

'ST MARTIN'S CHURCH OF ENGLAND SCHOOLS

Local Governing Body – Part 1 Minutes of Meeting held on 10th September 2025 at 5.00 pm

Governors present:

Mrs M Down (MD) (present for part 1 from 5.58 pm)
Mrs K Marchesi (KM) (present for part 1 from 6.05 pm)
Mrs C McNab (CM)
Revd N Parish (NP)
Mrs P Roy (PR)
Mrs J Taylor (JT)
Mr D Wilkinson (DW) To 5.58 pm
Mrs C Wynn-Mackenzie To 5.58 pm

In attendance:

Mrs T Jones (TJ) Clerk to the Governors
Mrs H Woolvet (HW) Deputy Headteacher (present for part 1 from 5.58 pm to 6.42 pm)

Apologies

Ms B Willetts ELT

* 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. No apologies were received from governors for absence from this meeting. BW was unable to be in attendance online owing to illness. The meeting was in quorum. DW and CWM had sent apologies for early departure to attend other school meetings.

Declarations of Interest and confidentiality

2. The LGB noted the confidentiality reminder. 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.
3. Governors had been asked to complete the online Declaration of Interest form to update the register for 2025-26, or complete a new declaration of interest by Friday 12 September 2025. **Action: All**

Confidential matters

4. Part 2 confidential matters were taken at the beginning of the meeting before staff members arrived and are recorded separately.
DW and CWM left the meeting after part 2.

SIAMS

5. HW gave an update on the SIAMS inspection which was statutory for church schools and anticipated to be conducted for the Junior School this year. HW showed on screen the 1 page overview summary document, which was part of the suite of new documents being rolled out by the Diocese to support schools prepare for SIAMS. The final document would be published to governors and presented at the next meeting on 6 October 2025. **Action: HW**
6. Governors asked if the intention was to submit the populated documents to the Diocese; HW confirmed this and the aim to enable comparison, identify strengths and where schools could support each other.
7. Governors proposed to attend collective worship this term and HW said that opportunities included the learning assembly, Spinnaker assembly, Spotlight assembly, and she would send details to enable governors to select any they wished to attend. **Action: HW**
8. HW reported that the school undertook SIAMS self-evaluation and gave an overview of the new documentation. The current draft document is available to access at [2025 SIAMS SELF.docx](#) and is

being populated by different members of staff. A more complete document would be provided to the autumn 2 meeting of the LGB.

Action: HW

9. HW said that St Martin's had a history of great school of faith practice and reminded governors that the school vision had been streamlined to support pupils' theological understanding of the vision which focused on the two stories of St Martin and the Good Samaritan.
10. Governors suggested that the School start to communicate to parents the change to the SIAMS framework and in particular that schools would now be judged as either 'meeting the SIAMS standards' or not meeting the standards. SLT agreed that this would be a good message to include in the newsletter, alongside update about changes to Ofsted.
Action: SLT
11. Governors asked about the format for the inspection; the visit would take place over one day, with one inspector on site and schools were given one week's notice. JT asked whether the inspection team would wish to speak with governors, noting that governors had met with the inspection team for about an hour during previous inspections; it was expected that governors would meet with the inspector but understood that there would be more emphasis on being part of a trust and its influence on the School's school of faith practices.
12. MD reported on liaison with a practitioner from Learning Partners, whose role would be to visit schools and share strengths and practice across the school community. NP reported that several meetings of the Lead Governors for Christian Distinctiveness had been held, co-ordinated by Trust CEO Mike Boddington, but there was no documentation from the meetings. Governors welcomed HW's suggestion that to convene a meeting of Foundation Governors to explore SIAMS as a group from the perspective of the role of Foundation Governor.
Action: HW
13. The LGB agreed to include SIAMS and School of Faith as a standing agenda item for future meetings this year and noted that the Co-Head teachers reported through their written termly report on relevant developments under the School of Faith arm of the School Improvement Plan.
14. Governors would support the gathering of examples as evidence of how St Martin's met the seven inquiry questions through their monitoring visits this term and it was agreed to include Evidence of School of Faith and Christian Distinctiveness in the schedule for the first governor monitoring visit of 2025-26, which would be held on a Wednesday morning.

Verbal Leadership update – report on SATs results

15. HW showed on screen the report Target setting 24-25 which had been published to the Teams folder for this meeting and showed headline data for each year group and key groups (see [Target Setting 24 - 25.pdf](#)). Comments were invited.
16. JT noted that target setting appeared to be better than it had been in 2023-24 and asked if this was a good thing; HW confirmed that it was important for teachers to get their target setting right and there had been lots of interventions to support teachers develop this skill. The aim was to deliver accurate consistent data throughout the year.
17. HW said that while the data showed that most groups were performing well and consistently in reading and maths, writing was not keeping up and would be a priority in the 2025-26 School Development Plan. HW reported the new approach to year 6 assessment, whereby strong evidence would need to be seen consistently across all the indicators for 'working towards or 'expected' in order to assess that a pupil was at this standard. This approach reflected experience of Year 6 writing moderation in which five pieces of evidence needed to be shown to demonstrate the standard.
18. MD said that this was also a good way to address points made by the Ofsted inspectors that while they had seen evidence of good teaching, they had not seen consistency. It was also important to go back to the foundation to ensure that gaps were filled in, related to disruption faced by the year group during covid.
19. HW highlighted as key headlines
 - That statutory outcomes were strong across the board
 - Phonics in year 1 was a real strength
 - This was a good marker for attainment at KS2 and key was to support pupils who were at 'working towards' early through year 2 and 3 catch-up.
 - Strong performance in the maths multiplication tables check.
 - Year 6 outcomes were good, with the grammar, punctuation and spelling results brought down by spelling.
20. Governors congratulated the school on the results, in particular on the year 4 maths multiplication tables check. Governors welcomed the inclusion of priorities in the SDP which clearly related to the outcomes.

21. JT asked whether it would be useful to hold a parent session about teaching of spellings and HW agreed and said that pupils were able to learn spellings for a test situation but not able to use this in their writing. The Co-Head teachers said that focuses would include proactive and explicit teaching of spelling in school, editing and checking and handwriting.
22. JT asked how the year 6 staff felt about the moderation; the team had reflected on the feedback and identified some points that they wished they had made to the moderation team, and this learning was being taken forward.
23. PR asked if destinations were tracked; the School tracked secondary destinations and also heard about St Martin's pupils who had secured places at universities including Oxbridge.
24. HW would show governors at the autumn 2 or spring 1 meeting the Insight tracking platform now in use.

Action: HW

HW left the meeting at this point.

Leadership report

25. Governors received a verbal Leadership report and noted that the return to school had gone well, with pupils settled. Governors asked how many pupils had joined in Reception; 84 Reception pupils had joined in September, which was better than expected, and some applications had been received for other year groups.
26. Governors sought assurance regarding the child who was missing out of education; the School was tracking this child, who was not yet 5 years old, and they were due back on Friday 12 September 2025.
27. The LGB received the final 2025-26 School Improvement Plan. No questions were raised and it was agreed to carry forward presentation and discussion of the new plan to the October LGB meeting.

Action: TJ

28. SLT responsibilities for specific priorities were highlighted in the plan. PR asked how new SENCO was settling in school; an update was given on her progress to date, and governors welcomed her approach to parents and pupils. The new SENCO was not listed as a DSL as she had not yet completed DSL training.
29. Governors asked about the introduction of the Burrow nurture provision; the SENCO and HLTA were working together to develop this facility and align provision with pupils' IAP and EHCP targets. A coffee morning with families had already been held and drop-in sessions had been introduced in the Happy Shack for parents and pupils to share updates with staff on Monday mornings if they wished. CM asked if this facility was open to all families and this was confirmed.
30. PR asked how much time the SENCO would spend at St Martin's; the new SENCO was currently spending three days a week at St Martin's and two days at her previous school, and from the spring term would be employed three days a week at St Martin's only.

Minutes of the previous meeting and matters arising

31. The draft part 1 and 2 minutes of the previous meeting of the Local Governing Body held 18 June 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 be at St Martin's Church on 14 September 2025 to raise awareness of vacancies for Foundation Governors.

Action: MD

Governance information

32. The LGB noted the update on membership given in the agenda that no governors' term of office was due to expire before the next meeting or the end of the academic year) and the appointment by the Trust Board since the last meeting of Jaynn Taylor as a Foundation Governor.
33. The agenda noted that Clare Wynn-Mackenzie had been appointed by the Trust Board as a Foundation Governor subject to completion of the required safeguarding procedures. **[Post meeting note: evidence of completion of safeguarding training and reading was received after the meeting.]**
34. The LGB noted vacancies for a Staff governor and a Foundation Governor (for the agreed complement of 9 governors. Governors noted that up to two further Foundation Governors may also be appointed and had agreed to continue to market the vacancies.
35. The link to governors' attendance data for 2024-25 had been provided. [Governor Attendance Record.docx](#)

36. Governors were asked to complete or verify the contact details held for them and confirm information may be circulated within the school and required information entered into GIAS. School/Trust contact details to be shared with the Diocese, NGA and SafE. [Governor contacts - 25-26 - with emails - confidential.docx](#)

Action: All

Chair's Actions and other Urgent Business

37. Chair's actions taken on behalf of the Governing Body since the last LGB meeting are recorded in the part 2 minutes from this meeting.

Policies

38. The Local Governing Body noted the following policies which were approved by ELT Trust Board in July and papers summarising the changes in Trust policies
- a) Safeguarding Policy
 - b) Whistleblowing Policy
 - c) Staff Code of Conduct
 - d) Online Safety and ICT Acceptable Use Policy
39. The LGB confirmed that Appendix A of the Safeguarding Policy had been updated with school contacts and posted on website and in key places around school.
40. The LGB confirmed the EYFS Policy and requested a presentation from the EYFS lead to be made to the summer 1 meeting.
- Action: TJ**
41. It was agreed to focus the spring term monitoring morning on Early Years.
42. The School Uniform Policy had been agreed previously and was re-presented on the Trust format.

Appointments for the Educational Year 2025-6

43. The LGB agreed the following statutory appointments
- JT as Chair and NP as Vice-Chair of the LGB
 - That the Safeguarding Link Governor would also seek assurance regarding Looked After Children in a separate part of their termly meeting.
44. The LGB confirmed the following appointments of Link Governors for 2025-26
- Safeguarding - JT until a new governor could be appointed to this role.
 - SEND - PR
 - Teaching and Learning, including Pupil Premium - DW
 - Health and Safety - JT
 - Christian Distinctiveness - NP
 - Finance - CM
45. Governors considered whether any school specific link roles should be appointed and agreed that it would be useful to have a governor focused on attendance. JT would liaise with CWM regarding the possibility of taking on this role and in the meantime would take forward monitoring with the role of Safeguarding link governor.
- Action: JT**
46. Volunteers to sit on the Admissions Committee would be sought. **Action: JT**
47. The LGB recorded for the minutes that it did not expect any changes to be required to the Admissions Policy this year as this was the first year that the new policy was in operation.
48. It was noted that the Trust CEO would be responsible for liaison with LA in the event of an allegation (Child Protection) against the Headteacher.

Plans for Governor monitoring 2025-26

49. Governors agreed the following approach and plan for assurance seeking visits this year
- To schedule one learning walk a term to which all governors would be invited
 - Each governor to undertake one visit a term related to their Lead governor role and liaise with relevant school lead to identify the best time to do so.
 - That governors could choose to schedule their lead governor visit on the same day as the learning walk and should let the PA to the Leadership team know if they wished to do so to enable scheduling.
- Action: All**
- Assurance visits by the Safeguarding lead governor would necessarily be held separately and the Health and Safety lead governor would seek assurance through attendance at the school H&S Committee

50. A date for the autumn term monitoring morning meeting would be circulated. **Action: MD/KM**

Safeguarding and safer recruitment

51. Governors were asked to complete the compliance schedule (link to form circulated) to record compliance with the requirement for governors to attend annual update Safeguarding training which this year was through the Update training from Andrew Hall. New Governors, or those wishing for a refresher, would complete the NGA's Essential Safeguarding for Governors online training.

52. JT had last completed training in Safer Recruitment in autumn 2022.

53. [Post meeting note: The School has confirmed that DBS and section 128 checks have been completed for all Governors, with one application in process].

Insurance

54. The Local Governing Body received assurance through the provision by the Trust of copies of the RPA certificates of insurance that sufficient insurances were in place for 2025-26. In response to query, it was suggested that the Trust had negotiated one rate across the trust, which therefor covered elements (such as ski/overseas travel) which may not be relevant for primary pupils.

Procedural matters - Annual business items

55. The LGB received documents related to the annual business items provided in the subfolder [Annual business documents](#)

56. Governors agreed to abide by the ELT Governance Code of Conduct 25-26.

57. The LGB adopted the trust Open Meeting protocol and the trust Alternative Participation protocol, noting that no changes had been made to these documents since the previous year.

58. The Local Governing Body agreed to record the following confidentiality statement in their minutes:

The Local Academy Committee must respect the confidential nature of discussions and do not disclose their business or decisions.

59. The Local Governing Body agreed to record the following professional negligence statement: ***Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.***

Key Documents

60. The LGB noted that there had been updates to the Academy trust governance guide <https://www.gov.uk/guidance/-governance-in-academy-trusts>, the Academy trust handbook 2025: <https://www.gov.uk/government/publications/academy-trust-handbook/academy-trust-handbook-2025-effective-from-1-september-2025>, and the GOV.UK Relationships and sex education (RSE) and health education https://assets.publishing.service.gov.uk/media/689c57087b2e384441636190/RSHE_Statutory_Guidance_-_July_2025.pdf

61. The Academy Trust Schedule of Musts would be circulated after the meeting. **Action: TJ**

62. Governors' attention was drawn to changes to the ELT Scheme of Delegation highlighted in the document on the meeting folder and were asked to note in particular where the LGB is accountable for specific responsibilities.

Meeting evaluation

63. Governors reflected that their discussion at this meeting had demonstrated that St Martin's vision was central to decision-making at the school.

Date of next meeting

64. The next meeting of the LGB would take place on 6 October 2025.

Part 1 of the meeting closed at 7.15 pm.

Signed.....Chair

Date.....