

ST MARTIN'S CHURCH OF ENGLAND SCHOOLS

Local Governing Body – Minutes of Meeting held on 18th June 2025 at 5.00 pm

Governors present:

Mrs R Duff (RD) (to 7.00 pm)
Mrs A Keith (AK)
Mrs K Marchesi (KM)
Mrs C McNab (CM)
Mrs J Taylor (JT)
Mr D Wilkinson (DW) (online, to 6.50 pm)

In attendance:

Mrs T Jones (TJ) Clerk to the Governors
Zoe Lever (ZL) ELT, Chief Finance Officer (from 5.30 pm to 5.45 pm)

Apologies

Mrs M Down (MD), Revd N Parish (NP), Mrs P Roy (PR), Ms E Smit (ES)

* 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 and were accepted from Mrs M Down , Revd N Parish, Mrs P Roy and Ms E Smit. DW joined the meeting via Microsoft Teams. The meeting was in quorum

Declarations of Interest and confidentiality

2. The LGB noted the confidentiality reminder and DW confirmed that he was attending the meeting from a space which protected the confidentiality of discussions. Governors noted St Martin's Vision, which was central to all that was done at the School. No governors declared interests in the agenda items for this meeting.

Safeguarding refresher

3. KM led a safeguarding refresher for governors to provide high level oversight of the steps and advice for staff receiving disclosures and tabled a current list of emojis used on WhatsApp and other social media. KM underlined the rapid rate of change in the internet, social media etc and Governors noted need for constant vigilance to safeguarding pupils online.

Governance information

4. On behalf of the LGB, JT thanked AK for all that she had done for St Martin's during nearly two terms of office as a Foundation Governor, RD for her term as staff governor and ES for her contribution initially as Parent and subsequently Foundation Governor. The Local Governing Body wished the outgoing governors well with their new ventures.
5. The LGB noted the governor membership status reported in the agenda for the meeting. The papers for the staff governor election would be circulated this week so that a new staff governor was in post for when RD left at the end of term.
6. TJ referred to the summary position paper on *LGB Constitution and recruitment* provided with papers for this meeting, which noted the membership requirements as provided in St Martin's LGB terms of reference, including that as a previously voluntary-aided school, the LGB needed to have a majority of foundation governors, and options for 2025-26 given the anticipated complement at the end of term.
7. TJ reported that NP had met with Clare Wynn-Mackenzie, the parent who had attended the summer 1 LGB meeting, to discuss the role of Foundation governor. In his follow up email, NP had suggested as support for the role that she engages with assemblies, school church services etc, meet the PCC in the autumn and had assured her of his support on the Church link front.

8. The LGB supported the proposal for Jaynn Taylor and Clare Wynn-Mackenzie to be appointed as Foundation governors by the Trust. This request to the Trust would be included in the LGB meeting summary for summer 2. **Action: TJ**
9. The LGB noted options for its size, the need to ensure that the link governor and officer roles were filled and that a number of channels were being followed for attracting more Foundation Governors. The LGB agreed a complement of 9 governors initially for 2025-26 but recognised that this would be ideally increase to 10 or 11 and ongoing importance of seeking more Foundation Governors. Subject to the appointment by the Trust of JT and CWM as foundation governors, there would be two vacancies for foundation governors.

Chair's Actions and other Urgent Business

10. No emergency actions or decisions had been taken as Chair's Actions on behalf of the Governing Body since the last LGB meeting.

Leadership report

11. Governors received the Leadership report for the summer term 2025. KM reported headlines from the report and invited questions from governors.
12. JT **congratulated the schools on the recruitment of four ECTs and asked whether their deployment would be across the school**; three would work in key stage 1 (one each in YR, 1 and 2) and one would work in year 5. One was a SIAMs enthusiast,
13. JT **recognised that STM in a good position to support new to profession teachers given experience of staff**; KM said that all had trained with St Martin's which was one of the benefits of working with the SCITT, although the schools were not in a financial position to be able to recruit over-capacity. Leaders were planning how best to support these new staff.
14. Governors asked **about feedback from parents on the judgements from the recent Ofsted inspections**; there had been no feedback to the school.

ZL joined the meeting and item 12 was taken at this point.

Finance

15. ZL joined the meeting online and highlighted the report from CM. CM reported that the current financial report showed a £142.9 k favourable movement over the three years since the position seen in the last draft budget seen in March, and that although an in-year deficit was forecast for each of the 3 years, by the end of Year 3 there were still reserves carried forward which meant that the budget could be submitted to the DfE. The Finance report from ELT highlighted the key drivers for the change.
16. ZL reported the Schools Budget Support Grant announced to support the teacher pay awards provided incremental funding of £21.8k over the 2.8% already budgeted and had been ringfenced for projects as required in 25/26 but used to offset increased staffing cost resulting from the pay awards proposals in 2026-7 and 2027-28.
17. Governors noted that the impact of lower numbers who joined Reception in 2024 would be seen in year 3 of the budget. The budget for 2025-26 was based on the expectation from acceptances of 84 pupils joining Reception and 90 transferring from Year 2 to 3. Currently there were 83 acceptances for Reception, plus one child on the waiting list and 89 for Year 3.
18. A positive surplus of £105k was shown this year and an in-year deficit for 25/26 (Year 1) of £46k forecast, which was expected to increase over the three years of the budget. .
19. The LGB welcomed the update on finances and the significant changes to the budget resulting from the efforts made by leaders, staff and the central team to get to this position. Key drivers were highlighted. ZL assured governors that risk associated with the catering company, which had previously delivered a share of profits to the Schools, was being monitored and Trust staff were negotiating with the company. In response to a query, CM said that schools in her trust did not appear to be seeing falls in take-up of school meals. Actions for St Martin's would include tendering for the contract, although there appeared to be limited appetite from catering companies at present, and reviewing the offer to drive uptake.
20. ZL invited governors to raise questions on the financial report. A number of responses to CM's comments were provided through ZL's introduction to the finance papers. For reference, CM's questions and comments included:-
 - Whether a vacant LSA / MDS post provided an opportunity to make savings for next year and remove these hours from the staffing structure;

- Would the ECT income come in Year 1 or is this forecast for Year 3?
- Whether the potential contingency pot of £21.8k could provide a buffer against the deficit next year?
- Noting that no specific staffing reductions had been mentioned in the budget commentary although curriculum support staffing was shown as outstanding and that staffing as a % of GAG is very high and does not allow for investment in site and IT, to ask whether this should be around 80-85%; and query reference in the commentary that this is over 100% but is showing in high 90s?
- Whether there was a contingency for agency staff and if so how much, particularly as St Martin's had not used agency staff in previous years.

21. JT thanked ZL for the clarity of her report and CM for reviewing it and raising questions on behalf of the LGB. The process gave governors assurance regarding financial oversight and helped governors to understand the key priorities. JT suggested that leaders convey the good news about the financial position to the staff as they had all contributed to the changes this year which would support the budget for the next three years.

Action: KM/MD

ZL left the meeting at this point.

Leadership report (continued)

22. Discussion of the Leadership Report was resumed. CM asked **whether SATs papers were marked in school**; national tests for SATS and phonics were strictly administered according to required rules and reading and maths papers were sent away for marking. KM reported that writing papers were marked by teachers and moderated periodically and that Year 6 staff were disappointed with result of the writing moderation, which would impact the school's overall data, and that writing would be a focus for 2025-26 SIP. AK commented that the context for today's young people, with significant use of electronic devices, did not support engagement with writing.
23. KM reported that feedback from the staff survey was pleasing and on actions implemented which responded to the pupil survey, including training of staff in peer mediation to support children to mediate with their peers and address concerns raised about transition periods, particularly break and lunchtimes.
24. JT asked **about the response to the pupil's concerns about people coming onsite and suggested this could relate to fewer adults being out of class because of constraints on staffing and communication because everyone had full timetables**; KM said that consideration was being given to implementing ringo-type gates to increase site security. RD assured governors regarding communication and gave examples of the use by leaders in Early Years of Teams to communicate with all support staff at a weekly team meeting and on sharing of information with the new Meerkat team leader to support provision.
25. AK asked **about the future operation of Meerkat class**; RD reported on the structure for Meerkat, which would be rebranded for 2025-26 as a nurture provision, called The Burrow and based on the Nurture Schools Programme. Instead of being run as a classroom would be more of a drop-in to support children with regulation.
26. AK asked **about support for pupils as the changes represented significant change to some children who had been in Meerkat full time or parttime**; RD said that St Martin's approach was to avoid where possible tying pupils to a single adult through 1:1 support arrangements, which affected their independence. However, three pupils with significantly high need would require 1:1 assigned adult to enable them to access learning. As a follow up question, **AK asked how this would be timetabled for these pupils**; they all attended meerkat in the afternoon and it was anticipated that these pupils would be encouraged to move between the space and their year group classrooms.
27. CM asked about **changes to Meerkat**; KM said that the changes were partly being introduced to enable strategies to be delivered, reflecting the cohort of children, and that some pupils with significant needs were moving on. An example was quoted to demonstrate that the new model would enable the desired flexibility for this pupil and RD said that she had assured parents that routines would not change but the focus for support at The Burrow would enable interaction with their friends in the playground and with their mainstream peers.
28. JT **welcomed the information about the new arrangement, which should work well for the children, and noted that the decision reflected that the interests of pupils were central to the decisions taken by leaders**. Governors would monitor developments and hoped to receive a report from the new SENCo on progress. PR had agreed to take on the role of SEND link governor.

29. Governors received information about the Sports Premium including access for specific groups of children. **[Post meeting note:** the Sports Premium impact report has been submitted online to DfE and the Sports Premium strategy document is on the website [Microsoft Word - Sport Premium 2024-25](#)]

Safeguarding

30. Governors noted that full data for the summer term would be provided, supplementing the safeguarding data reported in the Head teacher's report. JT summarised key items from the report from the Safeguarding Link Governor which had just been shared, including the increase in CPOMs entries, which reflected increased reporting, the increase in the number of relevant children in school and in the number of meetings with social care that St Martin's DSLs were being asked to participate in. KM said that adding a safeguarding administrator to the DSL team was supporting this increased workload for the DSL and deputies.
31. AK asked if **there were more significant issues coming to the attention of staff and the safeguarding team**; KM confirmed this and that these were being raised by Surrey as well as St Martin's staff. The priority was to ensure the children were safe.
32. Governors noted the increasing vulnerabilities and need to ensure governors monitor this. Governors welcomed the expansion of the DSL team for 2025-6 with changes to staffing in the infant school which would enable the sharing of cases amongst team members.
33. JT drew attention to the written report from the Safeguarding Link Governor on her discussions about safeguarding with children. A verbal report had been made to the last meeting.
34. Governors were encouraged to consider taking on the role of Safeguarding Link governor and noted that it was unusual for this to be a governor with ES's background. There was lots of training and support available, including checklists, framework documentation and handover meeting offered by ES. JT said that she would take on the role on an interim basis if no volunteer emerged.

Term Dates

35. The LGB noted the ELT term dates for 2026-27. Governors commented on the implementation of the two week autumn break in half term and noted that there were likely to be challenges given that dates of other local schools, including Surrey maintained schools, were not aligned.

Reports from Governor monitoring and visits

36. Governors were invited to raise questions on reports from assurance seeking visits this term by Governor. The reports on safeguarding and finance had been covered with relevant agenda items. JT would combine the learning walk on 24 June 2025 with a monitoring visit on Teaching and Learning and report after that meeting.
37. AK had completed her written report from her visits to seek assurance of Christian Distinctiveness and it would be published when confirmed by staff.
[Post meeting note: the report has been published to the summer 2 folder on Teams].
38. AK recommended in light of her previous experience with SIAMS, where the inspection team had wished to speak to another Foundation governor as well as to the incumbent, the appointment of a second link governor on Christian Distinctiveness. It was suggested that the PowerPoint from training presented by the link trustee would be useful reference for governors.
[Post meeting note – the slides are in Governance/General/Link Governor Information/Christian Distinctiveness  [Link governors presentation Christian distinctiveness 03 04 25.pptx](#)]
39. There were no additions on monitoring of Health and Safety to report as the H&S Committee would meet in the week of 23 June 2025.
40. JT and RD would meet with PR regarding her new role as SEND link governor. **Action: PR/RD**

Estates, Health and Safety and Compliance

41. The LGB noted the report on Estates and Health and Safety for summer 2 provided by Julie Woodley and were invited to raise questions. A new Head of Operations would join ELT in the autumn term replacing Julie Woodley.
42. The LGB noted the actions for governance included in the paper; the premises works as detailed in the summary of projects, the need to work with the consultants to demonstrate need in support of future CIF

bids and that change in the H&S link governor role would be discussed with the link trustee and governor links.

43. Governors noted where works had been completed and the rolling programme to install mag locks on fire doors. Concern was raised regarding the ceiling issue on first floor of main building. It was recognised that additional costs might be incurred in relation to the upgrade of the final 11 computers to Windows 11.
44. CM asked **who wrote CiF bids**; the Trust had appointed a consultant to support this work.
45. JT reported that monitoring by H&S link governors would be supported through the new H&S Committee structure, as this meeting would facilitate monitoring of H&S from representatives of all areas of the school (Premises manager, Estates, staff etc).
46. JT would check whether the points picked up in the Trust internal scrutiny of H&S, which had focused on other schools, were relevant to St Martin's. **Action: JT**

HR Report

47. The written report would be forwarded; vacancies for two lunchtime supervisors were reported. There were no staff support plans in place currently. **Action: KM**

Risk Register

48. TJ reported the new process for termly review of the Risk Register, designed to ensure that updates from Head teacher review were incorporated into the version issued to the LGB. KM reported that the risk related to staff would change from green to amber reflecting staff changes for example.
49. JT suggested that governance could be rated amber for 2025-26 to reflect that the LGB would consist of number of new governors. JT and TJ would liaise to support induction for new governors in the autumn term. **Action: JT/TJ**

Minutes of the previous meeting and matters arising

50. The draft part 1 and 2 minutes of the previous meeting of the Local Governing Body held 19 May 2025 were approved as an accurate record for signature by the Chair. The updates on actions arising from the previous minutes was noted. MD would share the SEND mapping document for 2025-26 for the new academic year. **Action: MD**

Policies

51. The Local Governing Body noted the Trust-wide Donations and Sustainability Policies, which had been approved by the Trust Board since the last meeting,
52. The LGB agreed the EAL Policy, provided on the Trust template.
53. The updated School Uniform Policy (no change apart from to put into Trust format) was awaited. **Action: MD/KM**
54. Review of the Charging and Remissions Policy and the EYFS Policy was carried forward.
55. It was noted that the RSE policy had been reviewed and would be updated for dates with no substantive changes. Subject to this, the RSE Policy was accepted.
56. The LGB noted the Trust-level Climate Action Plan and that Claire Thomas was the appointed lead at St Martin's

Governance

57. Governors noted that completion of the skills audit was in process and the LGB attendance figures to date which would be updated for publication. **[Post meeting note: attendance data has been updated]**
58. Governors were asked to check the log of governor training to confirm that all their training in 2024-25 was recorded. **Action: All**
59. Governors were reminded of the opportunity to provide feedback to the Trust using the questionnaire circulated. A reminder of the link was included in the agenda.
60. The LGB noted the 2024-25 LGB development priorities governors had agreed with their self evaluation from the previous year, which had been included in the agenda. The following updates were noted -
 - Governors had received training on complaints and admissions this year; the former would support governor confidence to support panels at St Martin's and other ELT schools;
 - the implementation of the link governor model had been discussed at the May meeting and feedback provided. New link governors had been identified for 2025-26;
 - Strengthening links with parents – was a target to carry forward. There had been a good response to the Parent Governor election.

61. The LGB discussed the self-evaluation questions. The report from this discussion is available as appendix 1.

Confidential matters

62. Part 2 confidential matters are recorded separately.

Meeting evaluation

63. Governors confirmed that their discussion at this meeting had demonstrated focus on the St Martin's vision in decision-making at the school.

Date of next meeting

64. The next meeting of the LGB would take place on 10 September 2025 and focus on update from the SATs. The schedule of dates would be provided when the ELT meeting window was confirmed. Governors noted that they had indicated a preference to meet on Monday evenings, followed by Wednesday evenings but owing to NP's availability constraints, agreed to scheduling a mix of meetings..

Action: TJ

Part 1 of the meeting closed at 7.05 pm.

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