



## St Martin’s School and Vale View School Local Governing Body Meeting

**Thursday 1<sup>st</sup> October 2020**

Executive Head Teacher: Mrs A Siggins  
Head of School St Martin’s: Miss R Appleby    Head of School Vale View: Mrs K Brown

**Minutes of the Local Governing Body Meeting held virtually on Thursday 1<sup>st</sup> October 2020, 9.00am.**

- Governors Present:** Stacey Wells (Chair of Governors), Mike Ashley (Vice Chair of Governors), Alison Mackintosh, Sarah Slingsby, Amanda Abbott, Kelly Brown (Head of School), Rachel Appleby (Head of School), Anne Siggins (ExecH, Governor)
- Clerk:** Kirsty Ash
- Others Present:** Helen Thompson (AHT), Tricia Sherling (Trustee), Katie Banes (Clerk to PF LGB)
- Not in Attendance:** Sue Atkinson

<b>1</b>	<p><b><u>Welcome, Introduction and Apologies for absence</u></b> Clerk welcomed Governors to the first combined LGB meeting of Vale View and St Martin’s School. Governors introduced themselves.</p> <p>Sue Atkinson was not present at the meeting, with no apologies received. Apologies received from Kate Webster. Apologies accepted by all Governors.</p>
<b>2</b>	<p><b><u>Register of Business and Pecuniary Interests</u></b> Governors were given the opportunity to declare any interests against this agenda. No declarations were recorded against this agenda. All Governors must sign a new Business Declaration form for the forth coming year (2020-2021).</p> <p><b>Action:</b> Katie Banes to post these forms out to all Governors in due course. <b>Action:</b> Governors to return completed forms to Katie Banes as soon as possible.</p>
<b>3</b>	<p><b><u>Election of Chair and Vice Chair of Governors</u></b></p> <p><b><u>Election of Chair</u></b> Elections took place in accordance with the Standing Order. Stacey Wells was elected Chair of the LGB.</p>

**Election of Vice Chair**

Elections took place in accordance with the Standing Order.  
Mike Ashley was elected Vice Chair of the LGB.

All Governors agreed to the nominated Chair and Vice Chair of Governors.

Due to technical difficulties the Vice Chair of Governors chaired this Local Governing Body Meeting.

**Resignations**

A written resignation has been received from Helen Seeley resigning from her position on the LGB of Vale View School with immediate effect. Governors accepted this resignation.

**4** **Minutes from last LGB Meeting – Term 3**

Minutes of the last meeting held at Vale View and St Martin’s Schools were distributed to Governors prior to the LGB meeting.

**Term 3 Vale View Meeting Minutes – Tuesday 28<sup>th</sup> January 2020**

Governors approved minutes as a true and accurate record.

**Action:** As previous Chair of Governors, AM to email Clerk with permission to sign minutes on their behalf.

**Term 3 St Martin’s Meeting Minutes – Thursday 30<sup>th</sup> January 2020**

Governors approved minutes as a true and accurate record.

**Action:** Chair of Governors to email Clerk with permission to sign minutes on their behalf.

**5** **Terms of Reference**

Terms of reference were distributed to governors prior to the meeting.

A governor asked if the terms of reference should now refer to Head Teacher rather than Head of School. The Executive Head Teacher confirmed that this is yet to be finalised. Once confirmed all necessary paperwork will need to be updated accordingly.

Governors identified that there are several areas of the Terms of Reference that need to be checked for relevance to the LGB with the Trust Board. These areas include Staffing and Premises and Insurance. A governor commented that LGB are not responsible for making staffing appointments.

It was agreed that Governors would be assigned per role and that this Governor would monitor both Vale View and St Martin’s. Governors were assigned to roles as follows:

<b>Role</b>	<b>Governor</b>
Chair of LGB	Stacey Wells
Vice Chair	Mike Ashley
Clerk	Kirsty Ash
SEND	Kate Webster/Sarah Slingsby

Child Protection/Safeguarding	Mike Ashley
Pupil Premium	Kate Webster/Sarah Slingsby
Quality of Education	Kelly Brown
Personal Development	Sue Atkinson
Behaviour and Attitudes	Sue Atkinson
Leadership	Stacey Wells
EYFS	Amanda Abbott

All Governors agreed to the assignment of roles as outlined above.

All Governors agreed to the Terms of Reference to be reviewed by the Trust Board as discussed above.

## 6 **Head of School Report including Covid Update**

Head of School reports were distributed to all Governors prior to the meeting.

### **Response to Head of Schools Reports**

- Attendance – there is a strict tracking system in place to help ensure that attendance is good. Vale View School ensures that the expected return dates are stated. If children are sent home to self-isolate then home learning is sent home for them.
- Home Learning - electronic devices are being considered as a tool to support home learning however there have been some internet and technical issues highlighted. The aim would be to deliver one live lesson per day plus two other lessons. Department for Education (DfE) have issued guidance in respect of Home Learning that states it is about the children having accountability in completing the work as opposed to just providing work for them during periods of isolation. Five to six small input lessons rather than an hour long session is an idea that has been discussed. Nursery require more recorded input than other year groups in terms of interaction and communication.
- IRIS – a governor asked if IRIS was being used. IRIS is not currently being used to monitor lessons, although this is in the early stages and will be discussed later as possible form of monitoring whilst Senior Leaders are unable to access classrooms due to the risk assessments in place.
- Environment – Covid guidance states that no fans or air con should be used at this time. This can make the classroom environment too warm for the children, although this will be less of an issue as we move into Autumn/Winter. Maintaining social distancing presents the biggest challenge day to day, especially when needing to comfort children adequately. Within the educational setting, guidance states where possible social distance and that this is better than not distancing ever.
- Safeguarding – Early Help at a low level does not seem to be available and it is currently hard to get support.
- Catch up Sessions – assessments have started for children returning after lockdown. Any child that has returned but is not on track will be helped utilizing the Teaching and Learning Strategy. KS1 have revised their timetables to accommodate additional phonics and reading sessions. After-school tuition will be taking place, however this is not likely to start until term 2 until systems are in place to enable this to happen successfully. Mathematics appears to be the subject most impacted by the pandemic as children could easily have missed an entire concept during lockdown. The Trust will revisit the theory behind catch up as children are

assessed every September as standard procedure. For year 6 leavers in Term 6, the focus was on preparing them for Secondary learning not catching them up.

- New intake – Reception year had a very smooth start to the year and all were full time by 21<sup>st</sup> September.
- Well-being – Children have adapted well to the new systems and protocols in place.

#### **Vale View Specific**

- Staffing/SLT – Vale View are currently advertising for the position of Head Teacher, if recruitment is not successful then staffing and roles in January 2021 could become challenging. SLT regularly get together to discuss Covid updates which are issued on the School's Checker Website. Currently the South East are a low risk area. Staff meetings have been held virtually to date, however socially distant meetings will start to be introduced.

#### **St Martin's Specific**

- Environment – toilet protocol causes a problem as it is hard to maintain social distancing within the space there is available as well as it being very disruptive to learning.

#### **Governor Questions**

A governor asked if there have been any safeguarding issues surrounding online learning. St Martin's Head of School commented to explain that no online safeguarding issues had been identified and CURA (the online platform for recording safeguarding concerns) has been invaluable during the pandemic.

A governor further asked what the process for providing learning is should a child be off School. Governors were informed that if a child is off sick no learning is sent home, however if they are isolating due to Covid 19 home learning packs are sent home.

Governors provided feedback on the Head of School report format, stating that it was very good and an effective way to compare schools side by side.

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#### **Attendance Review**

##### **Vale View School Attendance**

Vale View has had one child not return to School since the beginning of lockdown, due to long term illness.

##### **Elected home schooling**

There have been five children whose parents have requested to home school their children since the schools returned for the new academic year.

##### **St Martin's School Attendance**

St Martin's had two children not return in September. One is now being home-schooled at the request of the parents. The other child has since returned to school following regular communication with parents, including door-step visits to support their understanding of risk assessments in place to reduce the risk in school.

A governor asked if those children elected for Home Schooling are taken off roll immediately.

	<p>Vale View Head of School responded that children who are being home schooled should be taken off roll immediately at the request of the parents. KCC recommended a “two week cooling off period” in case parents change their mind but this is not compulsory.</p>
<p><b>8</b></p>	<p><b><u>2020/21 School Improvement Plan</u></b> <b><u>EEF 3 Tiered Plan</u></b></p> <p>The School Improvement Plan (SIP) for each school and the Education Endowment Foundation (EEF) was distributed to Governors prior to the meeting.</p> <p>The SIP for St Martin’s and Vale View have very similar Aims and Objectives, but have different actions to achieve this. The main themes include:</p> <ul style="list-style-type: none"> <li>• Diversity and Inclusion, including preparing children for the outside world, will be covered in the PSHE curriculum which comprises children developing a Citizenship programme at Vale View. A governor commented that children are less exposed to diversity at St Martin’s and that WDAT should consider including reference to Black Lives Matter within this section.</li> <li>• The implementation of the Teaching and Learning Strategy will continue, helping to raise the outcomes for the pupils.</li> <li>• A drive on learning behaviours focusing on motivation and independence as children return to school with new routines in place and the potential of another lockdown being implemented or children having to self-isolate.</li> <li>• The Department for Education is supporting all schools in their preparations to deliver relationships education, relationships and sex education and health education, where the first year of compulsory teaching, began on 1 September 2020. Schools should aim to start preparations to deliver the new curriculum as soon as possible and start teaching the new content by at least the start of the summer term 2021.</li> <li>• Mental Health is an overarching theme across the academy, but the actions are specific for each cohort of children.</li> <li>• A leader of learning for KS2 has been appointed to work across the Trust to focus on developing particular areas of the curriculum and developing teacher’s understanding of pedagogy. Book monitoring is taking place next week to establish the quality of learning evidenced in books and further identify gaps in learning.</li> </ul> <p>A governor asked if there would be a separate lockdown SIP that will differ from the SIP which describes children being in School. Heads of Schools confirmed that this would not be a separate document. Plans are in place for a ‘Remote Learning Plan’ which will incorporate how Schools have reflected on practices in order to make improvements on protocols that were in place earlier on.</p> <p>A governor commented that the EEF 3-tiered model document was very clear and simple to understand.</p>
<p><b>9</b></p>	<p><b><u>Pupil Premium Strategy</u></b></p> <p>The Pupil Premium Strategy for both Schools was distributed to Governors prior to the meeting.</p> <p>The Pupil Premium Strategy outlines the desired outcomes and the actions to achieve these across the academic year. It was discussed that the PP strategy would work in liaison with the Teaching &amp;</p>

	<p>Learning strategy and the Covid Catch Up Plan. All three together would provide the support required for any child who needs it.</p> <p>At Vale View the Family Liaison Officer (FLO) has not been replaced as it was felt that these duties could be fulfilled by others already in post, such as the SENCo, the Pastoral Support Mentor and Admin Assistant. Schools are currently looking at attendance and safeguarding as a priority. Attendance is being monitored differently with an aim to get children in school as much as possible whilst following Government Guidance on Covid.</p> <p>A governor commented that staffing must be reviewed to ensure that the Schools are getting the most from the resources.</p>
<p><b>10</b></p>	<p><b><u>Sports Premium Strategy</u></b></p> <p>The Sports Premium Strategy for both Schools was distributed to Governors prior to the meeting.</p> <p>Heads of Schools reported that the sports coaches appointed within the last academic year are having a very positive impact on the quality of the provision for PE and have settled well into their new roles.</p> <p>Due to Covid and to minimise movement across the Schools, the Academy PE Lead is currently based at Priory Fields and the Academy Sports Coach is working across both Vale View and St Martin's.</p> <p>The documents represent the planned expenditure based on the assumption of receiving a lump sum that equates to previous years. Schools have not had their allocation confirmed yet.</p> <p>Covid is having an impact on the objectives outlined in the Sports Premium Strategy. Some objectives are not achievable under current Covid restrictions. Work is underway to implement the competitive element back in the sports programme. Play times are currently staggered and the playground is split into sections. Equipment is cleaned after each session, quarantined and then re-allocated. This system is working effectively.</p> <p>Breakfast Club has been re-introduced at St Martin's, operating slightly differently to before Covid and to start of term 1. The aim is to start re-introducing After School Clubs, which will be led by the sports coaches, providing the risk assessment enables this.</p> <p>The Specialist Music Tutor has returned to school, delivering music lessons but no singing due to the Covid 19 risk assessment. He has also provided some online learning for year 5. The aim at Vale View will be for all students to have a two-year period of instrument tuition. Singing will be re-introduced as appropriate, limiting the number of children within the groups, as risk assessments allow.</p>
<p><b>11</b></p>	<p><b><u>Governor Monitoring</u></b></p> <p>Governor monitoring needs to be reconsidered as currently Governors are not allowed on school sites as per the existing Covid risk assessment.</p> <p>A governor commented that under these present circumstances, targeted questioning is required in order to glean as much information as possible from monitoring sessions.</p>

	<p>A governor made one proposal of conducting virtual 20 minute zoom questioning sessions of an area of interest with the relevant members of staff, as an alternative means to monitoring within the present situation. This would keep everyone informed and would enable governor monitoring to be presented in a more concise way in the LGB meetings. This would enable governors to ask the relevant questions directly related to the SIP. A governor commented that areas of high priority for monitoring would be focused on first, such as Safeguarding and SEND. Monitoring in this manner may pose some challenges in areas such as Health and Safety.</p> <p>All governors agreed that the sessions would provide focused information and a good overall picture.</p> <p><b>Action:</b> Governors to develop the new monitoring strategy and arrange the first couple of sessions based on key themes for review.</p>
12	<p><b><u>Governor Safeguarding</u></b></p> <ul style="list-style-type: none"> <li>• <b>Governors to confirm they have read and understood Keeping Children Safe in Education Part 2</b></li> <li>• <b>Safeguarding Update</b></li> </ul> <p>The Keeping Children Safe in Education document (updates from September 2020) was distributed to all Governors electronically prior to the meeting. Governors are required to confirm that they have read and understood this document, with a particular focus on Part 2.</p> <p>One governor that had attended a National Governors for Schools training session, commented that health and well-being is being especially promoted in schools at present and music and drama is of particular focus in Primary Schools. As well as a focus on promoting Christmas at home. Plays, nativities, songs for instance should concentrate on this theme. Health and well-being leads are identifying children that are struggling and ensuring that there are processes in place to address any issues.</p> <p><b>Action:</b> Governors to email Clerk with confirmation that they have read and understood part 2 of this document.</p>
13	<p><b><u>AOB</u></b> No AOB</p>
14	<p><b><u>Confidentiality</u></b> There were no items of a confidential nature raised in this meeting.</p>
15	<p><b><u>Date of the next meeting</u></b> Term 2 – Thursday 26<sup>th</sup> November 2020</p>
<p><b><u>Action Points</u></b></p> <ul style="list-style-type: none"> <li>➤ Stacey Wells to email Clerk to approve last set of minutes for St Martin’s School</li> <li>➤ Alison Mackintosh to email Clerk to approve last set of minutes for Vale View School</li> <li>➤ Katie Banes to send Business Declaration Form to all Governors for completion</li> <li>➤ All Governors to complete Business Declaration Forms and return to Katie Banes as soon as possible to be held centrally.</li> <li>➤ All Governors to email Clerk to confirm that they have read and understood Keeping Children Safe in Education Part 2.</li> </ul>	

- Governors to develop the new monitoring strategy and arrange the first couple of sessions based on key themes for review.

Minutes written by the Clerk, Kirsty Ash

Signed ..... Date .....

Stacey Wells, Chair of Governors