



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

Thursday 14th March 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 14th March 2024, 9.15am.

Governors Present: Carole Bennett (Chair), Kirsty Meakings, Chris Scoble (Vice Chair), Lisa Sprigmore (Vale View Head Teacher), Helen Thompson (St Martin's Head Teacher)

Others Present: Jacky Cador (St Martin's AHT/SENCo), Lauren Brisley (History Lead for St Martin's)

Governance Professional: Katie Banes

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| 1 | <p><u>Welcome, Introductions, Resignations and Apologies for absence</u> Governors were welcomed to the meeting. Apologies for absence were received from Amanda Abbott, Francesca Bushell 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 2 LGB Meeting Published on the Website</u> The Governance Professional confirmed the minutes from the meeting held on Thursday 23rd November 2023 in Term 2, have been published on the school websites.</p> |
| 4 | <p><u>Approve Minutes from previous LGB Meeting in Term 3 –Thursday 25th January 2024</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 25th January 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> |
| 4.2.1 | <p><i>Governance Professional to ensure BW/CS sign a copy of the Code of Conduct.</i></p> |

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| 4.2.2 | <p><i>The Governance Professional confirmed CS has signed the Governor Code of Conduct. Governance Professional to follow up with BW.</i></p> <p>Governor monitoring visits as agreed in the meeting. All monitoring has been completed, with the exception of SEND adaptive teaching. SEND adaptive teaching to be monitored prior to the next LGB meeting.</p> |
| <p>5</p> <p>5.1</p> <p>5.2</p> <p>5.2.1</p> <p>5.2.2</p> | <p><u>Ofsted/Statutory/Local Updates</u></p> <p><u>St Martin's Ofsted Inspection</u> Governors were informed the Ofsted report for St Martin's had been published and available for the general public to download. Governors were informed the Ofsted Inspector acknowledged the School Improvement Plan (SIP) and Self Evaluation Form (SEF) were a true reflection of the school's position at the time of inspection. It was recognised that the school are continuing to develop children to achieve greater depth in their learning. Progress for children with SEND had been identified as an area of development in this year's SIP. It was noted that SEND had progressed well within the school, but further development should continue. The arrangements for safeguarding were confirmed to be effective. The Headteacher commented that she felt the whole process throughout the inspection was supportive and fair. The inspector checked in regularly with the Headteacher to ensure her well-being was not affected throughout the process. It was also confirmed that the Ofsted Inspector abided by the new Ofsted Code of Conduct.</p> <p><u>National Update</u></p> <p>5.2.1 Governors were informed of the proposed changes to fixed penalty notices; from September, the amount fined per parent will be increased to eighty pounds (£80), instead of the current sixty pounds (£60). 30% of the persistent absentees (PA) at St Martin's are due to term-time holidays. A Governor asked if the persistent absentees were particularly prominent within specific year groups. Governors were informed the year six cohort has a high percentage of PA; this cohort has been tracked throughout their school journey. There are multiple factors and vulnerabilities which affects attendance in year six. Therefore, although persistent absence is particularly high in year six, it is contributed to via a range of external factors, some of which are outside the control of the school.</p> <p>5.2.2 There are a high number of persistent absentees within the Gypsy/Roma communities at Vale View. Governors were also informed there is a high level of medical need within the year six cohort which, alongside some part-time timetables has also impacted attendance levels.</p> |
| <p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> | <p><u>Governor Monitoring</u></p> <p>6.1 <u>Attendance Monitoring</u> The monitoring report was made available to Governors prior to the LGB meeting. The Governor responsible for monitoring attendance commented it was evident to see how much time is spent trying to engage parents and other initiatives, before resorting to applying for the penalty notices.</p> <p>6.2 <u>Reading Ropes Monitoring</u> The monitoring report was made available to Governors prior to the LGB meeting. Governors were able to see Reading Ropes from two different time perspectives due to the time between the visit at St Martin's and then Vale View. It was noted that Reading Ropes has been heavily embedded at Vale View. New vocabulary is being used regularly in lessons and children are also able to refer to displays. There was also evidence of adaptive teaching taking place.</p> <p>6.3 <u>Early Years Monitoring</u> Monitoring of Early Years at both Vale View and St Martin's has been carried out. Both monitoring reports were made available to Governors prior to the LGB meeting. Children were observed to be happy, content and interacting well with their peers and teachers and engaged in imaginative play at Vale View.</p> |

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| | <p>The atmosphere at St Martin's was calm and cheerful, children played well together and interacted positively with their teacher. It was clear children are well supported to explore their learning confidently.</p> |
| 7 | <p><u>Planned Governor Monitoring</u></p> <p>The following governor monitoring dates were agreed as detailed below:</p> <ul style="list-style-type: none"> • SEND Adaptive Teaching & Leadership Monitoring Wednesday 27th March, 1pm at St Martin's - Carole Bennett and Kirsty Meakings Wednesday 24th April, 1pm at Vale View – Carole Bennett • LPPA Evaluation Thursday 25th April, 10am at St Martin's - Kirsty Meakings Friday 26th April, 10am at Vale View - LPPA Evaluation - Carole Bennett • Monitoring of SATs Administration - Wednesday 15th May, 8:50am at St Martin's - Carole Bennett & Kirsty Meakings Thursday 16th May, 8:30am at Vale View - Chris Scoble • Staff Well-Being Monitoring Monday 10th June, 1pm at St Martin's - Carole Bennett Monday 10th June, 2pm (ish) at Vale View - Staff Well-Being Monitoring - Carole Bennett • Safeguarding Monitoring To be scheduled for term 5 or 6. Discussed the possibility of attending a filtering and monitoring meeting with the Headteacher - Chris Scoble, Helen Thompson and Lisa Sprigmore • Pupil voice monitoring to take place following the workshop led by the Police based on County Lines. |
| 8 | <p><u>Headteacher Report</u></p> <p>8.1 The Headteacher Report was made available to Governors prior to the LGB meeting. A Governor asked if the number of CURA (safeguarding) concerns had increased. It was reported that whilst the number of concerns at St Martin's have not particularly increased or decreased, the level of concern has increased. There are ten families receiving support from Early Help and two child protection cases at the time of writing these minutes. It was commented that the level of support provided has been much higher than in previous years for St Martin's.</p> <p>8.2 There are a lot of safeguarding concerns raised at Vale View however; it is relative to the amount of families who are open to child services. There are nine (9) child protection cases and ten (10) children in need at the time of writing these minutes. It was reported that staff are extra vigilant and confident at reporting any concerns they may have.</p> <p>8.3 Whole school attendance has risen slightly at St Martin's, after a dip in terms two and three. It is currently 96%, compared to 94.4% at the same time last year. There is an attendance gap between pupil premium and non-pupil premium children. Those pupils it affects have become a focus group for improvement for the school. It was also highlighted that 25% of pupil premium children who are also persistent absentees are also listed on the school's SEND register.</p> <p>8.4 At Vale View, improving attendance remains a firm priority however, sustained impact of the actions implemented is not evident within the overall attendance figure. It was noted that some individuals have made improvements, but it has not been enough to have a positive impact on the overall attendance figure. There are forty-eight (48) children whose attendance is below 90% and are being closely monitored as persistent absentees. Since September, forty-one (41) concern letters have been sent to parents, nine (9) pre-official warning letters, thirteen (13) home visits, four (4) referrals to the SLO (School Liaison Officer) and six (6) fixed penalty notices. Thirteen (13) invitations have been sent to parents to attend attendance</p> |

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| | <p>meetings, however only seven (7) meetings have been carried out. In this instance, another letter is sent out inviting the parent for another meeting; if the parent does not attend the second meeting, the school will move straight onto a referral to the SLO or applying for a fixed penalty notice, whichever is most appropriate.</p> |
| <p>9</p> | <p><u>Curriculum Impact</u> <u>Religious Education (RE)</u> The Headteachers gave an overview of RE to Governors as the RE Leader was unavailable to attend the LGB meeting. The child-friendly version used to demonstrate RE is, “learning what faith and religion are and what they mean to people”. RE lessons are intended to offer a broad and rich RE curriculum. Throughout each unit children will learn and understand a wide range of religions and viewpoints across the world and beyond their own experiences. The intent is to ensure children understand the relevance of RE in the modern world today and how it affects everyone’s lives. The aim is for children to identify, investigate and respond to a variety of issues. Personal growth and community cohesion are featured throughout each non-statutory strand and are there to ensure opportunities for children to develop positive attitudes and values and to reflect on and relate their learning in RE to their own experiences. Monitoring from last year identified areas of the RE curriculum which required improvement, they were:</p> <ul style="list-style-type: none"> - Children need to have more opportunities to develop a deeper understanding of different religions. - More rehearsal opportunities of key aspects of the main world religions are needed in order for children to secure their learning in their long-term memory. <p>The schools within the WDAT (Whinless Down Academy Trust) follow the scheme called RE Today. A Governor asked if any families resist the teaching of RE for their children. The Headteacher for St Martin’s stated that parents tend to be more resistant towards some aspects of the PSHE curriculum, rather than the RE curriculum, particularly the relationships element of PSHE. Termly assessments have been developed for RE; as with other foundation subjects, staff record any children who are working below the expected standard.</p> <p><u>History</u> The Leader of History from St Martin’s gave a brief overview to Governors of how the subject has progressed and developed over the past year. Evidence shows that children are still learning well within their history lessons. However, chronology is not fully embedded yet. Staff need to enable children to utilise and use the resources, which are readily available to them. Teachers need to ensure they are highlighting the skills and knowledge children are learning in order to broaden children’s understanding further within the subject. Adaptive teaching ensures children’s learning is not hindered. Staff and children are using a range of sources to explore history deeper. Both schools have benefited from the use of artefacts loaned from the Canterbury Archaeological Trust. A Governor asked the History Lead if she felt prepared going into the Ofsted inspection; with a deep dive in History as part of the inspection. The History Lead was very nervous, as it was her first experience of an Ofsted inspection, however commented that the recent practise deep dives with the previous CEO had been really beneficial and had positive impact on her experience. The History Lead felt she had a good understanding of her subject, which was supported by the positive outcome during the Ofsted inspection. Support from other staff across the Trust was evident and appreciated; she felt calmer and well supported by having someone familiar with her during the subject deep dive.</p> |
| <p>10</p> | <p><u>Safeguarding – Cyber Security</u> All staff across the Trust have recently viewed a training video on cyber security. Governors accessed the same training video during the LGB meeting.</p> |

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| 11 | <p><u>Any Other Business</u></p> <p>The Governance Professional raised the time and day of LGB meetings and asked the LGB to consider a change in order to ensure optimum attendance at meetings in the future. All Governors present agreed meetings would be easier to attend later in the day and agreed to meetings to be held at 4pm on Thursdays next year.</p> |
| 12 | <p><u>Confidentiality of Proceedings</u></p> <p>No items of a confidential nature were raised during the meeting.</p> |
| 13 | <p><u>Publication of Minutes</u></p> <p>The next LGB meeting will be held on Thursday 20th June 2024 at 9:15am, at which these minutes will be reviewed and approved.</p> |
| <p><u>Action Points</u></p> <ul style="list-style-type: none"> - <i>Governance Professional to ensure BW signs a copy of the Code of Conduct.</i> - <i>SEND adaptive teaching monitoring visit to be arranged.</i> | |

Minutes written by the Governance Professional, Katie Banes

Signed CBennett Date 04/07/2024

Carole Bennett, Chair of Governors