ST MARTIN'S CHURCH OF ENGLAND SCHOOLS

Local Governing Body – Approved PART 1 Minutes of Meeting held on 2nd February 2026 from 5.00 pm

Governors present:
Mrs M Down (MD) Headteacher
Mrs C McNab (CM) (online)
Mrs P Roy (PR) (from 5.10 pm)
Mrs H Rattos (HR)
Mrs J Taylor (JT) Chair
Mr D Wilkinson (DW)
Ms C Wynn-Mackenzie

In attendance:
Mrs T Jones (TJ) Clerk to the Governors

Apologies
Revd N Parish (NP)

Apologies for absence

1. Apologies for absence from this meeting had been received and were accepted from Revd Parish. Nick Baker had sent an apology that he could not be in attendance at this meeting. CM joined the meeting via Microsoft Teams. The meeting was in quorum.

Declarations of Interest and confidentiality

2. The LGB noted the confidentiality reminder and CM confirmed that she 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. The report from the Junior School on SIAMS inspection which took place on 15 January 2026 had just been published and the LGB congratulated the School on its success. MD reported that there were four areas of strength identified in the report and staff agreed with the areas for development (Enhance opportunities to ask and discuss big questions in relation to beliefs and Establish a whole school approach to spirituality).
4. Governors discussed the third area identified for development – *Plan purposeful opportunities to develop pupils' understanding that they have a voice which can be actioned. This is to develop their sense of responsibility towards others and the environment.* MD said that pupils did believe they have a voice at St Martins but the action queried whether they were true actions for change within this discussion. Governors **asked if Pupil Forum contributed to this**. MD added that adults generally identified the problem and topics discussed and suggested a shortlist of charities for pupils to choose from. The development area would seek to increase pupils' role in this. As an example, MD highlighted the historical Red Rucksack initiative which was a child's idea adopted by the school to provide gifts at Christmas for disadvantaged pupils. Governors noted that it would be possible to align the operation of Pupil Forum to support addressing this point

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. The Trust Board had confirmed the appointment of Nick Baker as a Foundation Governor subject to his completion of the required safeguarding procedures and training currently being undertaken.
6. TJ said that this appointment would bring the LGB to 9 governors but encouraged governors to share details of any contacts who were interested in a role as a Foundation Governor. The interest of a

prospective governor from Atkins was being explored and JT and MD would meet with her after half term.
PR arrived at this point.

Leadership report

7. Governors received the Leadership report for spring 1. MD highlighted key points including staffing changes and recruitment. Governors welcomed the appointment of a trained ELSA to the Burrow ELSA provision and confirmed that the experience of this member of staff may also be utilised within the classroom.
8. HR asked **whether the School would benefit from the Club Vale project to redevelop the outdoor space at the back and side of the old Children's Centre building;** there should be greater capacity in the before and after school club, which would help some St Martin's parents and the School may be able to use the space during the day, for example for internal exclusions, reintegration and other meetings with parents. The TOCA would be adjusted to safeguard Club Vale's investment.
9. Governors discussed the perception that capacity at Club Vale was not an issue and governors who were users of the facility outlined challenges for parents to secure places and the lack of flexibility for example, where there were changes to their working patterns and they needed to adjust the days that their children attended Club Vale.
10. CM asked w**hether St Martin's was discussing with the Club Vale management the roll out of the Government's ambition for a breakfast club offer from 8.00 am to all primary pupils**. MD would consider the announcement further. **Action; MD**
11. MD highlighted that in line with the new Ofsted framework St Martin's staff were using the Ofsted toolkit to evaluate the School and demonstrate that it met all the expected standards across all the areas of the framework. Once this had been demonstrated across all areas, work would begin on moving to strong in areas of the School's strengths. This work was in process and would be considered in further depth at the February inset day. Governors who were able to attend the monitoring morning on Early Years would also see evidence of the lines of enquiry approach.
12. JT asked **whether the expectation was for schools to reach expected** with very few exceptional schools would be judged higher than this. MD confirmed that the expectation was for schools to reach expected standard and some may have some areas identified as strong. The requirement was to meet the standard across all the areas.
13. HR asked w**hether there was any concern in light of the focus in the new Ofsted framework on SEND progress**; MD said that as more pupils with SEND attended mainstream schools, the class teacher was responsible for responding to needs and adapting provision accordingly. Teachers would need to know the barriers faced by their pupils with SEND, LAC and Post LAC pupils and those known to Children's Services. Leaders needed to ensure that staff had appropriate CPD to be able to identify barriers and the support required by relevant pupils. It was planned to survey staff to identify their CPD needs.
14. HR highlighted the challenge of achieving the phonics target of 90% where there were lots of pupils with SEND in the class. MD said that the key would be the story behind the data, how well teachers know the children, what had been done to support them and help to overcome barriers and the impact of what had been introduced. St Martin's focus on the lowest 20% was in line with this inclusive approach.
15. DW asked **about the increase in persistent absence seen in the attendance figures for the Infant School which indicated that the two-week autumn half term holiday had not had the desired impact;** MD would check data for previous years and compare with the data for autumn 2025. It was expected that this related to illness or term-time holidays, but the figure would in any case reduce over time as total absence was shown as a proportion of possible attendance over a longer period of time. Anecdotally, it felt as if there had been less absence. **Action: MD**
16. In addition, phased entry to reception impacted absence rates, as the initial part time attendance was shown as authorised absence but counted within the absence figures, and pupils on part-time timetables would also impact overall attendance figures.
17. Overviews of the INSITE tracking platform and StepLab had been uploaded to the Resources Bank (SDP - overview of assessment and tracking tools) for governors' information. Governors asked if INSITE was new to St Martin's; the tracking system had been in place for several years but it was timely

to have a refresher for newer members of the team. MD said that the tracking data was compared with national data and would provide the IDSR for uploading to the Teams folder. **Action: MD/TJ**

18. Governors noted the reduction in complaints from parents and thanked staff for being proactive to address parental concerns at an early stage. Training had been implemented to enable this approach. The class WhatsApp discussions were also quiet at this time.

School Improvement Plan (SIP)

19. The LGB welcomed the Team around the School approach introduced to enable staff to contribute to review and evaluation of the SIP priorities they are involved with. The updated evaluated plan would be shared with governors in spring 2. No questions were raised.

Reports from Governor monitoring and visits

20. The LGB received reports from governor monitoring visits since the last meeting. JT reported that the focus of the Health and Safety visit had been a walk about the inside of the building and she had been impressed by the cleanliness of the building despite the weather, the general state of repair and the well- presented class and corridor displays. H&S issues identified had been followed up and the rolling programme of redecoration was helping to maintain the fabric of the building. The next meeting would focus on compliance and tracking of the regular mandatory and recommended premises checks.
21. DW reported from his meeting to monitor teaching and learning and discussion of StepLab. The approach supported quality of teaching through regular drop ins and timely feedback to staff and should lead to increased consistency in practice.
22. Visits were planned for spring 2 to monitor SEND and Attendance. **Action: PR/CWM**
23. CM reported on her monitoring of finance under item 10 and JT on Safeguarding (under item 8.
24. The Spring term monitoring morning for all governors would be held on Tuesday 24 February 2026 and be focused on Early Years, starting with the Story Assembly at 9.00 am and including the opportunity for discussion with the Early Years leader and seeing Early Years in Forest School. MD would circulate an agenda for the morning. **Action: MD**

Safeguarding

25. JT's safeguarding monitoring visit had looked at the role and responsibilities of the new DSL, systems in place, including CPOMs and the kinds of information and reporting which the system enabled. The written report would follow.
26. Governors received the termly report on safeguarding incidents for the autumn term 2025.
27. The LGB discussed responses to the safeguarding quiz, the link to which was included on the agenda, and noted that it was good practice for governors to complete the quiz. Governors asked how the School would follow up with staff any questions where there was uncertainty and **welcomed the use of the quiz approach to identify and clarify any issues in understanding.**
    [Post meeting note: For clarification of the response to one question, see document on allegations agaisnt a member of staff provided in the resources subfolder within the Training folder on Governor Teams channel.LADO 1.pdf]
28. It was agreed to continue the practice of including a link to the half termly safeguarding quiz in the LGB agenda for governors to complete.

Review of the Risk Register

29. Governors received the Risk Register update for November 2025 and suggested that the risk rating for Governance was alleviated by having a full complement of governors, with monitoring responsibilities assigned and governors undertaking regular monitoring of their assigned areas, as well as attending termly learning walks focused on SDP priorities.
30. It was agreed that it was appropriate to retain the amber rating for Disaster Recovery Plan as the School had not yet been able to secure an agreed space in a neighbouring property to relocate to in the event of the need to evacuate the school.
31. The LGB suggested that Estate management could also be changed from amber as a new team was in place at ELT and the Health and Safety meetings at school were established and working well. MD said that as the action related to asset management was in process, the amber rating was valid.

Finance

32. Governors received the Management Accounts and CM had raised a number of questions on the most recent set of Management Accounts posted for governor review. The questions and responses are provided in Spring 1 reports from governor monitoring CM had sou**ght clarification that the CIF bid contributions had been ringfenced to ensure that the required funds (10% of total cost) was available to invest should the 2 CIF bids submitted be successful. CM asked whether the idea was to build up a buffer and potentially re-divert the ringfenced pots for other projects**; the Chief Finance Officer, ZL, had responded that the 2 CIF bids had been submitted with contributions of 10% for the roof at £70.9k, however if unsuccessful the school would need to look at ways of funding this as the works are becoming increasingly urgent, hence the increased funds being ringfenced.
33. CM had also asked **about the assumption made for increase to support staff salaries**; ZL's response was that the forecast previously assumed an increase of 2% for support staff budget from April 25, but this had been increased to 3% and would be reflected in the Jan management accounts, particular as the Union was currently lobbying for 10%. This would reduce the in-year position.
34. The LGB received for information the business case for the office relocation and redevelopment project. Governors asked why the office had been located in its current place and MD gave background outlining the schools' history on two separate but adjoining sites and the bringing together of the two schools through federation prior to joining the MAT.
35. Governors a**sked about current arrangements to support safeguarding of pupils despite the need to bring visitors in through the playgroun**d and welcomed the increased security that the relocation would deliver through enabling visitors to access the School via the re-sited office
36. Governors asked a**bout the potential negative impact in an Ofsted inspection if the office was not relocated as proposed**, given the comment at a previous inspection and potential safeguarding implications of the current location; MD assured the LGB that the project was supported. The Local Governing Body recorded its support for the project.
37. CM had asked prior to the meeting **whether, if the project was to be completed in stages, there would still be one overall business plan for the full cost requiring the 3 quotes;** ZL had responded that to date, only c£22k was allocated to the office project. MD said that it was hoped this will be able to complete this in one phase but, if not we will focus on the new entrance which is the main issue.

Minutes of the previous meeting and matters arising

38. The draft part 1 minutes of the previous meeting of the Local Governing Body held 3 December 2025 were approved as an accurate record for signature by the Chair. The update on actions arising from the previous minutes was noted.

Chair's Actions and other Urgent Business

39. JT had not had to take any emergency or urgent decisions as Chair's Actions on behalf of the Governing Body since the last LGB meeting. The LGB took as read the Governance Trust briefing included with the papers.

Policies

40. The Local Governing Body approved the SEND policy (included within Inclusion Policy), the SEND information report, the policy for Children with Health conditions who cannot attend school and the policy for Supporting children with medical conditions (one policy covering both statutory requirements), the First Aid policy and the Remote education policy. It was noted that a number of the policies still referred to Co-Headteachers and this would be changed before publication. **Action: MD**
41. The LGB noted approval by the Trust Board of the Management of Opportunities and Risks Policy and the Investment Policy.

Governor training

42. 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**

Confidential matters

43. No part 2 confidential matters were raised at this meeting .

Meeting evaluation

44. Governors confirmed that their focus on the St Martin's vision in discussion and decision-making at this meeting was evident in particular in their discussion of the development of the site, including the entrance /reception and at Club Vale, and condition of the school building, for the benefit of the school

community, and their challenge about addressing the areas highlighted for development during the SIAMS inspection.

45. JT thanked governors for undertaking their monitoring meetings and visits this term and reminded governors that they were encouraged to send in questions on the papers provided in advance of the meeting. The LGB agreed to target to do so by 48 hours before the meeting if possible but noted that this did not preclude asking further questions at the meeting.

Date of next meeting

46. The next meeting of the LGB was confirmed as Monday 9 March 2026 at 5 pm. The agenda would include a deep dive into an aspect of the SDP and governors agreed that the SENDCo would be invited to attend the summer 1 meeting to respond to questions resulting from the deep dive.
47. A meeting of the Admissions Committee would take place after the Governor Monitoring morning on Tuesday 24 February 2026 at 11 am and DW would confirm if he was able to support in NP's place.
Action: DW
48. A governor would be invited to attend the Leadership Meet and Greet meetings for parents. Dates would be forwarded. **Action: MD**

The meeting closed at 6.30 pm.

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

Advice given by Governors at this Academy is incidental to their professional expertise and is not being given in their professional capacity.