ST MARTIN'S CHURCH OF ENGLAND SCHOOLS

Local Governing Body – PART 1 Minutes of Meeting held on 3rd December 2025 from 5.00 pm

Governors present:
Mrs M Down (MD)
Mrs K Marchesi (KM)
Mrs C McNab (CM) (online)
Revd N Parish (NP)
Mrs P Roy (PR)
Mrs H Rattos (HR)
Mrs J Taylor (JT)
Ms C Wynn-Mackenzie

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

Apologies
Mr D Wilkinson (DW)

* 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 Mr Wilkinson. 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. TJ shared on the screen the Church School Overview for ST Martin's. The School of Faith lead Helen Woolvet would finalise the document, including feedback from staff and governors, and the final report would be provided to the next meeting. A visit from Jane Whittington from the Diocese was planned as part of the Diocese support.

   Governors had had the opportunity gather evidence of School of Faith and Christian Distinctiveness at the learning walk held 20 November 2025. Notes on discussion and evidence seen at the learning walk were included in the session agenda and would be added to folder of papers for this meeting.

   Action: TJ

4. JT would liaise with Helen Woolvet regarding the proposed meeting of Foundation Governors. **Action: JT**

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. TJ reported that Helen Rattos had been elected as staff governor and CWM's appointment as a Foundation Governor was now confirmed following completion of required safeguarding procedures.
7. 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. An application had been received from Nick Baker, who had been in attendance as an observer at the last meeting. The LGB confirmed its support for the application and the Trust Board would be asked to appoint Nick Baker as a Foundation Governor when it met on 16 December 2025. **Action: TJ**

Leadership report

8. Governors received the Leadership report for autumn 2. MD highlighted attendance at the Infant School Tours and good feedback from the Stay and Play Sessions introduced this year and a follow up application from and recruitment of one attendee at a tour to work at the School. Challenges noted included recruitment to staffing vacancies and the fixed term exclusion of a child with challenging behaviour.

Deep dive focus into attendance

9. KM highlighted the information on attendance and the visit by the Attendance Link Governor, CWM, to monitor how attendance was being supported to improve. KM reported initiatives for supporting attendance, shared examples of letters to parents, which followed Surrey templates, and outlined the processes which had to be completed and evidenced before a fine was implemented. The St Martin's Policy stated that parents may be fined and included clear reference to the Surrey procedures. KM said that the School would welcome a Trustwide approach to attendance.
10. KM underlined the link between attendance and safeguarding and illustrated this with an example of a pupil whose attendance was low and who was being monitored to ensure they were safe. A change in behaviour had also recently emerged and was being monitored.
11. Governors noted that Deputy Headteacher Helen Woolvet would take on responsibility for attendance from the spring term.
12. JT said that it w**as not unusual for families experiencing challenges with attendance to follow this up with a request to home educate their children and this could result in pupils going being out of sight. JT asked if this was also common at St Martin's**; MD said that this was not expected to occur in the example given, where the parent had been very open about her needs. Surrey was now more robust in its follow up of pupils who were home educated.
13. PR asked i**f the School had seen any improvement in attendance in light of the processes introduced**; attendance had improved and this was evident in the School's IDSR. Pupils eligible for pupil premium who also had SEN needs were harder to reach to support their attendance but the improvement had been seen and rates were higher than at national and local comparator schools. A challenge was also where attendance was low despite pupils being on reduced timetables to support their needs.
14. The LGB agreed to focus its deep dive focus on SEND at the March LGB meeting and on EYFS at the June LGB meeting.

Education and wellbeing

15. The LGB received the report on the impact of the Pupil Premium action plan 2024-25 and strategy for this year. The strategy had not changed significantly, and data confirmed that it was still appropriate to target on the same basis, to support the academic outcomes of these pupils alongside attendance.
16. MD reported that there was a gap in the data of disadvantaged pupils but the Ofsted inspectors had said that data was not reflective of the interventions and support for this group given the size of the cohort and considerable overlap of SEND. However, focus on relevant pupils was a key part of the work to support vulnerable families.
17. JT asked **if the proportion of disadvantaged pupils was smaller in KS 1 than KS2**; this was confirmed and that the bulk were in year 4 and 3. JT asked if pupils eligible for Pupil Premium were also late coming into school or had had a chequered beginning; MD said that some families were reluctant to admit that they were eligible for Pupil Premium and some did not want to have the financial support even though they were eligible. Hence, the success of the Chromebook strategy through which only pupils who were eligible for Pupil Premium were entitled to have a school Chromebook..
18. The LGB approved the Pupil Premium report for signature by the LGB Chair.
19. Governors noted the IDSR reports provided as external confirmation of outcomes for pupils and the contextual update from the SENCO on special educational needs and disabilities at the School this year.
20. MD highlighted the significant need in the current year 4, which included pupils with special education needs and where Children's Services were involved. The SEND report gave a summary of needs and the spring term deep dive would focus on SEND. KM reported that she met weekly with the SENCO to discuss support for children with SEND and particularly those in Year 4. Children who had previously

been supported in Meerkat were also a focus. Leaders explained that targets were lower this academic year reflecting new joiners to the year group who were below age-related expectations.

21. CWM asked **if this was specific to St Martin's or evident more widely**; other local schools reflected similar circumstances for this year group, which was also impacted by lockdowns on account of covid at a critical point in their development. In addition, this year group had the most mobility at St Martin's, partly related to family circumstances after covid. A lot of leadership time was focused on this year group and outcomes for these pupils at Year 6 were likely to be lower on account of the context of the year group.
22. CWM asked if **this was likely to affect secondary school choice for these pupils. L**eaders said that some of the children may be disapplied from SATs and a number of the pupils may be better supported in specialist rather than mainstream provision. It would be important to ensure good transition measures to support their move to the next phase.
23. CMW asked **how the School was supporting the mix of pupils in this year group and allocating staff inpu**t; MD said that one child in particular was struggling to be in class at the school and would have been supported in Meerkat previously. Bespoke provision with LSA support had therefore been put in place.

    Leadership and management
24. CM asked **what accounted for the resignations of several LSAs recently and whether they were leaving for LSA roles in other schools**; a number of different reasons were cited for the resignations, mostly to progress to different roles in other settings where they had outgrown their LSA role.
25. The written report from the autumn term SIP visit had been published, and a verbal report had been given to the autumn 1 meeting.
26. The LGB noted that term dates for 2026-25 had now been confirmed by the Trust, but they differed from those initially provided to and published by St Martin's. One parent had raised a question about the change. MD said that in aligning the dates of ELT and LPAT, the calendar for whole of the year had shifted and the 2026-27 summer holiday would be longer than in previous years. MD had asked for a response from the Trust on this.
27. The September Management Accounts were provided in the Management Accounts folder and Finance Link Governor, CM, had discussed the current year and the 2024-25 provisional year end accounts (subject to audit) with the Chief Finance Officer and provided a written report. CM had highlighted questioning about potential savings; savings were being banked and allocated towards specific projects, such as the redevelopment of the School Reception. **Governors supported the proposal to relocate the Reception and Office area to the SLT office to support safeguarding of pupils** by enabling visitors to access the School direct via the office. The safeguarding risk of the current location with access through the playground, without visitors being seen by a member of staff, had been highlighted by the Ofsted inspector and the recent safeguarding audit.

School Improvement Plan (SIP)

28. The LGB received a verbal update on the School Improvement Plan for 2025-26 and noted the inclusion of highlights and a new team around the school approach to support the collaborative approach to SIP actions.
29. The Learning Walk on 20 November 2025 had been an opportunity for governors to see evidence of the School of Faith strand of the Improvement Plan as well as of the pedagogical approaches in evidence in classrooms.
30. The presentation on assessment and the Insite tracking platform would be made to the spring 1 meeting.

Reports from Governor monitoring and visits

31. The LGB received reports from governor monitoring visits since the last meeting on Teaching and Learning (DW), SEND (PR), H&S (JT), Attendance (CWM), Finance (CM) and Safeguarding (JT). Governors reported from their visits under specific agenda items included on the agenda and CWM had reported from her visit to monitor attendance under agenda item 5..

Safeguarding

32. The report on safeguarding incidents was given in the Head teacher's report. JT reported that she had met with MD to monitor safeguarding and invited questions on her written report. Governors were asked to complete the safeguarding quiz, the link to which was included on the agenda. **Action: All**

33. Governors noted that the PA to the Leadership team, Kirsty Burrow, had been appointed as lead Designated Safeguarding Lead but that any allegations against the staff would need to be raised with the Head teacher. To monitor staff engagement in safeguarding training, the half termly written report would include a link to a safeguarding quiz.

HR Update

34. Governors received the HR report covering 2024-25 data for staff attendance, staff turnover, staff vacancies and staff support plans in place. Governors welcomed the positive report on attendance.
35. KM reported support for the five ECTs and that the regular meetings were good for their wellbeing and their teaching. The ECTs were doing well in their roles.
36. As reported previously, the decisions of several LSAs to leave the School did not reflect concerns about the school but related to opportunities for development of their own careers. An update on recruitment was made.
37. Governors noted that the School had been commended by the unions on the thorough investigation undertaken into a staff grievance. The outcome had been as positive as could be hoped.
38. CM asked **about the impact of the two week half term introduced this term**; HR said that the two week half term had made a huge difference to staff, enabling them to return refreshed for half term 2. HR noted the support to the wellbeing of ECTs from this break. The Co-Head teachers said that anecdotally, the longer half term break had been positive for staff and hard data to support this would be available on 19 December 2025.
39. JT said that there was a noticeable difference in the returning children, particularly the L20s and HR said that parents had also given feedback that the longer break had been positive. CWM said that she had been sceptical about the decision but felt that her child had benefitted. In response to query, it was clarified that the longer half term had been implemented by the Trust only in the autumn term and that Surrey schools would also have a two week half term from October 2026.

Estates report and Health and Safety

40. The LGB noted the two reports from the Head of Estates and the report from monitoring by the H&S Link Governor, JT. No questions were raised on the reports from the Estates team.
41. JT reported that it had been useful to have the ELT team present at her monitoring meeting on Health and Safety to give reassurance regarding the Fire Risk Surveys, which supported the proposed submission for CIF funding for the fire door project. JT had been assured that the risk identified was to the building rather than the children.
42. MD reported that the Health and Safety Committee meetings held termly were a useful addition and delivering visibility to relevant individuals about the health and safety needs of the school including those related to trips, curriculum and the site.
43. CM asked **if there was an update on the catering contract tender;** the current contract would end in Summer 2026 and the Head of Estates had contacted potential contractors, including the current provider, about the tender.
44. The Premises reported noted agreement by MD and KM that the priority for CIF submission was the project to address leaks to the roof. The Co-headteachers also reported projects under discussion to redevelop the KS1 playground with funding from the PTFA, for a submission to Surrey for support for an outdoor covered classroom learning space, to install air conditioning in remaining classrooms and for an all-weather football pitch and floodlights funded by Epsom and Ewell Colts.

Climate action plan update

45. Governors welcomed the comprehensive update on work undertaken by Claire Thomas, the Sustainability Lead, to implement actions in support of the Trust climate action plan.
46. Governors a**sked for feedback on the recent Winter Wonderland even**t; MD said that the event was a gentle, old-fashioned celebration and may not have been that lucrative. Learning for future years was about management of the number of children accessing the space.
47. Governors recorded thanks to Claire Thomas for her work on the Climate action plan and the success of the Winter Wonderland.
48. CWM s**ought confirmation that any development of astroturf would take into account the impact on climate of some materials;** this would be built into the specifications for the playground, but the School may have less influence on the all-weather pitch.

Minutes of the previous meeting and matters arising

49. The draft part 1 and part 2 minutes of the previous meeting of the Local Governing Body held 6 October 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

50. 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.
51. JT reported from the Trust briefing to LGB Chairs and referred governors to the written update from the Chair and Chief Executive of ELT about progress on the proposed merger with Learning Partners Academy Trust (LPAT). The email update noted that having reviewed the due diligence and sought answers to any outstanding questions, over the next few weeks ELT would consult with chairs and seek views in different ways to help trustees decide whether this was right for the future of ELT. HR asked **how long the process was expected to take**; a target date was spring 2027 but staff and leaders were already engaging in joint events and training with colleagues from LPAT.

Policies

52. The Local Governing Body approved the Policies for Admission to the Infant and Junior Schools in 2027 – 28 for recommendation to the Trust Board.
53. Governors noted that LGB approval would be needed by the end of December of the following policies which were not yet available for review - Children with Health conditions who cannot attend school.
    Action: All
54. The First Aid Policy had been approved by the Head teachers but needed to have the Appendices 4.1 (First Aid Needs Assessment) & 4.2 (First Aid Assessment Appendix) received this week.
55. Review of the SEND Policy and SEND information report was carried forward.
56. The LGB noted that ELT Management of Opportunities and Risks Policy had been approved by the Trust Board.
57. The LGB confirmed that the RSE Policy, updated and approved in May 2025 had been published on the website and that the Emergency Plan had been reviewed and updated and tested as needed.
58. The Co-Head teachers confirmed that the DfE changes to uniform guidance had already been incorporated into the St Martin's uniform policy with appropriate limits on branded items and the option for parents to purchase logos to iron onto non-branded items.
59. The LGB agreed the updates to the Governor Visits policy proposed.

Governor training

60. 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**
61. It was noted that no Governors from St Martin's had attended ELT Ofsted training on Wednesday 12 November 2025. A recording was available and JT recommended the NGA training on the new Ofsted framework. **Action: All**
62. Governors congratulated MD on being asked to apply, and selected, for the pilot to train to be an Ofsted peer inspector. An outline of the time commitment was given.

Confidential matters

63. No specific part 2 confidential matters were raised at this meeting .

Meeting evaluation

64. 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 SEND and the vulnerabilities in Year 4, support to improve attendance and challenge regarding maintaining and investing in facilities for the benefit of the school community.
65. Governors recorded their good wishes to KM in her next steps after leaving St Martin's at the end of this term and thanked her for her commitment and contribution to the Schools over many years.

Date of next meeting

66. The next meeting of the LGB was scheduled for 28 January 2026. An alternative date was considered owing to a clash with the training reported in paragraph 62.

The meeting closed at 6.50 pm.

Signed……………………..…Chair Date………………………