



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

Thursday 19th October 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 19th October 2023, 9.15am.

Governors Present: Amanda Abbott, Carole Bennett (Chair), Francesca Bushell Chris Scoble (Vice Chair – virtual attendance), Lisa Sprigmore (Head Teacher), Helen Thompson (Head Teacher), Billy Wilson

Others Present: Jacky Cadour (St Martin's AHT/SENCo), Beth Creed (Vale View PE Lead)

Governance Professional: Katie Banes

1	<p><u>Welcome, Introductions, Resignations and Apologies for absence</u></p> <p>Governors were welcomed to the meeting and introductions were made.</p> <p>Unfortunately, due to personal reasons and changes in circumstances, the Governance Professional had received letters of resignation from both Susan Atkinson and Mike Ashley. The Local Governing Body (LGB) demonstrated their gratitude and support both Governors have provided over the many years to St Martin's and Vale View. Governors accepted the resignations.</p> <p>Governors were also informed that Casey Hall could no longer remain a Staff Governor as she has transferred to a new leadership role at Priory Fields from September 2023.</p> <p>The meeting was confirmed to be quorate.</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.</p> <p>No new declarations of business interests were made.</p> <p>All Governors present updated their annual register of business interest forms.</p>
3	<p><u>Minutes from Term 4 LGB Meeting Published on the Website</u></p> <p>The Governance Professional confirmed the minutes from the meeting held on Thursday 16th March 2023 in Term 4, have been published on the school websites.</p>
4 4.1	<p><u>Approve Minutes from previous LGB Meeting – Term 6 – Thursday 29th June 2023</u></p> <p>Approval of Minutes</p> <p>Previous minutes were distributed to Governors prior to the LGB meeting.</p>

	<p>The minutes of the Local Governing Body meeting held on Thursday 29th June 2023 were approved as a true and accurate record.</p>
4.2	<p><i>The Chair of Governors signed the previous minutes to reflect this.</i></p>
4.3	<p>Matters Arising</p> <p><u>Website Monitoring</u></p> <ul style="list-style-type: none"> - One area of website monitoring to be completed by FB. <p>Governance Professional to send website monitoring questions to FB.</p> <p><u>Year 6 Residential</u></p> <ul style="list-style-type: none"> - The Headteachers sought approval from the LGB for their residential trips for year six. St Martin's would like to take the children to Kingswood again. St Martin's have previously visited Kingswood and had very successful trips. Kingswood are offering a slight discount this year too. - Vale View would like to try somewhere new, PGL in Surrey. The Headteacher explained it would be for two nights and three days. As it is the first time the school have used PGL and the distance away from Dover, the Headteacher would plan to stay for the residential too. <p>All Governors present agreed and approved for both Headteachers to move forward with planning the residential trips.</p>
5	<p><u>Governance</u></p>
5.1	<p><u>Election of Chair and Vice Chair of Governors</u></p>
5.1.1	<p><u>Chair of Governors</u></p> <p>Carole Bennett nominated herself to take on the role of Chair of Governors. No other nominations were received for the role of Chair of Governors.</p> <p>All Governors present were in agreement for Carole Bennett to be the Chair of St Martin's and Vale View Local Governing Body.</p> <p>As this is a new role for CB, it was agreed some training and possible mentoring opportunities would be explored.</p>
5.1.2	<p><u>Vice Chair of Governors</u></p> <p>Chris Scoble nominated himself to take on the role of Vice Chair of Governors. No additional nominations were received for Vice Chair of Governors.</p> <p>All Governors present were in agreement for Chris Scoble to be the Vice Chair of Governors for St Martin's and Vale View Local Governing Body.</p>
5.2	<p><u>Membership</u></p> <p>Billy Wilson was nominated as Staff Governor. Billy will replace the role Casey Hall had on the LGB.</p> <p>A new Parent Governor, Kirsty Meakings has been elected to be in the LGB. Kirsty will be invited to attend the next LGB meeting.</p> <p>The Headteacher is aware of two other potential Governors which the LGB may wish to co-opt. HT to follow this up and feedback in the next meeting.</p>
5.3	<p><u>Terms of Reference</u></p> <p>All Governors present reviewed the Terms of Reference for the LGB. All Governors present agreed the current terms of reference are fit for purpose.</p> <p>Governors agreed areas of responsibility as outlined below:</p>

Chair of LGB	<i>Carole Bennett</i>
Vice Chair of LGB	<i>Chris Scoble</i>
Governance Professional	<i>Katie Banes</i>
SEND	<i>Carole Bennett</i>
Child Protection / Safeguarding	<i>Chris Scoble</i>
Pupil Premium	<i>Amanda Abbott</i>
Quality of Education	<i>Carole Bennett</i> <i>Francesca Bushell</i>
Personal Development	<i>Billy Wilson</i> <i>Kirsty Meakings</i>
Behaviour and Attitudes	<i>Billy Wilson</i> <i>Kirsty Meakings</i>
Leadership and Management	<i>Carole Bennett</i> <i>Francesca Bushell</i>
EYFS	<i>Amanda Abbott</i> <i>Francesca Bushell</i>

6 **National/Local/Statutory and Ofsted Updates**

Governors were informed National/Local/Statutory and Ofsted updates would remain a standing agenda item for every meeting.

The Headteacher provided Governors with an update of the recent changes Ofsted have made. A brief summary is outlined below:

- Schools should have an open and positive culture around safeguarding, pupils are protected from serious harm, both online and offline.
- Staff should be vigilant and maintain an attitude of 'it could happen here'.
- Inspectors will evaluate the effectiveness of the whole school approach to safeguarding.
- A change which came into place in June 2023 is that school leaders can share inspection outcomes with anyone deemed appropriate. This includes sharing with those not involved in the school, providing the information is not shared with parents/carers or made public.
- Governors were reminded Ofsted have their own Code of Conduct which should be adhered to by Ofsted Inspectors. Inspectors should treat everyone fairly and with respect and sensitivity.
- Schools can raise concerns with Ofsted if they have concerns with any Ofsted Inspectors' conduct.
- Staff are now able to have a colleague with them during meetings with inspectors and staff should be made to feel they can speak freely.
- A new section has been added with regards to attendance within Behaviour and Attitudes. This refers to schools doing as much as they reasonably can to achieve the highest possible attendance. Schools should be analysing attendance data for different groups and vulnerabilities.
- If attendance is not at a consistent high level, Ofsted will still consider attendance in a positive light if the school are able to demonstrate their awareness of issues affecting attendance and there is a plan in place to improve attendance.
- The Ofsted Handbook makes it clear that schools have an obligation not to discriminate against pupils based on the protected characteristics. This specifically includes not separating pupils by sex, religion, belief or gender.

Governors were reminded of the recent RAAC (Reinforced Autoclaved Aerated Concrete) concerns for schools which was announced in September. Governors were informed that St Martin's had a visual inspection before the children returned, with no concerns raised.

	<p>Vale View have had both a visual and full survey carried out. The full written report is yet to be received but no concerns have been raised.</p> <p>Letters were sent to parents at both schools to reassure of them of measures taken.</p>
7	<p><u>Vision and Values</u></p> <p>Governors were able to identify the values for both St Martin's and Vale View and agreed the values are still suitable and appropriate for both schools.</p>
8	<p><u>SIP (School Improvement Plan) Review & Governor Monitoring</u></p>
8.1	<p><u>SIP</u></p> <p>The SIP Review was made available to Governors on Teams prior to the meeting.</p> <p>A Governor referred to the parent workshops which have taken place at both schools and asked if they had been made available via the school websites for those parents who were unable to attend. Governors were informed information from parent workshops would be placed on the website where possible.</p> <p>It was also confirmed there are some recordings and information on the Vale View website, with some awaiting to go on St Martin's website. The schools are continuing to work on the LPPA parent engagement award this year.</p> <p>One Governor asked what the level of parental engagement for attendance is like at St Martin's School. It was commented that this has improved slightly. The school are sending text messages confirming the absence had been reported and advise of attendance figures at the same time. It was highlighted that children with SEN and low attendance are not always making expected academic progress so this remains a focus group for the upcoming year.</p> <p>As previously mentioned to Governors, there are some items from the 2022-2023 SIP that will be carried over to the new SIP. These will be highlighted in the next meeting when the new SIP is presented.</p>
8.2	<p><u>Governor Monitoring</u></p> <p>The following opportunities for Governor monitoring were agreed as outlined below:</p> <p><u>Parent Voice</u></p> <p>Tuesday 7th November - CB and FB to attend Vale View Parent Consultation meetings.</p> <p>Wednesday 8th November - CB to attend St Martin's Parent Consultation meetings.</p> <p>Thursday 9th November - CS to attend St Martin's Parent Consultation meetings.</p> <p><u>Behaviour and Attitudes</u></p> <p>BW to carry out monitoring with SENCo monitoring SEND and attendance.</p>
9	<p><u>Educational Performance</u></p>
9.1	<p><u>Suspensions</u></p> <p>Governors were provided the Educational Performance report prior to the LGB meeting.</p> <p>Governors commented on the number of suspensions that had taken place at St Martin's, which historically has been unusual for St Martin's. The Headteacher commented that, in recognition of the growing challenges the school is facing with behaviour, staffing levels have been increased and there is now a strong SEN/pastoral team in place, including the SENCO, Learning Mentor, Trainee SENCo (seconded from Priory Fields) and SEN and Pastoral Support Lead who are providing extra support to those children with more complex needs. Although there is only one child who is on a part-time timetable at St Martin's, behaviour continues to be a challenge, given the reduction in funding over time and a perceived reduction in EHCP assessments going ahead.</p>

<p>9.2</p>	<p>At Vale View, two children have been identified as requiring a place in a specialist provision as outlined on their EHCPs, but there were no spaces available last academic year. This affected last year's suspension data. Both of these pupils have now moved on specialist secondary provision.</p> <p><u>Data</u></p> <p>At St Martin's there was a discrepancy between the GPS (Grammar, Punctuation and Spelling) test results and the writing levels, which are assessed by teachers. It was commented that spelling is weak and does require improvement (in both schools). It was also commented that children are confident and more able in their usual environment conditions; where they can refer to the working wall and other resources however, the pressure of performing under test conditions did not support test outcomes. It was highlighted that reading in key stage two at St Martin's is strong, with good results (above national). Maths results were below the expected levels at St Martin's. Gap analysis has highlighted that children are able to confidently answer fluency questions, but problem solving is not as strong.</p> <p>The cohort in key stage two at Vale View had some significant complex needs. 30% of the cohort were mobile and over 50% were on the SEN register. When the children returned to school after the pandemic, 24% of children were at the expected level for reading, 20% at expected for writing and 24% in Maths. The key stage two statutory assessments resulted in 31% of pupils at Vale View achieving the expected standard for combined (reading, Writing and Maths). The Headteacher informed Governors she put a number of appeals through, but unfortunately only one pupil succeeded in their appeal, with another pupil disapplying from the data having joined from non-English speaking country a year prior to the SATs.</p> <p>The Headteacher continued to inform Governors the cohort this year is very different to last year; initial data for pupil premium attainment and progress looks positive.</p> <p>A Governor asked when the Reception Baseline assessments would begin to inform data. It was stated that the current year two cohort would be the first year group to use the Reception Baseline assessment data as a new assessment marker.</p> <p><u>Tutoring</u></p> <p>School led tutoring has had an impact at both schools and pupil progress for those that participated.</p> <p>St Martin's budget is very tight this year; the government are only funding 50% of the cost for tutoring, in comparison to 60% last year. Potential children who would benefit from school led tutoring have been identified but, tutoring has not yet been able to begin.</p> <p>Vale View has started school led tutoring sessions.</p>
<p>10</p>	<p><u>Leadership – PE (Physical Education) Impact</u></p> <p>The PE Lead from Vale View gave the LGB a brief overview of PE across the Trust and how it has and intends to progress so far.</p> <p>The intent for the PE curriculum is to provide children with the fundamental skills which can be applied in a range of physical activities and sports. Skills are built upon year on year in a progressive and sequenced way. Enjoyment and positive attitudes towards physical activity are promoted, along with the contribution to life-long health-related fitness and mental wellbeing. All children experience a broad range of sporting activities, ensuring the PE national curriculum is fully covered.</p> <p>The structure of PE consists of two hours of physical activity a week. Pupils have an hour PE lesson every week, ten minutes daily energise time, dance and yoga. There is also a range of physical activities available as part of active play at break and lunch times.</p>

	<p>Examples of the PE long term plan was shared with Governors, demonstrating the year on year progression in sports and skills.</p> <p>The PE team have created a competition calendar which includes Trust challenges, trips linked to PE lessons, intra-academy competitions, Dover School Games events and non-competitive events linked to improving confidence in PE.</p> <p>A Governor asked if both schools have the same number of swimming sessions as each other. Governors were informed that pupils in year four at Vale View go swimming in term one and two and year five go swimming in term three and four.</p> <p>At St Martin's, children in year four have ten sessions of swimming in term five and six.</p>
11	<p><u>Safeguarding</u></p> <p>Governors present received training to inform them of the updates to Keeping Children Safe in Education 2023. Governors present signed to confirm they had received safeguarding training and had access to Keeping Children Safe in Education 2023. Governance Professional to ensure any Governors absent receive safeguarding training.</p>
12	<p><u>Policies</u></p> <p>The Behaviour Policy for St Martin's and Vale View was made available to Governors via Teams prior to the LGB meeting.</p> <p>No questions were raised regarding the policies.</p> <p><i>All Governors present agreed and approved the Behaviour Policy for both St Martin's and Vale View.</i></p>
13	<p><u>Any Other Business</u></p> <p>No items of any other business were raised during the meeting.</p>
14	<p><u>Confidentiality</u></p> <p>No matters of a confidential nature were raised during the meeting.</p>
15	<p><u>Publication of Minutes and Date of Next Meeting</u></p> <p>These minutes will be approved and published at the next meeting on Thursday 25th January 2024.</p>
<p><u>Action Points</u></p> <ul style="list-style-type: none"> - <i>4.2.1 One area of website monitoring to be completed by FB.</i> <i>Governance Professional to send website monitoring questions to FB.</i> - <i>5.2 HT to follow this up potential Co-opted Governors and feedback in the next meeting.</i> 	

Minutes written by the Governance Professional, Katie Banes

Signed C. Bennett Date 23.11.23

Carole Bennett, Chair of Governors