



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

Thursday 25th January 2024

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 25th January 2024, 9.15am.

Governors Present: Amanda Abbott, Carole Bennett (Chair), Francesca Bushell, Kirsty Meakings, Lisa Sprigmore (Vale View Head Teacher), Helen Thompson (St Martin's Head Teacher)

Others Present: Jacky Cador (St Martin's AHT/SENCo)

Governance Professional: Katie Banes

1	<p><u>Welcome, Introductions, Resignations and Apologies for absence</u> Governors were welcomed to the meeting. Apologies for absence were received from Chris Scoble and Billy Wilson. The Local Governing Body accepted apologies for absence and the meeting was confirmed to be quorate.</p>
2	<p><u>Register of Business and Pecuniary Interests</u> Governors were given the opportunity to declare any interests against this agenda. No new declarations of business interests were made.</p>
3	<p><u>Minutes from Term 1 LGB Meeting Published on the Website</u> The Governance Professional confirmed the minutes from the meeting held on Thursday 19th October 2023 in Term 1, have been published on the school websites.</p>
4	<p><u>Approve Minutes from previous LGB Meeting in Term 2 –Thursday 23rd November 2023</u></p>
4.1	<p><u>Approval of Minutes</u> Previous minutes were made available to Governors prior to the LGB meeting. The minutes of the Local Governing Body meeting held on Thursday 23rd November 2023 were approved as a true and accurate record. <i>The Chair of Governors signed the previous minutes to reflect this.</i></p>
4.2	<p><u>Actions</u></p> <ul style="list-style-type: none"> - <i>Governors to complete three monitoring visits as planned. This is covered within the agenda for this meeting.</i>

4.3	<p><u>Matters Arising</u> <u>Vale View Residential</u> Governors were informed that Vale View have had to change the location of their residential trip for pupils in Year Six. The cost of the residential trip had been gradually increasing and in addition to this, some children did not sign up to go. Furthermore, there were also parental concerns relating to how far away the children would be. With this in mind, the decision has been made for Vale View to go to Kingswood, which is local, in Ashford. Kingswood have offered a reduced price, including additional reductions for pupil premium. Parental engagement has been much more receptive since the change.</p>
5	<p><u>Governance</u> <u>Governor Code of Conduct</u> The Governor Code of Conduct was made available to Governors prior to the meeting. The Governance Professional expressed the importance of the Code of Conduct and how vital it is that all Governors adhere to the Governor Code of Conduct. All Governors present signed a copy of the Code of Conduct. <i>Governance Professional to ensure BW/CS sign a copy of the Code of Conduct.</i></p>
6	<p><u>Ofsted/Statutory/Local Updates</u> <u>Ofsted</u> Following a recent inquiry into the death of a Headteacher, who committed suicide in 2023, it was reported following the inquest that Ofsted was a contributing factor into her death. Due to this, following the return from the Christmas holidays, Ofsted inspections were paused whilst initial Ofsted inspectors took part in essential training, which had a strong focus on mental health. Ofsted have also updated their Code of Conduct, which states they will explain the process to schools and ensure schools are aware they can raise any concerns with Ofsted at any point of the inspection. Inspections can be paused for up to five working days whilst issues are addressed. Guidance states, in exceptional circumstances, schools can ask for their inspection to be deferred. Ofsted also recognises that safeguarding and well-being of school staff, including the headteacher, must be considered when inspecting schools. If inspectors have significant concerns about leaders' well-being, they should make sure the responsible body is aware, or refer the concerns themselves.</p> <p><u>Local Update – KCC Locality Model Consultation for SEND</u> KCC recently published a SEND consultation document. The consultation period for responses to the proposals made has been active from 29th November 2023 to 24th January 2024. Following this, responses will be analysed and compiled into a consultation report.</p> <p>The proposed model would mean SEN support and services would be accessed via 'Clusters'. Each Cluster would have a panel which would consist of SENCOs, Headteachers and other school leaders from mainstream primary and secondary schools. Panel members would then advise how SEN needs could be met locally in the most effective way. There would also be a 'Team around the Cluster', which would include KCC commissioned service providers and other agencies to support families.</p> <p>The suggestion is that Clusters would sit alongside LIFT and aim to ensure that a greater number of children with SEN can access high-equality, inclusive education, within a mainstream setting.</p> <p>A Governor asked if KCC would publish the outcome from the consultation. It was confirmed that the outcome from the consultation would be shared, with the suggestion that if approved, the implementation of the new model would be quick.</p>

	<p>Governors were informed that the consultation documentation had been sent to all parents from the schools within the Trust. Along with this, SENCOs and leaders from the Trust have made their own responses to the consultation and shared their own concerns surrounding the proposed changes.</p>
<p>7</p>	<p><u>Curriculum Impact – Science</u></p> <p>Prior to the Science Deep Dive which took place in the Autumn term, Science leads looked at the Science curriculum across the school to review the coverage of Science skills and knowledge, with a focus on the ‘working scientifically’ strand.</p> <p>In the previous academic year, progression in this area was not consistent, with less evidence of working scientifically and full scientific investigations within science books than desired. It was also noted that misconceptions in science, were not always being addressed appropriately with children. Retrieval practice was an emerging focus last year; this is now further embedded within the curriculum.</p> <p>Retrieval practice has been addressed via CPD as well as adapting planning for the terms ahead, to include key questions and opportunities for revisiting prior learning.</p> <p>When a Deep Dive is carried out, many aspects are looked at to gain an understanding of the subject as a whole. The Headteacher and Science Lead will use a range of questions to explore the leadership of the subject, observe a range of teaching, look at books for a range of good quality recording of science and pupil responses to learning activities, as well as completing pupil voice and holding discussions with teachers.</p> <p>A Governor asked what type of adaptive teaching has been implemented for children with SEN. Governors were informed, a communication tool called Widgit is used, along with pre-teaching of key vocabulary and some pupils also use Clicker to support the recording of their learning.</p> <p>The Science Leads have started to collate the skills assessment data, looking at the percentage of children who are at the expected level for different groups of children.</p> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> - Science Leads need to continue to embed the collection and analysis of data and identifying different vulnerable groups of children. - Explore the amount of time spent on Science, as a core subject. - When recapping retrieval practice, ensure links are made between the different areas of science to support pupil learning. - Refine the impact of trips and experiences. Although some experiences are good for children’s cultural capital, the overall impact on outcomes needs to be evaluated further.
<p>8</p>	<p><u>Headteacher Report</u></p> <p>The Headteacher Report was made available to staff prior to the LGB meeting.</p> <p>A Governor enquired why there had been a reduction in Teaching Assistants over time at St Martin’s School. Governors were informed the budget was forecast as a deficit; you cannot submit a deficit budget, therefore staffing cuts have had to be made.</p> <p>Another Governor asked how the school manages to deliver everything required, when there are staff absences and reduced staffing levels. It was expressed that it is extremely difficult and continues to be a challenge. Support in class and interventions are prioritised as much as possible to avoid missed learning opportunities.</p> <p>It was highlighted that staff absences had been high in recent months, which has impacted on workload of other staff, particularly leaders, as well as being able to carry out all provisions, particularly the Little Wandle Phonics provision. This in turn, could impact staff well-being, which leaders will need to be mindful of.</p>

	<p>A Governor asked if Vale View School had advertised for a FLO yet. It was commented that the job description for role was under review to ensure the role meets the needs of the school community appropriately.</p>
9	<p><u>Pupil Premium Strategy</u> The review of the 2022-2023 Pupil Premium Strategy, and new plan for 2023-2024 were made available to Governors prior to the LGB meeting. Governors did not have any further questions regarding the review of the Pupil Premium Strategies from last year. It was highlighted that 2023-2024 was the final part of the three-year plan. St Martin's has amended a section of their strategy to include Speech Link, as speech and language needs are higher than the oracy needs at St Martin's. Therefore, the NELI programme will not be used as much during this academic year.</p>
10	<p><u>School Improvement Plan (SIP) and School Evaluation Form (SEF)</u></p> <p><u>School Improvement Plan</u> The School Improvement Plan (SIP) was made available to Governors prior to the meeting and shared within the meeting too. The Autumn review had been completed for both schools. A question was raised with regards to those children who are identified as young carers, and what type of support is available to them. It was commented that Vale View have identified some young carers within the school. Staff have had training for how to identify young carers and local support is being used to help the young carers within the community; this could be via referrals to Young Carers, or internal interventions in school. It was emphasised that St Martin's still require more work and professional development in order to be able to better identify and support young carers. Staff absence has hindered the completion of work towards this.</p> <p><u>School Evaluation Form</u> The Headteacher's from Vale View and St Martin's went through the SEF for Behaviour and Attitudes and Personal Development, evaluating the effectiveness of the school performance.</p> <p><u>Behaviour and Attitudes</u> External monitoring of the environment at Vale View revealed children moved around the school in a calm and orderly manner. The Headteacher commented how the school has tried really hard to instil 'social norms' to support all pupils.</p> <p>Behaviour policies at both schools have been adapted slightly, with a much higher focus on the school values. There are some children who are not able to fully access the school Behaviour Policy. For these children, Pastoral Support Plans (PSPs) are created to meet individual pupil needs. The schools are exploring the use of a 'grab file' of PSPs for key children, which means staff will have immediate access to the children's PSP which will enable staff to support the children in the agreed, best possible way.</p> <p>Autism training has been provided for staff within the whole Trust to access; this has really helped increase staff confidence working with children with autism.</p> <p>Vale View has sourced a private Play Therapist to support children with significant needs. Unfortunately, some of the complex needs of children in crisis are unable to be met from the provision within school. The Farm Project provision has had a positive impact on behaviour on most occasions, although St Martin's had some non-attendance in the colder weather, this has improved again. Three children from both Vale View and St Martin's attend the farm at the moment. Pupil well-being and involvement is tracked very closely, in order to analyse the impact of the provision appropriately.</p>

	<p>The curriculum explores bullying regularly, with additional sessions focussed on online safety and bullying delivered as part Talk Time sessions as well as additional sessions held by local Police representatives. A new child-friendly Anti-bullying Policy has been created and shared with all stakeholders. It was stated that pupils feel safe at school and know how to report any concerns they may have.</p> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> - Continue to reintegrate children into the classroom, ensuring access to as much of the curriculum as possible. - Continue to seek High Needs Funding. - Continue to utilise support available. <p><u>Personal Development</u></p> <p>The Collective Worship and Assembly Planner has been developed to include new themes. New themes included local contextual issues such as rail and sea safety. A local Police representative is due to hold a workshop for children to explain how children’s responsibilities change as they grow older and about the age of criminal responsibility (ten). The Mini Medics and Police Cadets has been a great opportunity for children develop various life skills, which pupil voice demonstrated positively. A Governor asked how many children get to participate in the Police Cadets. The Police Cadets work on a cycle with twelve children in each group. It particularly supports those children who are more vulnerable outside of school. Pastoral support is provided daily; with the school values embedded into everyday life. Restorative justice is used to find solutions to conflict and the whole school are using the Zones of Regulation to demonstrate their emotions. The Zones of Regulation are very inclusive for all children and helps to promote emotional literacy in children. Governors commented that it is very evident how well the school values have been embedded with the children; it is evident when in schools and talking to children.</p> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> - Continue to develop the second year of the assembly planner, ensuring it is responsive to the needs of the school and the community. - Continue planning the Citizenship programme. - Develop children’s and parents’ understanding of the risks in the community and how parents can best support their children to be independent and reduce their vulnerability within the community.
11	<p><u>Governor Monitoring</u></p> <p>Monitoring of Reading Ropes had been carried out at St Martin’s School; the report was available to Governors online. It was commented that the assessments looked very similar to class practice and therefore, not as intimidating for the children when they come across these. Assessments included elements of what had been taught in the current term, with a bit of previous terms’ learning. Pupil voice outcomes demonstrated children feel this helps them remember what they have learnt.</p>
12	<p><u>Planned Governor Monitoring</u></p> <ul style="list-style-type: none"> - <i>Reading Ropes Monitoring at Vale View – CB 26.01.24</i> - <i>Adaptive Teaching Monitoring – CB.KM</i> - <i>EYFS Monitoring – FB</i> - <i>Attendance Monitoring – KM/BW</i>
13	<p><u>Safeguarding</u></p> <p>Governors were shown an overview of the safeguarding CPD topics which are shared with staff at weekly staff meetings. It was agreed any electronic safeguarding material would be added to Teams for Governors to view.</p>
14	<p><u>Any Other Business</u></p> <p>St Martin’s have their LPPA verification visit on the 25th April to evaluate the Leading Parent Partnership Award (LPPA). Vale View has their evaluation visit on 26th April.</p>

	It was agreed that the next meeting due to be held in term six, on Thursday 27 th June, would be held on Thursday 20 th June instead.
15	Confidentiality of Proceedings No items of a confidential nature were raised during the meeting.
16	Publication of Minutes The next LGB meeting will be held on Thursday 20 th June 2024 at 9:15am, at which these minutes will be reviewed and approved.
Action Points <ul style="list-style-type: none"> - Governance Professional to ensure BW/CS sign a copy of the Code of Conduct. - Governor monitoring visits as agreed in the meeting. 	

Minutes written by the Governance Professional, Katie Banes

Signed *C. Bennett* Date *14.3.2024*

Carole Bennett, Chair of Governors