



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

Thursday 3<sup>rd</sup> October 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 3<sup>rd</sup> October 2024, at 4pm.

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

**Others Present:** N/A

**Governance Professional:** Katie Banes

1	<p><b><u>Welcome, Introductions, Resignations and Apologies for absence</u></b> Governors were welcomed to the meeting. The meeting was confirmed to be quorate.</p>
2	<p><b><u>Update Annual Declaration of Business Interests/Business Interests Against this Agenda</u></b> All Governors signed their annual declaration of business interest forms, with no new additions to the business interests already declared. Governors were given the opportunity to declare any interests against this agenda. No declarations of business interests were made against this agenda.</p>
3 3.1	<p><b><u>Election of Chair and Vice Chair of Governors</u></b></p> <p><b><u>Chair of Governors</u></b> Carole Bennett was nominated to take on the role of Chair of Governors. No other Governors were nominated for the role of Chair of Governors. <i>All Governors present were in agreement for Carole Bennett to be elected as Chair of St Martin's and Vale View Local Governing Body.</i></p> <p><b><u>3.2</u></b> <b><u>Vice Chair of Governors</u></b> Chris Scoble nominated himself to take on the role of Vice Chair of Governors. No additional nominations were received for Vice Chair of Governors. <i>All Governors present were in agreement for Chris Scoble to be elected as the Vice Chair of Governors for St Martin's and Vale View Local Governing Body.</i></p>

4	<p><b><u>Minutes from Term 4 LGB Meeting Published on the Website</u></b>  The Governance Professional confirmed the minutes from the meeting held on Thursday 14<sup>th</sup> March 2024 in Term 4, have been published on the school websites.</p>
<p>5 5.1  5.2 5.2.1  5.2.2  5.2.3  5.3</p>	<p><b><u>Approve Minutes from previous LGB Meeting in Term 6 –Thursday 4<sup>th</sup> July 2024</u></b></p> <p><b>Approval of Minutes</b>  Previous minutes were made available to Governors prior to the LGB meeting.  The minutes of the Local Governing Body meeting held on Thursday 4<sup>th</sup> July were approved as a true and accurate record.  <i>The Chair of Governors signed the previous minutes to reflect this.</i></p> <p><b><u>Actions</u></b></p> <p><b>5.2.1 Governance Professional to send meeting dates to Governors.</b>  <i>This was completed; all Governors received a copy of the meeting dates for the year ahead.</i></p> <p><b>5.2.2 Governance Professional to confirm timings for safeguarding training.</b>  <i>This was completed. All Governors were present for the Safeguarding Training which was held on Monday 2<sup>nd</sup> September 2024.</i></p> <p><b>5.2.3 Adaptive Teaching Monitoring visit to be scheduled for the new academic year.</b>  <i>This is yet to be arranged.</i></p> <p><b><u>Matters Arising</u></b>  Governors were previously informed that the Sports Premium review would be moving to an online form. This is not the case currently; it was a pilot that was trialled, but it has not yet become a new requirement.</p>
<p>6 6.1</p>	<p><b><u>Ofsted/Local School Updates</u></b></p> <p><b><u>Ofsted</u></b>  Ofsted has announced new policies following the conclusions of its Big Listen consultation. Updates have been published in the school inspection and monitoring handbooks. A summary of the key changes and updates are outlined below:</p> <ul style="list-style-type: none"> <li>• Schools will no longer receive single-word Ofsted judgements.</li> <li>• The timing of inspections will be affected by the removal of overall effectiveness judgements.</li> <li>• Notice for routine inspections will always take place on Monday, so schools will only receive calls from Ofsted at one given opportunity across the week.</li> <li>• Ofsted has introduced a ‘suspend and return’ policy for safeguarding judgements. This will allow for inspections to be suspended and for Ofsted inspectors to return at a later date within a three-month period.</li> <li>• Schools may be placed in a formal category of concern.</li> <li>• Ungraded inspections will focus on how effectively schools are maintaining standards.</li> <li>• Ofsted will reform its inspection frameworks for schools, early years, and FE and skills.</li> <li>• The lead inspector may discuss with leaders their reflections on evidence during end of day meetings.</li> <li>• Report cards will be introduced in September 2025.</li> <li>• Report cards will include a new section on how schools perform on inclusion.</li> <li>• Regional Improvement Teams will work with struggling schools from early 2025.</li> <li>• An Ofsted Academy will be established to improve inspector training.</li> <li>• Ofsted will establish six national hubs to improve consistency across its work.</li> <li>• There are no immediate plans to begin MAT inspections.</li> </ul> <p>Ofsted’s general policy is that a school judged ‘outstanding’ or ‘good’ for overall effectiveness before September 2024 will usually be inspected within the four academic years following its last inspection. A school judged ‘requires improvement’ or ‘inadequate’ for overall effectiveness before September 2024 will</p>

6.2	<p>usually be inspected within two and a half years. Ofsted's updated handbook acknowledges the situation is now more complicated.</p> <p><u>Kent County Council's (KCC) Locality Model for SEN</u> KCC's SEN notice to improve has now been lifted, as of August this year and Ofsted are due to visit again in January 2025.</p> <p>Following consultation, KCC are going to implement a similar model which is being used in other counties. The Locality Model is designed to give an element of decision making at a local level and to empower leaders to make evidence-based decisions about the best use of high needs funding. It is also hoped it will bring greater consistency for all parties involved.</p> <p>Schools will be grouped into communities, which will include a mix of between ten (10) and fifteen (15) schools. St Martin's and Priory Fields are part of the 'Dover Town 2' community. Vale View has been placed in the 'Total Health Excellence E1' community. Alongside the communities of schools there will be a 'professional resource group' and 'area moderation board'.</p> <p>In September, there was a Socialisation event, which shared KCC's intentions of how they would be implementing plans for leaders and SENCos. KCC plan to start pilot community groups in Spring 2025. Between now and Spring 2025, KCC will be looking at funding descriptors and locality budgets, which will be introduced from September 2025.</p>																								
7 7.1	<p><b><u>Governance</u></b> <u>Terms of Reference</u> Governors agreed roles and responsibilities as outlined below:</p> <table border="1" data-bbox="225 1055 1278 1491"> <tr> <td><b><i>Chair of LGB</i></b></td> <td><i>Carole Bennett</i></td> </tr> <tr> <td><b><i>Vice Chair of LGB</i></b></td> <td><i>Chris Scoble</i></td> </tr> <tr> <td><b><i>Governance Professional</i></b></td> <td><i>Katie Banes</i></td> </tr> <tr> <td><b><i>SEND</i></b></td> <td><i>Amanda Abbott</i></td> </tr> <tr> <td><b><i>Child Protection / Safeguarding</i></b></td> <td><i>Carole Bennett</i></td> </tr> <tr> <td><b><i>Pupil Premium</i></b></td> <td><i>Kirsty Meakings</i></td> </tr> <tr> <td><b><i>Sports Premium</i></b></td> <td><i>Kirsty Meakings</i></td> </tr> <tr> <td><b><i>Quality of Education</i></b></td> <td><i>Carole Bennett</i></td> </tr> <tr> <td><b><i>Personal Development</i></b></td> <td><i>Francesca Bushell</i></td> </tr> <tr> <td><b><i>Behaviour and Attitudes</i></b></td> <td><i>Francesca Bushell</i></td> </tr> <tr> <td><b><i>Leadership and Management</i></b></td> <td><i>Chris Scoble</i></td> </tr> <tr> <td><b><i>EYFS</i></b></td> <td><i>Billy Wilson</i></td> </tr> </table> <p>7.2 <u>Governor Code of Conduct</u> Governors were reminded of the Code of Conduct, which plays an integral role in ensuring Governors conduct themselves appropriately whilst serving as a Governor on the Local Governing Body. As an annual update, all Governors re-signed the Governor Code of Conduct.</p> <p>7.3 <u>Staff Governor</u> Governors were informed the term of office for the Staff Governor for Vale View had expired. The election process will be instigated to appoint a new staff governor. Headteacher to feedback on progress in the next meeting.</p>	<b><i>Chair of LGB</i></b>	<i>Carole Bennett</i>	<b><i>Vice Chair of LGB</i></b>	<i>Chris Scoble</i>	<b><i>Governance Professional</i></b>	<i>Katie Banes</i>	<b><i>SEND</i></b>	<i>Amanda Abbott</i>	<b><i>Child Protection / Safeguarding</i></b>	<i>Carole Bennett</i>	<b><i>Pupil Premium</i></b>	<i>Kirsty Meakings</i>	<b><i>Sports Premium</i></b>	<i>Kirsty Meakings</i>	<b><i>Quality of Education</i></b>	<i>Carole Bennett</i>	<b><i>Personal Development</i></b>	<i>Francesca Bushell</i>	<b><i>Behaviour and Attitudes</i></b>	<i>Francesca Bushell</i>	<b><i>Leadership and Management</i></b>	<i>Chris Scoble</i>	<b><i>EYFS</i></b>	<i>Billy Wilson</i>
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8 8.1	<p><b><u>Educational Performance</u></b> Governors were provided with an overview of data from last year prior to the meeting. It was noted that data previously available was looked at in depth during the previous LGB meeting.</p> <p><u>St Martin's School</u></p>																								

<p>8.2</p> <p>8.3</p>	<p>St Martin's put forward for two appeals from the statutory assessment tests (SATs). One appeal was on the marking of the paper; the appeal was successful which resulted in the child achieving the expected standard in reading and combined.</p> <p>The second appeal was a clerical marking review, which was also successful and resulted in the child reaching the expected standard in GPS.</p> <p>Governors were also reminded that St Martin's data includes one child less within the percentage due to a child likely being disapplied as she was new to the country within the last two years. St Martin's are broadly in line with national for reading, writing, and GPS but are below national in Maths. Greater depth needs to remain a priority for the new year.</p> <p>Governors were reminded there is no key stage one data for the last year six cohort, as they were the year two cohort who did not take part in the SATs during Covid.</p> <p>Very ambitious targets were set for some children who were in receipt of tutoring last year. Although some of these children did not achieve the expected standard at the end of year six, it should be highlighted that these children made accelerated progress and left better prepared for secondary school.</p> <p>Tutoring is not included within the budgets for both schools for this year, nor likely for future years.</p> <p>No suspensions were reported in term four, five and six.</p> <p><u>Vale View</u></p> <p>Results have improved slightly in comparison to last year. Out of all the children who were tutored and in receipt of in-school booster sessions, only one child did not achieve the expected standard. However, they had still made significant progress on an individual basis.</p> <p>The Headteacher is awaiting results of two applications which have been made requesting two children are disapplied from the SATs. With this in mind, Governors were reminded that data could change depending on the outcome of the applications.</p> <p>When reviewing data, the Headteacher highlighted that progress for disadvantaged pupils is very close to non-disadvantaged pupils.</p> <p>Children who did not achieve the pass mark in the Year Two Phonics retake will have Little Wandle interventions this year to ensure the gaps are closed.</p> <p>The new EYFS intake is very small this year. Vale View have only had seventeen (17) children start this year and St Martin's is also not full, with twenty-four (24) children in EYFS. The Trust are changing their approach to advertising early years places and EYFS Open Days in the hope it supports a positive impact on EYFS places. However, it was noted that it was a low-birth year for the current EYFS cohort.</p>
<p>9</p>	<p><b><u>School Improvement Plan Reviews</u></b></p> <p>The final review of the School Improvement Plan for both schools were available to Governors prior to the LGB meeting. Governors were content with the final review and had no further questions to ask.</p>
<p>10</p>	<p><b><u>School Strategic Plans 2024-2025</u></b></p> <p>Governors were informed that the School Strategic Plan is replacing the School Improvement Plan and Self Evaluation Form. The new document is intended to reduce any unnecessary workload for Headteachers, whilst making it an easier document to view too.</p> <p>The School Strategic Plan for both schools were made available to Governors prior to the LGB meeting. The Strategic Plan will be set out with a focus on the school's main priorities, with action plans for these priorities only, rather than actions listed under every Ofsted area like last year. In addition to the main priorities, the Strategic Plan also highlights some areas which the school still wishes to work further upon, which are detailed nearer the end of the document.</p>

<p><b>10.1</b></p>	<p>There is a trust-wide focus on maths and writing to work on improving pupil outcomes. The third priority for St Martin's is to improve greater depth standards across the school.</p> <p>At Vale View, there are three (3) additional priorities alongside maths and writing; presentation and handwriting, behaviour and attendance.</p> <p>A Governor asked what 'Whinless Kids Can' refers to within the documents. Whinless Kids Can will inform a programme linked to developing children's life skills and cultural capital, outlining key skills or experiences children will be able to access by the time they leave school.</p> <p>Governors were informed that both schools will be having a member of staff trained as a Mental Health First Aider; recent staff resignations and promotions have resulted in both St Martin's and Vale View needing new Mental Health First Aiders.</p> <p>A Governor asked what the schools' intentions are for raising money for this year. Both schools will be raising money for children's charities and for new active play equipment.</p> <p><u>Governor Monitoring</u></p> <p>The following dates and monitoring areas were agreed to be carried out:</p> <ul style="list-style-type: none"> <li>- Friday 8<sup>th</sup> November at 8:15am – Attendance Monitoring at Vale View - FB</li> <li>- Tuesday 12<sup>th</sup> November from 3:30pm - Parent Voice at St Martin's – FB</li> <li>- Wednesday 13<sup>th</sup> November from 3:30pm – Parent Voice at Vale View – CB</li> <li>- Monday 2<sup>nd</sup> December at 1:30pm – White Rose Monitoring at Vale View – CB</li> <li>- Tuesday 3<sup>rd</sup> December at 1:30pm – White Rose Monitoring at St Martin's – CB</li> <li>- Thursday 9<sup>th</sup> January at 8:30am – Pupil Premium Monitoring in Class Review at St Martin's – KM</li> <li>- Monday 13<sup>th</sup> January at 3pm – Quality of Education Monitoring in Class Review at Vale View – CB</li> <li>- SEND Adaptive Teaching Monitoring to be arranged.</li> </ul>
<p><b>11</b></p>	<p><b><u>Curriculum Impact – Maths &amp; English</u></b></p> <p>Due to staff absence, the English Curriculum Impact update will be postponed to the next LGB meeting.</p> <p><u>Maths</u></p> <p>Governors are already aware that outcomes in Maths need improving; the curriculum design and planning has not led to accelerated progress.</p> <p>Moving forward, the Trust are adopting a 'Teaching for Mastery' approach. The Trust has signed up to a three-year 'Developing Mastery' programme. Two teachers from each school are being trained in the implementation of teaching for mastery this year. Next year, two more teachers will be trained in teaching for mastery; resulting in the whole school teaching for mastery within the third year of the programme and fully embedding the new approach.</p> <p>The Trust has also bought into White Rose maths resources. Within this, there are two new resources called Fluency Bee and Infinity, which are designed to support and develop mathematical fluency and help create learning resources.</p> <p>Staff training has recently been delivered at a staff twilight meeting, with evidence of the training being implemented straight away in some areas of the schools.</p>

	<p>There is currently anecdotal evidence of a positive impact already visible across the schools, indicating that expectations have been raised but close monitoring of the implementation is planned.</p>
12	<p><b><u>Approval of Residential Trips</u></b>  St Martin's and Vale View sought approval from the Local Governing Body to take Year 6 on a residential trip to Kingswood Activity Centre in Ashford. The trips are intended to last for two nights and three days each, with St Martin's taking place at the end of June and Vale View's at the beginning of July 2025.  <b><i>Governors approved the residential trips to take place for both schools.</i></b></p>
13	<p><b><u>Behaviour Policy</u></b>  Draft versions of the policy were made available to Governors prior to the LGB meeting.</p>
13.1	<p><b><u>St Martin's</u></b>  The Behaviour Policy for St Martin's has not altered much; new house point tokens have been introduced, which the children are really excited by. Staff were consulted in the summer term, who felt the house point system was working well and the token structure would enhance the system. Parents were consulted twice about any potential change however; there was not a lot of feedback back from parents.</p>
13.2	<p><b><u>Vale View</u></b>  A merit system has not been very popular and not all stakeholders were supportive of it, particularly parents.  This year, a value points system has been introduced. The aim is that all children work towards earning value points and values badges appropriate for their age and year group. The school has done a lot of work on the UN Children's Rights Charter over the past few years, therefore it was felt appropriate that those rights would be brought into the Behaviour Policy too and referred to alongside the school values.  A Governor asked if there were SEN adaptations appropriate for children with SEND needs in the policy. It was confirmed that the Behaviour Policy is a generic policy for all children to follow however, if a child's needs are beyond the policy, an individual bespoke reward system or personalised plan would be in place for those individual children, as detailed in the policy. It was suggested Governors could be provided with a short overview of what this could look like in a future LGB meeting.</p>
14	<p><b><u>Safeguarding Update</u></b>  All Governors on the Local Governing Body and staff have received safeguarding training. Governors signed to confirm they have received and understood the safeguarding training.  All new staff across the two schools have had CURA training; this is also extended out to existing staff if they would like to refresh their knowledge of using the CURA platform.  All staff have been requested to update and complete their Prevent training. Designated Safeguarding Leads (DSLs) have completed an additional course on Prevent Referrals.  Instead of safeguarding updates being shared in staff meetings every week, the Trust will instead be issuing updates on a needs basis and then sending a termly safeguarding newsletter based on these; it is felt this approach will reach all stakeholders better.</p>

	<p>The Trust are also going to continue with WDAT DSL meetings. Whilst good practice, it also acts as a safe forum for supervision for staff. Governors acknowledged their awareness of the staff care services package which is in place and could also be accessed by staff should they feel it necessary.</p> <p>An external safeguarding audit has been booked in for both schools in March 2025.</p>
15	<p><b><u>Any Other Business</u></b></p> <p>The Governance Professional informed Governors of the new date for the AGM meeting which will be held on Tuesday 15<sup>th</sup> October, 3:30pm – 5:30pm at Vale View. Governors have been requested to confirm attendance.</p>
16	<p><b><u>Confidentiality of Proceedings</u></b></p> <p>No items of a confidential nature were raised during the meeting.</p>
17	<p><b><u>Publication of Minutes</u></b></p> <p>The next LGB will be held on Thursday 5<sup>th</sup> December at 4pm at which these minutes will be approved and published.</p>
<p><b><u>Action Points</u></b></p> <ul style="list-style-type: none"> <li>- <i>Adaptive teaching monitoring visit to be arranged for St Martin's.</i></li> <li>- <i>Governors to carry out monitoring visits.</i></li> <li>- <i>Headteachers to organise format and questions for parent voice.</i></li> <li>- <i>English Curriculum Impact to carry over to the next meeting.</i></li> <li>- <i>Overview of SEND behaviour systems to be shared with the LGB in a future meeting.</i></li> </ul>	

Minutes written by the Governance Professional, Katie Banes

Signed ..... *C Bennett* ..... Date ..... *17-12-2024* .....

Carole Bennett, Chair of Governors