

'ST MARTIN'S CHURCH OF ENGLAND SCHOOLS

Local Governing Body – PART 1 Minutes of Meeting held on 6th October 2025 from 5.30 pm

Governors present:

Mrs M Down (MD)
Mrs C McNab (CM)
Mrs P Roy (PR)
Mrs J Taylor (JT)
Mr D Wilkinson (DW) (online)
Mrs C Wynn-Mackenzie (to 5.52 pm)

In attendance:

Mrs T Jones (TJ) Clerk to the Governors
Mr N Baker (NB) Prospective Governor

Apologies

Mrs K Marchesi (KM), M Revd N Parish (NP)

* 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 Marchesi and Revd N Parish. Mrs Wynn-Mackenzie had sent an apology for early departure from the meeting. DW joined the meeting via Microsoft Teams. The meeting was in quorum. JT welcomed prospective governor NB to the meeting.

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.

SIAMS and School of Faith update

3. MD reported that the Trust School of Faith lead would visit the school on 9 October 2025 to support preparation for SIAMS and the key documents would be updated after that meeting. Presentation of final 1 page overview SIAMS summary document for St Martin's was carried forward to autumn 2.
4. Governors would have an opportunity gather evidence of School of Faith and Christian Distinctiveness at the learning walk scheduled for 20 November 2025.

Governance information

5. The LGB noted the summary on the agenda; no governors' terms of office were due to expire before the next meeting or the end of the academic year.
6. CWM was appointed by the Trust Board as a Foundation Governor subject to completion of required safeguarding procedures, which were in process.
7. No candidates had yet come forward for the role of Staff governor and nominations would be encouraged again. There was one vacancy for a Foundation Governor to bring the LGB to the agreed complement of 9 governors and up to two further Foundation Governors may also be appointed.
8. The LGB appointed NP, JT and CWM to the Admissions Panel for 2025-26.
9. The LGB appointed CWM as link governor for Attendance.

Leadership report

10. Governors received the Leadership data report showing 2024-5 data and the leadership report the autumn term 2025. MD clarified that two reports were presented to enable governors to see data from the previous year while the schools transitioned to a new format report.

11. Governors **welcomed the increase in admissions this year**. DW asked **if all the vacancies were in Early Years**; there were 86 pupils in this year's Early Years (PAN 90) but Year 1 was very low, at 73 pupils.
12. MD highlighted the context of the school, including one pupil with particularly high needs for whom top up funding was being applied to enable the School to provide required support.
13. Governors noted that persistent absence was below national and local data but low for St Martin's at 8% in the Infants and 9% in the Juniors. CWM asked **how pupils on reduced timetables affected attendance data and whether this was also evident in the data for last year**; several pupils were on reduced timetables, because of their needs or for other specific reasons. These pupils were attending for their allocated hours but their absences were shown in the data despite being agreed as appropriate for the child concerned. It was therefore useful to review the data term by term. PR asked **if these pupils' attendance could be shown differently**; MD clarified that different codes were used to record these absences and it was therefore possible to explain anomalies, for example when speaking with the Surrey attendance officer.
14. Governors requested further discussion of attendance at the autumn 2 meeting and discussion of attendance included in the agenda. **Action: TJ/Co-HTs**
15. Governors noted the safeguarding data included in the report. CM asked **whether the references to 19 incidents involving the policy related to different pupils**; some of these pupils were siblings from the same families. MD clarified that this covered information provided by the police to the School, for example as Operation Encompass alerts.
16. JT asked **how many members of staff were involved in strategy meetings with Children's Services**; usually one member of staff was involved, but sometimes this could be more, for example in the case of a child with special needs, where the DSL plus the SENCO might attend.
17. MD clarified that the number of children being supported by the Family Support Worker was 8 from 4 families.
18. Governors welcomed the reduction in the number of complaints being escalated by parents and the increase in the number of concerns raised by parents which teachers were able to deal with at a lower stage of the Complaints policy. Such concerns often related to behaviour. MD confirmed that incidents recorded as bullying were always investigated, but the total shown did not equate to incidents which were confirmed as bullying.

Estates, Health and Safety and Compliance

19. The LGB noted the report from the new Head of Estates which had been included in the Leadership report. CM asked **whether the CIF bids had been successful**; the bids had not been accepted but a company had been engaged by the Trust to prepare bids. MD said that it was hoped that support would be forthcoming to address the leaking roof at the School.
20. MD highlighted that it was unusual for two serious injuries requiring the attendance of the ambulance service to occur during one half term. PR asked **whether there was a target for RIDDOR incidents**; MD said that no target was set for reportable incidents to avoid the risk of under-reporting. Following up this response, PR asked **whether near misses were tracked to enable investigation** as this could be a more effective way of monitoring health and safety than only looking at lag indicators such as incidents which had occurred. MD would check this and report to governors. **Action: MD**

CWM left the meeting at this point.

21. JT **congratulated the schools on the successful SIP visit**. MD reported that the visit had focused on areas identified for development at the previous SIP visit and concluded that there had been much improvement and a clear way forward to support further development. The process was robust and provided useful assurance, as key areas had already been identified and priorities included in the school improvement plan.

Finance

22. Governors noted the report from CM's assurance seeking of the most recent financial report.

School Improvement Plan (SIP)

23. Presentation and discussion of the SIP for 2025-26 had been deferred from the September meeting. The LGB received the School Improvement Plan for 2025-26 with papers for this meeting and MD highlighted the big focus on leadership and management, particularly to support the middle leaders, and

Quality of Education. Governors asked **what was meant by Steplab and whether it was proving useful**; it was clarified that Steplab was a programme to support quality assurance by formalising feedback from leaders' monitoring of quality of education. MD gave background on the approach, whereby 10 minute visits were conducted by members of the leadership team, and positives recorded using Steplab, together with comments about any concerns, which could be followed up at future visits and from which next steps were identified using Steplab. Drop-ins had been completed this term for most members of staff, followed by the delivery of formal feedback and informal shout outs.

24. PR asked **if the approach was helpful** and MD confirmed that it was very helpful. It would also enable trends across the school data to be identified and monitored. It was planned to introduce paired visits after Christmas which would also support provision of feedback.
25. CM asked **whether the programme had been introduced as an initiative of St Martin's**; the programme built on the implementation of the WalkThrus and the resource was paid for by the Trust.
26. MD highlighted the other areas for development included in the SIP; in respect to the Behaviour and attitudes priority, MD said that staff were following the Behaviour Policy more robustly. JT reported that the children's behaviour had been evident on the day of the SIP visit, and the team had seen year 3 walking to class in a very orderly fashion, which was a noticeable improvement. Pupil attendance was also a key priority and following the intensive training the previous year, the nurture project remained a priority to embed and see impact from. Boxhall assessments and profiles had been completed for all pupils and relevant CPD identified to help staff to support these children.
27. Under the School of Faith priority, the action plan had been sent to NP with ideas for next steps and would be discussed at the forthcoming SIAMS meeting.
28. The final priority was Early Years and MD reported that a good sense of team was developing under the new leadership supported by shared training.
29. CM asked **whether the cost column should record for example the cost of leaders' time** as well as other resources to support school improvement. CM asked **if leaders had enough time for this or if additional support was needed**; MD gave background on how the School tried to use members of staff for cover where leaders and others needed to be deployed on improvement priorities, and highlighted the forthcoming review of guided reading in KS2, which would require a significant investment of staff time and therefore incur costs of engaging cover. It was not yet known whether the Maths mastery resources would be free or a charge made.

Reports from Governor monitoring and visits

30. The LGB discussed planning for governor monitoring this year and agreed the draft schedule proposed for population with the dates and focus of their future visits. Governors were asked to keep TJ informed of agreed dates and focus of their visits. A link to the visit report template was included on the schedule.
Action: All
31. Governors were reminded to liaise with their school leads, with their email copied to the PA to the Leadership team, to arrange their visits and to discuss the focus for the visit with their leads. It was suggested that governors who are new to role start with an orientation meeting about the area and plan the focus for future visits at that meeting as well as discussing how best to see evidence for that focus such as through a book look, a walk around with the appointed leader etc. Areas such as safeguarding and health and safety were more prescribed.
32. MD said that copying the PA to the Leadership team into the initial email would also keep leaders informed so they could offer support to less experienced teachers about governor visits.
33. As there were a number of development strands, MD would discuss with DW the approach to monitoring Teaching and Learning.
Action: DW/MD
34. The Governor Visit policy had been updated in draft and would be presented to the autumn 2 meeting for approval.
Action: TJ agenda

Safeguarding

35. Governors discussed the safeguarding data for the previous year and the current half term with the Head teacher's report. MD provided the following updates
 - training on the safeguarding context of St Martin's had been delivered to all staff and to new joiners and trainees.
 - CPOMs training had been delivered.

- the appointment of an additional DSL in Early Years, primarily to enable them to have a role in TAF meetings and liaison with families rather than to have a safeguarding case load.

36. MD tabled several safeguarding scenarios for discussion which had been used as training with staff members. Governors discussed responses to the questions posed about the scenarios. JT asked if the person reading a CPOMS entry would know if anything similar had been noted about that previously; this information would only be seen by the DSLs. In response to query it was noted that follow up needed to be age appropriate.

Admissions

37. The LGB confirmed that there were no changes proposed to the Admissions policies for 2027-28 and the Schools would therefore not need to a consultation this year.

Estates

38. The summary of works completed in summer 2024-25 and on potential CIF bids had been reported in the Leadership report.

Minutes of the previous meeting and matters arising

39. The draft part 1 minutes of the previous meeting of the Local Governing Body held 10 September 2025 were approved as an accurate record for signature by the Chair. The updates on actions arising from the previous minutes was noted.

Chair's Actions and other Urgent Business

40. The LGB had ratified in part 2 of the meeting the action taken by JT as a Chair's Actions to bring forward consultation on a staffing restructure. No further urgent actions had been taken on behalf of the Governing Body since the last LGB meeting.

Policies

41. The Local Governing Body noted the ELT Finance Regulations Manual approved by the Trust Board.
42. JT reported that she had confirmed the online submission of the Sports Premium report to the DfE. Governors noted this process for future submissions.
43. Review of the following policies and documents was due in the autumn term - Charging and remissions, Lettings procedure, First Aid, Emergency plan, SEND. A new policy on Remote Education and the Pupil Premium report would also be provided.
44. TJ drew attention to the amended Governor Visits policy. Governors would be asked to confirm the revised policy at the autumn term meeting.

Governor training

45. Governors were asked to add any governor training they had undertaken to the log of governor training which can be accessed from the link provided ([Governors Training Log.xlsx](#)) **Action: All**
46. TJ would update the record of safeguarding training completed for 2025 using the spreadsheet of governor confirmations to the trust. **Action: TJ**
47. Governors were reminded of the opportunity to attend ELT Ofsted training at 6pm on Wednesday 12 November 2025.

Confidential matters

48. Part 2 confidential matters were considered before the Part 1 meeting and are recorded separately.

Meeting evaluation

49. Governors confirmed that their discussion at this meeting had demonstrated focus on the St Martin's vision in decision-making at the school. Governors commented that they had discussed school improvement priorities, noted the rigour with which the priorities were developed based on school self-evaluation and data and had considered maintenance of visibility of the cost of cover where development activities required cover time. Governors' discussion had also focused on the strategy to support improved attendance and concern regarding two accidents this term requiring ambulance support.

Date of next meeting

50. The next meeting of the LGB would take place on 3 December 2025. DW commented that the quality of the Teams access had been better with the in-person meeting being held in the PPA room than when he had joined meetings remotely which had been held in classrooms and the SLT office. It was agreed that

the venue for future meetings of the LGB would be the PPA room where possible.

Part 1 of the meeting closed at 6.40 pm.

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