



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

Thursday 17th December 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 17th December 2024, at 4pm.

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

Others Present: Jacky Cador (Assistant Headteacher at St Martin's)

Governance Professional: Katie Banes

1	<u>Welcome, Introductions, Resignations and Apologies for absence</u> Governors were welcomed to the meeting. Apologies for absence were received from Chris Scoble, Amanda Abbott and Lisa Sprigmore. The meeting was confirmed to be quorate.
2	<u>Declaration of Business Interests/Pecuniary Interests Against this Agenda</u> Governors were given the opportunity to declare any new business interests and/or declare any pecuniary interests against this agenda.
2.1	Kirsty Meakings declared a new business interest; she is now employed as Teaching Assistant at Kingsdown and Ringwould Primary School. Billy Wilson also declared a new business interest; he is a Parent Governor at Deal Parochial School and a Trustee of Dover SMART Project. No other declarations of business/pecuniary interests were raised in the meeting.
3	<u>Minutes from Term 6 LGB Meeting Published on the Website</u> The Governance Professional confirmed the minutes from the meeting held on Thursday 4 th July 2024 in Term 6, have been published on the school websites.
4	<u>Approve Minutes from previous LGB Meeting in Term 1 –Thursday 3rd October 2024</u>
4.1	Approval of Minutes Previous minutes were made available to Governors prior to the LGB meeting. The minutes of the Local Governing Body meeting held on Thursday 3 rd October were approved as a true and accurate record.

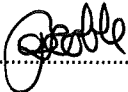
4.2	<p>The Chair of Governors signed the previous minutes to reflect this.</p> <ul style="list-style-type: none"> - <u>Actions</u> - <i>Adaptive teaching monitoring visit to be arranged for St Martin's.</i> - <i>Governors to carry out monitoring visits as agreed during the meeting.</i> - <i>Headteachers to organise format and questions for parent voice.</i> - <i>English Curriculum Impact to carry over to the next meeting.</i> - <i>Overview of SEND behaviour systems to be shared with the LGB in a future meeting</i> <p>All actions are due to be covered within this agenda.</p>
5	<p><u>Ofsted/Statutory/Local School Updates</u></p> <p>Following Ofsted's Big Listen project, more information has been released.</p> <ul style="list-style-type: none"> - There will be a greater focus on Ofsted inspectors gathering more feedback and providing feedback to those staff directly involved. - Inspection criteria has changed; there is a stronger focus on the effectiveness of leadership and management. - The new framework should allow for a more inclusive process for teachers and feel less judgemental, and more supportive. <p>The KCC SEN Locality Model Consultation is still going ahead. HT is due to attend a Keeping in Touch meeting on the 18th December 2024.</p>
6 6.1	<p><u>Governance</u></p> <p><u>Governor Membership</u></p> <p>A Staff Governor vacancy was advertised at Vale View School. In the absence of any other nominations, Amanda Abbott was elected unopposed as Staff Governor, without the need to go to ballot.</p>
6.2	<p><u>NGA Skills Audit</u></p> <p>Governors took part in a group interactive skills audit. Out of nine sections, there were three areas which were rated as amber; the other areas were rated green, as Governors are confident in their skills and knowledge for those areas.</p> <p><i>Questions rated as amber:</i></p> <ul style="list-style-type: none"> - Do we know what the school's strategic priorities are? <p>Governors know some of the priority areas but are not always confident in the details of these.</p> <ul style="list-style-type: none"> - Do we know how to build the knowledge needed to be an effective governor? <p>Governors have had experience to shadow other governors or trustees. Training has been offered and attended by governors. Further training on providing strategic challenge may be beneficial in supporting challenge within LGB meetings.</p> <ul style="list-style-type: none"> - Are we able to form a suitably experienced panel when required? <p>As a local governing body, this rarely falls to governors which results in governors having less experience in this overall. However, governors do feel that with support, they would be able to sit on a panel if needed.</p>
7	<p><u>Headteacher Report</u></p> <p>The Headteacher Report was made available to Governors prior to the LGB meeting.</p>

7.1	Governors were made aware that since the report has been issued to Governors, there has been a suspension at St Martin's. One child was suspended for 1.5 days; subsequently, this child has since left the school.
7.2	<p>A Governor asked how children with SEND are catered for within the White Rose Maths scheme. Governors were informed there is a section of the scheme called 'Infinity' which supports teachers with generating questions to help to reduce cognitive overload for these pupils by producing questions with similar visuals and structures. In addition to this, rather than different visuals, manipulatives could be more appropriate in supporting pupils with SEND. Infinity does not currently support key stage one and therefore, teachers have to generate their questions manually. When asked further, how challenge for greater depth is incorporated, Governors were informed there are problem solving resources available within White Rose and teachers have also been encouraged to use further resources from Headstart and Twinkl, which both support greater depth well.</p> <p>A Governor asked how the schools are going to assess the impact of White Rose. Governors were informed that it could take some time to see the long term impact of implementing the new Maths scheme. However, it is hoped that there should be a gradual increase in the percentage of children reaching age related expectations. It is also expected that there will be a higher percentage of children on track as they work through the school and programme of work.</p>
7.3	Writing is one of the school priorities; transcription and composition skills are not where they should be by the time children get to the end of key stage one. The introduction of Drawing Club has really supported children in making accelerated progress. To compliment this, Curious Quests has been implemented in year one as an extension to Drawing Club. Clear assessment procedures have been put in place for year two to six in the revised medium-term plans, with each writing lesson having key questions which link to the learning that can be assessed at the end of each lesson.
7.4	Attendance in EYFS at St Martin's is particularly low however, it was highlighted that there have been children who are on part-time timetables and children with significant medical needs which would impact attendance figures more significantly for EYFS.
7.5	<p>Since the implementation of the updated policy in the summer term, there has been a positive impact seen in staff attendance and absence. The new policy has meant some staff have met the threshold for informal absence management, as per the thresholds outlined in the policy.</p> <p>A new teacher has been appointed for Year 3 at Vale View, who is an Early Careers Teacher (ECT). At St Martin's, there will be a change in staff in EYFS for a short period of time. The member of staff who has been covering maternity leave has sought new employment, prior to the return of the long-standing class teacher. Staff from the Trust will be stepping in to support EYFS at St Martin's until the teacher returns from maternity leave.</p>
8	<p><u>Curriculum Impact - English</u></p> <p>Due to time constraints, this agenda item was carried over from the previous meeting. However, it was highlighted that the impact of English was broadly covered within the Headteacher Report.</p>
9	<p><u>School Priorities Workshop</u></p> <p>Collectively, Governors reviewed the strengths and next steps in the Quality of Education.</p> <ul style="list-style-type: none"> - There are team strengths across the Trust, with staff working collaboratively together. - Staff are working continuously to identify gaps in children's learning and fill these as well as possible to ensure children can reach age related expectations. - Lots of work has been put into developing the creative curriculum, which is now really well embedded.

	<ul style="list-style-type: none"> - Parents are included within the children’s learning journeys, which in addition is building positive relationships between the schools and parents. - Some children in KS2 still require Little Wandle interventions. - The Bridge to Spelling programme is still quite new and therefore, some children are still using this to support their progress in spelling. - Progression of reading skills is being developed following the introduction of Reading Ropes. - Maths teaching leads have visited one of their two link schools and received training linked to the Maths Mastery approach. Book looks and lesson drop-ins are to take place to analyse progress and next steps.
10	<p><u>Governor Monitoring</u> Monitoring reports were made available to Governors to view prior to the LGB meeting.</p>
10.1	<p><u>Parent Consultations – Parent Voice</u> Governors reported that both monitoring visits received a positive reception from the parents. Parents were complimentary of both schools, commenting that children felt safe and happy at school. Overall, parents were supportive and liked the behaviour systems in place at the schools. Further comments were made reporting they (parents) feel learning is appropriate, but it was suggested further challenges within home learning could be considered.</p>
10.2	<p><u>Attendance</u> Attendance monitoring took place at Vale View. Data demonstrates that attendance has improved. Some children’s attendance is very low due to taking family holidays during term time. It was highlighted that for some children, there are varying complex needs which is affecting their attendance. Governors reported it was very evident that the school has a good understanding of the individual circumstances affecting pupil attendance at Vale View.</p>
10.3	<p><u>Maths Monitoring – Staff Voice</u> There has been a very positive response towards the White Rose scheme of work, particularly in supporting less experienced staff. It was identified that some staff are finding it difficult to best support those children working significantly behind, or ahead of the main cohort of children. This has been identified as additional CPD which will be required for staff.</p>
11	<p><u>Planned Governor Monitoring</u> The following items of governor monitoring were agreed and booked in as stated below:</p> <ul style="list-style-type: none"> - Kirsty Meakings to attend a Class Review at St Martin’s on Thursday 9th January at 3:15pm. - Carole Bennett to carry out staff voice based on White Rose Maths (1:30pm) and attend a Class Review (3pm) on Monday 13th January.
12	<p><u>Safeguarding Update</u> Governors were informed the Trust will be accessing training via the NSPCC (The National Society for the Prevention of Cruelty to Children). There is a large variety of training available to access, all at a reasonable price. Any relevant updates will subsequently be shared with staff via the termly safeguarding newsletter, which is sent to all staff.</p> <p>The WDAT (Whinless Down Academy Trust) DSL (Designated Safeguarding Lead) team have met as a team, as mentioned in the previous LGB meeting.</p>
13	<p><u>Any Other Business</u> No items of any other business were discussed.</p>

14	<p><u>Confidentiality of Proceedings</u> No items of a confidential nature were raised during the meeting.</p>
15	<p><u>Publication of Minutes</u> The next LGB will be held on Thursday 27th March 2025 at 4pm at which these minutes will be approved and published.</p>
<p><u>Action Points</u></p> <ul style="list-style-type: none"> - <i>KM and CB to carry out monitoring visits.</i> 	

Minutes written by the Governance Professional, Katie Banes

Signed  Date 30/1/25

pp Carole Bennett, Chair of Governors