

ST MARTIN'S CHURCH OF ENGLAND SCHOOLS

Local Governing Body – Minutes of Meeting held on 6th February 2024 at 7.00 pm on Microsoft Teams

Governors present:

Mrs M Down (MD)
Mrs A Keith (AK)
Ms E Smit (ES)
Ms R Squizzoni (RS)
Mrs J Taylor (JT)
Dr L Wang (LW)

In attendance:

Mrs T Jones (TJ) Clerk to the Governors

* 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.

Apologies for absence

1. Apologies for absence from this meeting had been received from Revd N Parish, Mrs N Ahronson, Mrs A Todd and Mr A Holliman. Revd Parish was a member of the Admissions Committee and attended its meeting held at 11.45 am on 6 February 2024 which had agreed the recommendation put to the LGB. The meeting was in quorum.

Declarations of Interest and confidentiality

2. No governors declared interests in the agenda items for this meeting.

Admissions Policies

3. AK had chaired the meeting of the Admissions Committee which had met earlier in the day (at 11.45 am on 6 February 2024) and reported to the LGB.
4. The Admissions Committee had received and considered the feedback from the consultation on the Admissions Policies for 2025-26 for St Martin's C of E Infant Epsom and St Martin's C of E Junior School Epsom which ended at 3 pm on 26 January 2024.
5. The draft minutes from that meeting reported the Committee's discussion of the feedback from the consultation and were shared with the LGB on screen.
6. In summary, four responses had been received in total to the consultations on both policies. One individual had stated they agreed with the change to the Junior School Admissions Policy, two individuals from the same family had objected to the change in the Infant School Admissions Policy as a 'reduction to the catchment area,' and Surrey Admissions had suggested a query for consideration about the Children of Staff criteria in both policies.
7. AK reported that no feedback had been received on the proposed amendment of criterion 5 in the Infant School Admission Policy and criterion 6 in the Junior School Admission Policy which were needed on account of the change to the ecclesiastical boundary following the disbanding of the Epsom Group Ministry in August 2023.
8. In respect of the point made about the reduction in the 'catchment area', the Admissions Committee had clarified that admissions to St Martin's Schools are not based on a geographic 'catchment area'. The final oversubscription criterion in the lists for both schools provides for '*Any other children whose parents wish them to attend this Church of England school*' and the Tie-Breaker provides that where oversubscribed in any criterion, places are allocated to the child living closest to the school.
9. The Committee had sought advice from the Diocese Admissions Adviser on the response from Surrey Admissions which queried the reference to staff 'who have been employed at either St Martin's C of E Infant School Epsom or St Martin's C of E Junior School Epsom'. Following discussion, the Admissions Committee proposed amendment to the policies as shown below:-

Infant policy

4. Children of Staff – full or part-time members of staff on the school payroll at the closing date for applications, who have been so employed at ~~either St Martin’s C of E Infant Schools Epsom or St Martin’s C of E Junior School Epsom~~ for two or more years by that date. Or, members of staff who are recruited to fill a vacant post for which there is a demonstrable skills shortage, as agreed by the Local Governing Body. Children must be living at the same address as the staff member and as a matter of course, all staff members normally work across at both schools. Qualifying staff should apply using the **Supplementary Information Form** (Appendix 2) available from the school office and on the school website. The completed SIF must be returned to the school office by the closing date for applications.

Junior policy

4 Children of Staff – full or part-time members of staff on the school payroll at the closing date for applications, who have been so employed at ~~either St Martin’s C of E Infant Schools Epsom or St Martin’s C of E Junior School Epsom~~ for two or more years by that date. Or, members of staff who were recruited to fill a vacant post for which there is a demonstrable skills shortage, as agreed by the Local Governing Body. Children must be living at the same address as the staff member and as a matter of course all staff members normally work across at both schools. Qualifying staff should apply using the **Supplementary Information Form** (SIF) (Appendix 2) available from the school office and on the school website. The completed SIF must be returned to the school office by the closing date for applications.

- 10. The Admissions Committee agreed unanimously to recommend the Admissions Policies, amended as shown in paragraph 9, for confirmation by the LGB at this online meeting.
- 11. AK invited comments and questions from the Local Governing Body.
- 12. MD noted that it would be useful to include the response clarifying that there is no catchment area for St Martin’s Schools within a question and answer section on the Admissions page of the website.
Action: JT
- 13. The LGB agreed to recommend the amended 2025-6 Admissions Policies to the Trust Board meeting scheduled for 9 February 2024 for determination.

Date of next meeting

- 14. The next meeting of the Local Governing Body scheduled for Wednesday 20 March 2024 at 5.00 pm..

The meeting closed at 7.15 pm.

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