



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

Thursday 27th March 2025

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 27th March 2025, at 4pm.

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

Others Present: Jacky Cadour (Assistant Headteacher)

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 Amanda Abbott, Billy Wilson and Kirsty Meakings. Apologies for absence were accepted and the meeting was confirmed to be quorate.</p>
2	<p><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. No declarations of business/pecuniary interests were raised.</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 17th December 2024 in Term 2, have been published on the school websites.</p>
4 4.1	<p><u>Approve Minutes from previous LGB Meeting in Term 3 –Thursday 30th January 2025</u></p> <p>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 30th 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	<ul style="list-style-type: none"> - <u>Actions</u> <i>JC to arrange monitoring with AA for SEND Adaptive Teaching monitoring.</i> - Safeguarding monitoring was not required as external safeguarding audit was scheduled to take place.
5 5.1	<p><u>Ofsted/Statutory/Local School Updates</u></p> <p><u>Wrap Around Care</u></p> <p>The Department for Education (DfE) has introduced new expectations regarding wrap around care in schools. Wrap around care refers to the provision of childcare services that extend beyond standard school hours, catering to the needs of working families. It was stated that the current provisions already in place would not fulfil the new expectations of the DfE.</p> <p>With support from the local authority, the government expects all primary schools to provide a flexible wrap around care provision that accommodates the varying needs of families, including before and after school care. It is essential that programmes offered are accessible, affordable and inclusive. The DfE emphasises the importance of high-quality care that promotes children’s welfare, learning and development, ensuring that the services provided by the Trust align with these expectations. A Governor asked if these new expectations would cause additional workload for staff and if it would be funded or come from the school’s existing budget. It was stated that the impact on workload would initially be on leaders for setting up and organising the new wrap around care programme. The parents would pay for the club directly with the company running this.</p> <p>The Trust has been consulting with external providers to explore options for how the wrap around care can be provided across all three schools within the Trust. The Trust have consulted parents to gauge an understanding of the need within the community. It was commented that St Martin’s could be ideal for hosting the wrap around care as, St Martin’s school hall is separate to the main school building and would provide easier access for external companies. Vale View’s Hall is not separate to the main building like St Martin’s.</p> <p>A Governor asked if there is a time scale for the new provision to be in place. Governors were informed that it is not likely to be in place by September 2025, but the Trust endeavours to set it up as soon as practically possible.</p> <p>5.2 <u>Regional Improvement in Standards and Excellence (RISE)</u></p> <p>RISE aims to break the link between young people’s background and their future success. There will be two levels of support provided by the RISE team; bespoke targeted interventions for eligible schools and universal support to all. Targeted interventions would be based on the school’s individual needs, as identified through Ofsted inspections.</p> <p>The DfE has invested an initial £20 million to develop RISE teams. RISE Advisors are comprised of educational leaders with proven previous experience.</p> <p>RISE will use Ofsted’s new report card system to direct their support; Ofsted’s new report card system has not yet been finalised.</p> <p>5.3 <u>Dover Partnership Board</u></p> <p>In October 2024, the CEO and Headteachers from the Trust attended an event hosted by the CEO of Turner Schools. David Adams also attended the event and presented an overview of the data in the Dover area.</p>

	<p>During the initial meeting, common themes were highlighted as potential priorities for schools in the local area. Priorities included suggestions to review the transition process, particularly for vulnerable pupils who struggle with the transition to secondary school. Attendance, persistent absentees, pupil outcomes and pupil suspensions were also common themes highlighted amongst leaders. It was commented that it is very common for children to have a very nurturing experience at primary school, but this can be difficult to maintain when children transfer to secondary school due to the difference in secondary school size and set up.</p> <p>Dover Partnership Board intend to continue to meet to work collectively towards building school improvement networks and supporting each other.</p>
<p>6 6.1</p>	<p><u>Governor Monitoring</u> <u>Monitoring Visits</u></p> <p>Monitoring reports were made available to Governors prior to the LGB meeting. CB carried out monitoring visits by attending class reviews and collating staff voice based on the new White Rose Maths scheme in place.</p> <p>It was commented that staff feedback regarding White Rose was positive, with both pupils and staff finding the new booklet approach much more positive.</p> <p>A Governor raised a question with regards to the fencing at Vale View near the EYFS outside learning area; whether it is possible to use shade fencing or a different type of barrier to reduce the visibility from the general public from anyone outside the school looking in.</p>
<p>6.2</p>	<p><u>Planned Governor Monitoring</u></p> <p>The following monitoring visits were agreed and planned:</p> <ul style="list-style-type: none"> - Thursday 15th May at 9am - SATs monitoring at Vale View (CS) - Tuesday 13th May at 9am - SATs monitoring at St Martin's (CB) - Monday 19th May at 9:30am - Pupil voice for Maths and English at St Martin's (CB) - Friday 23rd May at 9am - Behaviour Pupil Voice at Vale View (FB) - Thursday 5th June at 9am - Pupil voice for Maths and English at Vale View (CB) - Thursday 12th June at 9:30am – Staff Well-Being monitoring (CS)
<p>7 7.1</p>	<p><u>Headteacher Report</u></p> <p>The Headteacher Report was made available to Governors prior to the LGB meeting. An error was highlighted to Governors in relation to the Non-SEND attendance figure in Term 1 for St Martin's. The correct figure was confirmed to be 98.25.</p> <p>It was commented that there has been a number of unauthorised holidays taken during term time, which has had a negative impact on attendance.</p>
<p>7.2</p>	<p>A Governor asked if there were any explanations for the reduction in attendance for Year R and Year 3 at Vale View. It was commented that some term time holidays had been taken in Year R. It was also highlighted that schools are unable to request a penalty notice for children under five (5) years old.</p> <p>There have also been term time holidays taken in Year 3, for which penalty notices were issued. It was also commented that there are several persistent absentees in Year 3; this cohort of children have been a concern since Year R, however attendance is improving in areas. It was also noted that three new children joined Year 3, which would also have a negative impact on the attendance data.</p>
<p>8</p>	<p><u>Curriculum Update</u></p> <p>Governors were given an overview of the progress made in writing so far. Examples of Year 1 planning was shared to show the difference and progress made since using the Curious Quest approach. Planning has been adapted to split the planning into individual sessions to support teachers in sequencing concepts better. Key questions have been introduced in planning since term three, which teachers use to mark</p>

	<p>against for the lesson. The shift in the new planning approach has had a positive impact on teacher workload and well-being.</p> <p>Staff are provided with CPD sessions termly, with sessions focussed on the school priorities.</p> <p>Clicker scaffolding and word banks are used to support pupils writing. It was commented that children can sometimes over-use Clicker to support their writing. The aim is for children to gradually move away from Clicker to become more independent with their writing; focussing on any specific barriers to writing they may have. Language Through Colour is also used as a whole school approach at Vale View.</p> <p>Governors were given the opportunity to view children's writing books and compare them with writing in their books a year ago. This approach really highlighted the progress children, and the schools have made in improving writing.</p>
9	<p><u>Safeguarding</u> Both schools have had an external safeguarding audit which has been carried out by Proactive Safeguarding. St Martin's have received their draft report, which highlighted strengths and next steps as stated below:</p>
9.1	<p><u>Strengths</u></p> <ul style="list-style-type: none"> - There are robust safeguarding measures in place, with the systems used regularly reviewed and updated to ensure effectiveness. Relationships with families and are well-established and the Early Help offer and support from the Family Liaison Officer (FLO) is a real strength. - There is a strong safeguarding culture amongst staff. Communication is also a strength; staff feel concerns are listened to and acted upon. - Regular staff training and updates take place. - The curriculum teaches safeguarding; both staff and pupils can talk confidently about this. - The school's website has a comprehensive amount of safeguarding information which can be accessed, including online safety. <p><u>Next Steps</u></p> <ul style="list-style-type: none"> - Adapt DSL job descriptions to include their roles with regards to filtering and monitoring. - Governors to be given the opportunity to complete Safer Recruitment training online to broaden their understanding and the importance of safer recruitment. - Consider best practice for monitoring review dates for Trust policies. - To remove the 'Leavers' tab from the single central record. - Keep evidence of referee's identity if verification of a professional cannot be obtained from a professional email address.
9.2	<p>Vale View is yet to receive their draft report following the safeguarding audit. An overview of some of the items raised are highlighted below:</p> <ul style="list-style-type: none"> - There is a good culture of safeguarding at Vale View. The school has adapted their environment to support the needs of pupils. - More training on FGM (female genital mutilation) is needed. The Headteacher commented that she has found it extremely difficult to get advice from safeguarding services with regards to FGM. The intimate care log (used to support changing children) needs to be shared across the Trust. <p><i>CS left at 5:40pm</i></p>
10	<p><u>Any Other Business</u> No items of any other business were raised during the meeting.</p>
11	<p><u>Confidentiality of Proceedings</u> Items discussed as part of agenda item number 7 were identified as confidential.</p>

12	<u>Publication of Minutes</u> The next LGB will be held on Thursday 26 th June 2025 at 4pm at which these minutes will be approved and published.
<u>Action Points</u> - <i>Consider Safer Recruitment training for CB.</i>	

Minutes written by the Governance Professional, Katie Banes

Signed *C. Bennett* Date *26/6/25*

Carole Bennett, Chair of Governors