

ST MARTIN'S CHURCH OF ENGLAND SCHOOLS

Local Governing Body (LGB) – Minutes of Meeting held on 12th September 2023 at 5.00 pm at the School

Governors present:

Mrs N Ahronson (to 6.03 pm)	NA	Y	Revd N Parish	NP	N
Mrs S Chorley	SC	N	Ms E Smit	ES	Y
*Mrs M Down	MD	Y	Ms R Squizzoni (to 6.27 pm)	RS	Y
/Mrs K Marchesi	KM	N			
Mr A Holliman	AH	N	Mrs J Taylor (Chair of Governors)	JT	Y
Mrs S Jeffery (online) (to 6.25pm)	SJ	Y	Mrs A Todd (Vice Chair)	AT	Y
Mrs A Keith	AK	Y	Ms L Wang (to 6.03 pm)	LW	Y

In attendance:

Mrs T Jones (TJ)	Clerk to the Governors	Y
Mr H Betterton (HB)	Trustee	N

* The Co-Headteachers (Mrs M Down and Mrs K Marchesi) share the role of Headteacher governor but count once towards a quorum and have a single vote where the Local Governing Body needs to vote on a matter.

Observers to Part 1: None

Apologies for absence

Apologies for absence from this meeting had been received from SC and AH and were agreed. HB and KM had sent apologies that they could not be in attendance at the meeting. SJ attended online. The meeting was in quorum. Several governors had advised that they would need to leave the meeting and the order of agenda items was adjusted to ensure that decisions were taken while still quorate.

Declarations of Interest and confidentiality

- Governors present completed their annual declarations of interest. The Link to the register of interests was provided in the agenda and previous declarations available for review. There were no interests declared in the agenda items for this meeting. Governors noted the confidentiality statement and the St Martin's Vision Statement provided in the agenda which underpinned all that was done at the Schools.
- JT welcomed LW, who had been elected as new parent governor, to her first meeting.

Summer 2023 outcome data and update on start of term

- MD presented the summer 2023 outcomes data. There were no surprises in the data and the School Improvement Plan (SIP) addressed issues raised. The written Leadership Report for the autumn term would include detail about the performance of vulnerable groups. Key points included:-
 - Good levels of development (9GLD) in Early Years was significantly above national, which was reflective of this cohort.
 - The Year 1 phonics screening was also reflective of the year 1 cohort, which included some significant SEN. Staff would drill down further to understand the reasons for performance in the screening test,
 - Nine of the ten children who took the Year 2 phonics re-test had met threshold.
 - In the KS1 SATs, Year 2 pupils had performed well in the writing SATs test, reflecting the impact of Talk 4 Writing. It seemed that it was becoming harder to attain greater depth; KS1 maths was in line with national.
 - Very strong performance in the Year 4 multiplication times tables (MTT) test, with 88 Year 4 pupils achieving more than 20, with 50% of the cohort achieving 100%

- At KS2 SATS, the big difference between results writing compared with those in reading and maths was anticipated and this would be a focus of the SIP. Writing was above but closer to national than data for reading and maths.
4. Governors asked whether the high level of need in the previous Year 1 was spread across the year group; MD confirmed this and that the delivery teams had been adjusted accordingly. AK asked if there was sufficient capacity in Meerkat and this was confirmed.
 5. ES asked about the phonics re-tests in Year 2; MD clarified that the same test was taken, teachers targeted to backfill learning by Christmas after the year 1 test where possible and the phonics journey would continue to support catch up as needed. More Year 2 pupils would need this support this year, but the fact that these pupils took the test again in year 2 did not mean that they were still reading at the Year 1 level, however.
 6. ES asked why teacher assessed element of the KS2 SATs might differ from writing in class; MD said that the process was rigorous and that some pupils were expected to perform better than they did, including several who were working at greater depth. AT asked whether the recent moderations had been helpful; MD confirmed that the moderation had been a positive process and outlined learning from the process which would support development of writing and be included in the SIP. These included foci on spelling, handwriting and conversations around reading which would all support improvement in writing.
 7. ES asked what reading encompassed; key was implicit and explicit understanding of the texts. MD would provide governors with the success criteria for reading. **Action: MD**
 8. NA asked about the nature of the needs seen in last year's Year 1; MD said there was a high level of needy children in this year group, some high need children, some with social and emotional need, some vulnerability because children had recently joined from other schools, and several of the pupils had significant attendance issues.
 9. AT sad that AT said that the gap between the results in writing at KS2 and those in reading and maths had been anticipated and built into the SIP. AT recalled the presentation at the previous meeting on interventions to support writing through use of Talk 4 Writing. However, the team should be pleased with the results in maths and reading. MD said that the change from Power Maths to White Rose provided additional challenge and had been the right decision for St Martin's pupils. Governors noted that the Year 4 MTT test was exacting and congratulated St Martin's.

School Improvement Plan Update

10. MD reported that the School's Self Evaluation identified clearly where the School needed to focus attention to improve and outlined the school improvement process undertaken with staff to identify
 - clear statements of the problem
 - desired outcomes for each issue
 - relevant actions, which could change over the time frame of the plan.
11. MD outlined the areas of the SIP. In respect of the *Quality of Education* strand, ES welcomed the focus in the SIP on reading, AK welcomed the examples of engaging texts included in the school newsletter and AT commented on encouragement to pupils to explore different kinds of texts. MD suggested that a future governor's meeting be held in a location to enable governors to see a reading corner. **Action: TJ**
12. Regarding Teaching and Learning pedagogy, RS said that the SEND action plan included ensuring expectations are consistent through the school and that interventions would be conducted within classes, rather than removing children. AK reported that 'good listening' had been in evidence in school assemblies.
13. LW asked what kinds of elements would be removed from teaching following curriculum reviews; MD said that the curriculum work continued to focus on Progress of knowledge and skills (POKAS) and gave an example of learning being stripped back to five key things that a pupil needs to know about a topic, which should be retained in order to be built upon in their next year group. RS said that this approach was extremely helpful which staff were looking at key learning across the school. AT asked if the School would communicate to parents where home learning was designed for example to support retrieval; this practice aimed to support the staff rather than parents but it could be useful to tell parents that an exercise was based on retrieval of similar learning.
14. In connection with the SIP focus on Behaviour and attitudes, AK asked whether play was directed for pupils who struggled to play; MD said this was not currently the case but some pupils were invited to attend Chill out club, MD reported the purchase of new equipment to support play and introduction of opportunities to enable children to use them, and to play and from each other including activities they may have missed previously. The SIP included learning from another school of seeding activities, use of play advocates.

15. Regarding the target to improve standards of presentation, AK asked about challenges to parents of sourcing uniform this year; this problem had been reported but the School lent or provided uniform where there was a need on a temporary or permanent basis.
16. In respect of the personal development target on inclusivity, ES highlighted the importance of not making assumptions about cultural experiences which children from other cultures may not have experienced. MD would highlight to staff that such assumptions could be a challenge in, for example, maths questions for high attaining pupils.
Action: MD
17. Governors discussed how the School planned to address wellbeing feedback from support staff. ES asked if support staff received the same training as teachers: support staff reported to RS and were always invited to staff training. MD said that RS was passionate about ensuring that support staff were given the opportunities and time for CPD. AK asked if there was anything that parents could do and governors noted that praise and anecdotes from parents would be useful to support staff wellbeing.
18. Governors noted the SIP strands for Leadership and Management and School of Faith, and that the latter had been shared previously with the Local Governing Body. In response to query, MD clarified that SMSC learning was already good, and the development point related to tracking it through the curriculum, underpinned by Christian distinctiveness.
19. The Local Governing Body welcomed the new format of the plan and felt that developing problem statements and success criteria should help to focus staff on the areas for improvement. AT raised for monitoring the statement under 4.2 about the challenge of staffing and budget.

Chair's Actions and other Urgent Business

20. JT reported that she had not had to take any emergency actions on behalf of the Governing Body since the last FGB meeting.

Annual Business Items

21. The LGB noted that the governance structure for 2023-24 would be through delegated local committees for Education and Wellbeing and Resources and Infrastructure, plus Local Governing Body meetings
22. TJ invited nominations for election as Chair and Vice Chair for the educational year. JT volunteered to remain in post as Chair and AT as Vice Chair. No other nominations were received and the Local Governing Body elected JT as Chair and AT as Vice Chair until 31 August 2024.
23. The Local Governing Body confirmed the appointment of ES as Lead governor for SEND, LAC and Pupil premium and NP and AK as governor leads for School of faith.
24. JT would liaise with individual governors regarding their interest and availability to be appointed as Lead governors for Safeguarding and for Health and Safety and TJ would circulate a google form to ascertain experience in H&S.
Action: JT/TJ
25. Governors asked if the role of lead governor for behaviour would not continue this year. The LGB noted that the introduction of committees this year for Education and Wellbeing and for Resources and Finance could lead to changes in the structure of lead governors related to St Martin's development priorities and the LGB would consider this after the first committee meetings were held this term. The subject would be discussed at the committee meetings.
Action: JT/TJ
NA and LW left at this point. The meeting remained in quorum.
26. LGB members discussed the operation of the committee structure and TJ highlighted the draft work programme which had been published in a sub-folder for this meeting. Comments included:-
 - The Committees would be an opportunity to focus on specific areas of the SIP (deep dive)
 - It was important not to repeat at LGB meetings, discussion at the committee meetings.
 - The Clerk would produce Committee minutes for publication to all Governors.
 - All Governors would be able to access the papers for meetings and could raise questions in writing before the committee meetings, or be in attendance at the meeting, regardless of whether they were members of that committee.
 - The timing of committee meetings might be adjusted to meet the requirements of members, Trust staff attending etc.
 - Committee membership had been agreed by the LGB and LW was invited to attend the meetings of both committees initially before being assigned to one.
 - The role of committee chair was discussed.

[Post meeting note: The LGB agreed the following at its meeting on 11 May 2023:-

The Resources and Finance Committee would comprise of SJ, AK, BS, JT, AT and the Education and Wellbeing Committee would comprise SC, AH, PG, ES, NP. MD and KM would be members of both committees but they might not each attend all meetings. JT The Governing Body appointed NP as chair of the Education and Wellbeing Committee and AT as chair of the Finance Committee.

27. MD invited governor representation at the School Improvement Planning meeting being held with the Director of Primary, SLT, and Trust partner on 11 October 2023. A volunteer would initially be invited from the E&W Committee. **Action: E&W governors**
28. The LGB adopted the ELT Governor Code of conduct and governors were asked to sign to confirm their adoption of the code.
29. The LGB adopted the ELT open meeting protocol and virtual meeting protocol.
30. Governors noted the requirement to read the new statutory safeguarding guidance, Keeping Children Safe in Education, and the requirement for governors to complete update safeguarding training, details of which had been circulated to governors. Access to the NGA Learning Link through ELT NGA membership would be facilitated after 15 September 2023. It was noted that Annex F of KCSIE gave a summary of changes.

SJ left the meeting at this point. The meeting was in quorum.

31. It was clarified that reference in the Year planner to reports related to reports generated by the Trust or the School as relevant to each committee rather than reports generated by governors. Reports for Resources and Finance were likely to be generated by the Trust and those for Education and Wellbeing were expected to include School-generated reports but would also include visit reports from governors.
32. TJ highlighted the link in the agenda to the Academy Trust Financial Handbook update
33. TJ reported confirmation from the ELT Lead Clerk that RPA insurance (from the DfE) was in place for the Trust.
34. Governors had been asked at the beginning of the meeting to complete declarations of interest for the Register of interests.
35. The LGB adopted the statements of confidentiality and professional negligence statements and noted the reminder to confirm their compliance with GDPR requirements by destroying filing in hard copy and on their home devices of documents no longer needed for their governance role at St Martin's..

RS left the meeting at this point. The meeting was no longer in quorum.

Minutes of the previous meeting and matters arising

36. The draft minutes of the previous meeting of the Governing Body held 22 June 2023 had been published to all governors and no amendments received. Governors present confirmed the draft and absent governors would be asked by email to approve the minutes as an accurate record for signature by the Chair. Approval was subsequently confirmed. **Action: TJ**
37. The report on actions arising from the previous minutes was noted. A number of documents would be provided by the Trust COO.
38. AK reported that the revision of the school prayer for 2023-24 had been approved and would be published in new school diaries. Following the presentation made to the previous meeting, examples of expected and greater depth writing were available for review at this LGB meeting. TJ and JT had reviewed the template for governor assurance visits and suggested amendments to the report provided by JT from her leadership visit which were designed to support governor scrutiny.

Safeguarding

39. ES about how St Martin's was assured regarding the risk of RAAC in the School's buildings; MD reported that checks had already been conducted on the buildings at St Martin's and she had seen a very thorough risk assessment. Further checks would be conducted. RAAC had not been found at any ELT schools.
40. Governors would be asked to sign to confirm that they had read part 2 and part 1 or Annex A of the new statutory safeguarding guidance, Keeping Children Safe in Education, and completed update safeguarding training from NGA Learning Link. Governors were also required to confirm that they had read of St Martin's/ELT annual safeguarding documents (Child Protection and safeguarding policy, Staff Code of Conduct updated in line with KCSIE 2023 and ELT Safeguarding statement).
41. TJ reported that a number of governors had been emailed by office staff to remind them to bring in sources of identification to demonstrate their right to work in the UK. TJ would seek clarification from Helen Gash at ELT of whether the annual declaration of changes to DBS eligibility implemented for employees was also needed for governors. **Action: TJ**

42. The Safeguarding Governor would conduct a visit during the autumn term and report to the LGB.
Action: SC

Compliance, Policy and document review

- 43. The Local Governing Body received Child Protection and safeguarding policy, provided as a Trust-approved template and personalised for St Martin’s context.
- 44. The Local Governing Body received a report from the Admissions Panel regarding and noted that it would be necessary to consult upon the proposed change to the Admissions policies for 2025-26 and in-year change to the policies for 2023-4 to reflect the change in the definition of the Epsom Group Ministry following the decision of St Barnabas to join with St Andrews Church, Howel Hill, Cheam.
- 45. Governors highlighted the importance to the School of serving its local community.

School improvement planning, 5 year strategy

46. It was agreed that the low number of governors at the meeting compromised the value of running the planned workshop to gather feedback on longer term strategic priorities at this meeting. MD said that much of the thinking was subsumed into the new Trust strategy and proposed instead to conduct the exercised online. MD would circulate the Trust strategy to governors after this meeting. **Action: MD**

Meeting evaluation

- 47. Governors reflected on the impact of their meeting on children’s outcomes and welcomed the update and discussion of the School Improvement Plan in particular. The report on 2023 outcomes data had also been useful and governors recognised that the presentation during the summer term of the Talk4Writing had contributed to their understanding of the data and the SIP. The Local Governing Body congratulated the school team on the successes reported, which was noteworthy particularly because of the turbulence experienced by this year group, and recorded thanks to all members of staff who had been involved.
- 48. It had also been useful to discuss the committees and recognised that the operation of committees would evolve over time. It was agreed to include in agendas for the committees the statement of the School Vision and the Evaluation item (reflection on the impact of the meeting).

Date of next meeting

49. The dates of meetings during 2023-24 were noted. The next LGB meeting was confirmed as 5.00 pm on Tuesday 5 December 2023 at the school. The timing of the Walkthru’s review on 26 September 2023 would be confirmed.
Action: TJ

Part 2 business

Confidential matters are minuted separately.
 The meeting closed at 7.05 pm.

Signed.....Chair Date.....

ACTIONS LGB Meeting 12 September 2023

Item	Action	Owner	Completion Date/Update
7	Provide governors with the success criteria for reading		
16	Highlight to staff that assumptions about cultural matters could be a challenge in, for example, maths questions for high attaining pupils with overseas heritage		
24	Liaise with individual governors regarding their interest and availability to be appointed as Lead governors for Safeguarding and for Health and Safety; circulate a google form to ascertain experience in H&S.	JT TJ	
25	Discuss lead governor roles in light of the introduction of committees at the first meetings of the Education and Wellbeing and for Resources and Finance committees. Confirm at the December LGB meeting..		

	Send details to governors to enable participation in online workshop forum to contribute feedback on the draft five-year strategy	MD	
27	Seek representation at the SIP meeting being held with the Director of Primary, SLT, and Trust partner on 11 October 2023.	TJ	Agenda – E&W
36	Email absent Governors to confirm the draft minutes from June meeting.	TJ	
40	Seek clarification from Helen Gash at ELT of whether the annual declaration of changes to DBS eligibility implemented for employees was also needed for governors.	TJ	
41	The Safeguarding Governor to conduct autumn term visit and report to the LGB.	SC	
	Circulate the Trust strategy to governors after this meeting	MD	Complete
49	Confirm timing of Walk thru review.	TJ	
	<i>Brought forward from previous meetings</i>		
7	Share the report from the roof survey	JH	Carried forward
9	Share conditions survey with the LGB after it had been seen by the Trust Board.	JH	Carried forward
10	Share cost summary of estates priorities for investment over a ten-year period, colour coded to highlight priorities, the Co-Head teachers and Governors.	JH	Carried forward
30	Governors to review the draft Risk Register and comment to JH.	All	
50	Safeguarding Governor to provide a written report on her summer term safeguarding focused governor assurance visit.	SC	
10	Consideration to be given to T4W forming the focus for a Governor Learning Walk.	KM/MD	26/09/23
52	Provide a written report of their regular visits to support Christian distinctiveness, including leading and participating in assemblies	NP/AK	
	Complete Safer Recruitment training on Educare.	AK SC	
	Include in future agenda - question to support understanding of safeguarding information and keep the info current; Diversity and Inclusion	DSL /TJ	Ongoing – termly.