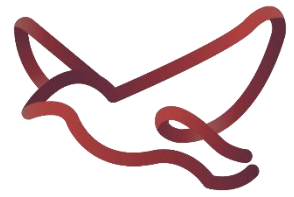




**ST MARTIN'S
SCHOOL**



**WHINLESS DOWN
ACADEMY TRUST**



**VALE VIEW
SCHOOL**

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

Thursday 5th February 2026

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 5th February 2026, at 4pm.

Governors Present: Carole Bennett (Chair of Governors), Katie Burton, Francesca Bushell, Kirsty Meakings, Lisa Sprigmore (Vale View's Head Teacher), Helen Thompson (St Martin's Head Teacher), Andrew Wright

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

Governance Professional: Katie Banes

1	<p><u>Welcome, Introductions, Resignations and Apologies for absence</u> Governors were welcomed to the meeting. Katie Burton was welcomed to the meeting as a new Staff Governor. Chris Scoble sent his apologies for the meeting. Apologies were accepted by the LGB and the meeting was confirmed to be quorate.</p>
2	<p><u>Declaration of Business/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 new declarations of business/pecuniary interests were declared.</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 16th October 2025 in Term 1, have been published on the school websites.</p>
4	<p><u>Approve Minutes from previous LGB Meeting in Term 2 –Thursday 26th November 2025</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 26th November 2025 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>Behaviour Monitoring to be rescheduled.</i>
5 5.1	<p><u>Statutory/National/Local Updates</u></p> <p><u>National Update – Changes to EYFS Statutory Framework (Effective from September 2025)</u></p> <p>Governors received an update on the changes to the EYFS Statutory Framework. Many of the requirements were already in place within the nursery and EYFS across the Trust, with only minor adjustments needed to policies and procedures.</p> <p>The changes with the framework strengthen safeguarding practices already in place. An overview of some of the changes and this affects the Trust have been outlined below:</p> <p>Nurseries must now follow up when a child is absent for a prolonged period. A new nursery attendance policy has been introduced to support this requirement.</p> <p>Settings must hold up-to-date emergency contact details for parents. The nursery at Vale View follows the same practice as the main school with regards to holding up-to-date contact details.</p> <p>Whistleblowing procedures are emphasised; the school already has these in place alongside a Low-Level Concerns Policy.</p> <p>Safeguarding training is already established, with a focus on ensuring training translates into practice. There can be some logistical challenges managing the training for nursery staff due to contract arrangements.</p> <p>Early Years students and trainees can only be included within ratios if they have completed paediatric first aid training. All nursery staff at Vale View have received paediatric first aid training.</p> <p>An amendment within the framework requires children to have appropriate privacy during nappy changing while maintaining safeguarding. Trust policies have been reviewed, updated and implemented across the trust. All Reception classes across the trust have access to suitable facilities too.</p> <p>Nutrition, Food Safety & Safe Eating</p> <p>New guidance strengthens expectations around nutrition and food safety in early years settings. Meals should be healthy, balanced and nutritious, limiting foods high in salt, sugar and saturated fat. Raisins are not recommended for Reception-aged children but will continue to be offered in KS1. Water remains the main drink offered across the schools. School menus have been reviewed and updated, including the introduction of a meat-free day.</p> <p>New guidance includes strict expectations on food textures, supervision and choking prevention, with procedures for recording any incidents.</p> <p>Paediatric first aiders must be present during lunchtime, which presents staffing challenges at St Martin’s. This is currently managed through adjustments to staffing, with additional staff now awaiting training in paediatric first aid to ease this.</p> <p>Most requirements were already embedded within current practice across the nursery and EYFS provision, with updates primarily involving policy refinements, improved documentation and clearer communication with parents.</p>

5.2	<p>Local Update – Community of Schools Bid</p> <p>At the last Community of Schools meeting, the Trust SENCo team placed a bid for £12,000, which would be to implement play therapy across the trust. The Trust were successful in getting the bid approved and are due to receive the funding in due course.</p> <p>Based on the figures outlined in the bid, funding should be received for twenty (20) children, which will be for weekly sessions across an estimated period of twelve (12) weeks. The funding is estimated to be allocated for five (5) children at Vale View and St Martin’s and ten (10) children at Priory Fields. Figures are based on estimated costs following the initial research completed by SENCOs and some adjustments may be necessary upon securing work with a Play Therapist.</p>
6	<p>Governor Membership</p> <p><u>Staff Governor</u></p> <p>Katie Burton, Class Teacher at St Martin’s School has nominated herself for the role of Staff Governor. In the absence of any other nominations, Katie Burton was successfully appointed as Staff Governor for St Martin’s and Vale View Local Governing Body with effect from 5th February 2026. The term of office will be for four years.</p> <p>Governance Professional to set KB up on Governor Hub.</p>
7	<p>Pupil Premium</p> <p>LGB were provided with an overview of the plan for addressing the disadvantage gap. The Strategy for Year 2 of the three-year plan was uploaded for Governors to view on Governor Hub.</p> <p>Headteachers recently attended training on Pupil Premium, which highlighted the importance of ensuring all staff focus on addressing the disadvantage gap. Additionally, the training highlighted the importance of aligning Pupil Premium plans with whole-school priorities as set out in the school’s strategic plan.</p> <p>Both headteachers confirmed that the schools’ Pupil Premium and Strategic Plans are well-aligned with many overarching themes. Governors were given examples of these, including prioritising high-quality, research-based CPD; improving the quality of teaching; early identification and intervention to improve speech, language and communication.</p> <p>Headteachers provided governors with an update on the implementation of the Pupil Premium plans:</p> <p><u>St Martin’s School</u></p> <p>High quality training for teachers and support staff has been delivered, using research-based approaches as a priority. High quality CPD has also been readily provided to staff via National College.</p> <p>Purchasing the structured Maths scheme, White Rose, has been instrumental in raising the quality of teaching of learning.</p> <p>In addition to this, the recently purchased new spelling scheme also offers a clear structured approach.</p> <p>There are clear links with oracy and attendance within the School Strategic Plan and Pupil Premium Strategy.</p> <p><u>Vale View School</u></p> <p>The School Improvement Lead has been utilised to help develop quality first teaching and provide further CPD opportunities to further support staff. The aim is to ensure CPD is bespoke to ensure it meets all abilities and experiences of teaching staff.</p> <p>Staff use IRIS to further develop themselves as practitioners; IRIS helps staff hone-in and focus on key specific areas and identify areas for development.</p> <p>The appointment of a TA who specialises in speech, language and communication has been a strength in supporting the priority within the school for oracy.</p>

<p>8</p>	<p><u>School Strategic Plan</u></p> <p>The School Strategic Plans (SSP) had been updated for both schools, which included reviewing the Autumn Term and updating the actions for the Spring Term. SSPs have been developed in line with the new Ofsted framework.</p> <p>SSPs were made available to Governors prior to the LGB meeting.</p> <p>A Governor asked if leaders had noticed a positive change in the curriculum with regards to the new spelling scheme and how spelling is now taught. Governors were informed that it is still in the very early stages of implementation but, monitoring and staff voice so far is positive. The new scheme provides lots of opportunities for children to practice and embed skills that they have been taught. Currently, lessons are taking longer to deliver than the plans suggest. It is thought this is likely due to staff and children adapting to a new scheme and once staff are more versed in the new scheme the lesson time should reduce. Staff have been given the option to spread the three-day lessons across five days to help support timetabling and the teaching of spelling.</p> <p>At St Martin’s there has been a higher emphasis on spelling within home learning this year. Parents will be surveyed in March to gauge the engagement and participation for this.</p> <p>A Governor asked if pupil reading records evidence children reading for pleasure. It was commented that there is some evidence of this, however often children read without it being recorded in their reading records.</p> <p>At Vale View, engagement in Times Tables Rockstars has reduced. The Homework Policy has been relaunched, encouraging children to read more and earn the value points. The school are supporting parents to help them overcome home learning barriers and providing support where possible. Purple Mash is also used for home learning at Vale View. Purple Mash has a good tracking system which can identify those children who do not regularly access the system; some of these families are invited to attend Homework Club to support children in accessing Purple Mash and completing their homework.</p> <p>Vale View has also received some funding via Virtual Schools Kent (VSK) to purchase Nessy, a structured spelling intervention for those with specific literacy difficulties. Nessy sharing sessions have been scheduled for Term 4, with invites sent to parents for those children who access Nessy at school. Guides will be shared with parents for those parents who are unable to attend the sessions.</p>
<p>9 9.1</p>	<p><u>Governor Monitoring</u> <u>Monitoring Feedback</u></p> <p>Governor monitoring reports were made available to Governors prior to the LGB meeting.</p> <p>It was reported that Class Reviews at both schools were informative, with targeted focus groups clearly identified.</p> <p>Governors commented positively about the progress being made and the increased behaviour and well-being for children.</p> <p>Reading monitoring took place at St Martin’s recently. Governors noted a very positive reading culture, with pupils enjoying reading and expressing enthusiasm. Staff reported increased confidence following changes to the Little Wandle approach. Pupils highlighted some limitations in book choice, particularly within series and for younger readers accessing Accelerated Reader, however leaders were in the process of addressing this at the time of the visit. The key stage two (2) library is well-organised in a public library style, and there is a continued focus on promoting reading for pleasure within this space.</p> <p>Read alongside sessions have been scheduled to take place in March and in the summer to further continue to promote reading.</p>

<p>9.2</p>	<p>After a significant break from holding the Book Fair at St Martin’s, the Scholastic Book Fair will be visiting St Martin’s this year.</p> <p>Planned Monitoring</p> <ul style="list-style-type: none"> - Governors to monitor Sports Premium in Term 5. - The Edurio well-being survey will be sent out to staff next term. Actions will be created following completion of the survey.
<p>10</p> <p>10.1</p> <p>10.2</p>	<p>Safeguarding</p> <p>Governors were provided with a brief update of the actions from the areas for development from the last annual safeguarding report provided to Governors.</p> <p>St Martin’s School</p> <ul style="list-style-type: none"> - As part of good practice, it was recommended that job descriptions for DSLs (Designated Safeguarding Leads) to include monitoring and filtering responsibilities. This has now been actioned. - It was suggested the Governor responsible for safeguarding to carry out Safer Recruitment training. Governance Professional to contact CS regarding this. - Reference verification – There are sometimes occasions where references cannot be obtained from a professional email address. Thorough validation of email checks, with records kept to support this was recommended. Staff have been following this practice since the recommendation. - Educational trips and visits – Extra emphasis on ensuring staff are knowledgeable about any potential safeguarding implications when on trips. All Headteachers and the CEO have completed external EVC training for trips and disseminated this to teachers. The Trust are also in the process of organising external minibus assessments which, was also recommended as good practice. <p>Vale View School</p> <ul style="list-style-type: none"> - Due to the high number of children on child protection plans or children in need, the external advisor recommended supervision for DSLs. DSLs often manage some difficult situations and the number of safeguarding cases have gradually increased. As a group of DSLs at the school, the school felt they were managing well as a team. However, in order to continue to support staff well-being, the CEO organised supervision for DSLs. In addition to this, the workload for the EYFS Leading Practitioner has been reduced; supervision is also being provided for EYFS staff too. Supervision has previously been led by the EYFS Lead. - DSL training for new Assistant Headteacher (AHT) was recommended. This was completed as soon as training was available. The AHT has been effective in her role as DSL since. - Continue developing the use of CPOMs so that positive handling incidents can be recorded. This has been implemented.
<p>11</p>	<p>Any Other Business</p> <p>Governors were reminded of the IDSR training session from Graham Chisnell which is due to take place on Thursday 26th February, 4pm – 6pm. All Governors welcome to attend.</p>
<p>12</p>	<p>Confidentiality of Proceedings</p> <p>No items of a confidential nature were raised during the meeting.</p>

13	<p><u>Publication of Minutes</u> The next LGB meeting will be held on Thursday 19th March 2026 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>Behaviour Monitoring to be rescheduled.</i> - <i>Governance Professional to set KB up on Governor Hub.</i> - <i>Governance Professional to contact CS with regards to completing Safer Recruitment Training.</i> 	

Minutes written by the Governance Professional, Katie Banes

Signed Date

Carole Bennett, Chair of Governors