>Any Other Business</u></b></p> <p><b><u>Meeting Dates</u></b></p> <p>Dates have not been agreed for next year yet. Once they've been agreed by the Trust Board, they will be sent to Governors. All Governors agreed the current day of the week and times were the most suitable.</p>
12	<p><b><u>Confidentiality of Proceedings</u></b></p> <p>No items of a confidential nature were raised during the meeting.</p>
13	<p><b><u>Publication of Minutes</u></b></p> <p>The date of the next LGB meeting will be sent to Governors once the schedule has been agreed.</p>
<p><b><u>Action Points</u></b></p>	

Minutes written by the Governance Professional, Katie Banes

Signed ..... *C. Bennett* ..... Date ..... *19/10/2023* .....

Carole Bennett, Vice Chair of Governors