



Learning is ACE

Astley Primary School
Minutes of the LGB held at the school on Monday 13th September 2021
on school premises

Governors Present:

J Goakes	Headteacher
G Pickhaver	Chair - Trust Appointed Governor
C Sexton	Trust Appointed Governor
T Hopper	Parent Governor
S Warricker	Parent Governor
K Cornish	Parent Governor
A Seager	Associate Governor

Other Persons Present:

C Patten	Clerk
J Coleman	Staff

Key:

FSM	Free School Meals	RM	Rob Martlew - CEO Synergy MAT
RWI	Read, Write, Inc	RL	Richard Levell – Synergy Finance Officer
SEN	Special Educational Needs	PAN	Pupil Admission Number
NOR	Number on role	RW	R Watton (Estates Manager)
SLT	Senior Leadership Team	RL	R Lord (Executive Primary Head)
EYFS	Early Years Foundation Stage	Green text	Governor challenge / support
MAT	Multi Academy Trust	Blue text	School response to challenge
LGB	Local Governing Board	Red text	Governor decision
	* documents available on Govhub		

Agenda items

1. Consideration of Apologies:-

J Meara
C Newstead
K Andrews

Proposed: **SW**
 Seconded: **KC**

This meeting was quorate

2. Presentation by Karen Hunt:-

This item to be re-scheduled

Action **Date**

Minutes Agreed:

Date:

3. Annual Declarations:-

- i. **Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda**

None

- ii. **Governor's annual declaration of pecuniary and prejudicial interest**

All declarations received and updated on Govhub

4. Governor's Code of Conduct – annual review and adoption by Governors:-

All Governors have received, read, adopted and signed the updated Code of Conduct for Governors.

5. Minutes and Action points from LGB Meeting 12.7.21 and matters arising:-

The Minutes of the meeting held on 12th July 2021 previously circulated were discussed as an accurate record.

Proposed: **SW**

Seconded: **TH**

Action Log:-

Agenda Item no.	Status / Comments	Action Owner / date
3 / 3 / 4.6a	Governor responsibility for Maths required. Review of Governor responsibilities in September. Clerk to add to agenda for Govs meeting September 2021	see item 10.2 actioned (see item 10.2) Actioned
3 / 3 / 4 / 10.2	Govs encouraged to forward ideas for x2 Trust Govs to GP . Particular interest in Premises would be desirable	Ongoing- see item 10.1
11.2	Clerk to forward Trust Governor term of office renewal for GP and CS to Trust for approval	Actioned
15	Pupil Premium Report to Govs for September	Rescheduled for 15th November
16	Clerk to circulate LGB meeting dates for new academic year	Actioned

Minutes Agreed:

Date:

Matters arising:-

None

6. Election of Chair:- (conducted by Clerk)

Govs voted unanimously to elect GP as Chair of LGB

Proposed: **JG**
Seconded: **SW**

7. Election of Vice Chair:- (conducted by (new) Chair)

Govs voted unanimously to elect JM as Vice Chair of LGB

Proposed: **SW**
Seconded: **TH**

8. School Improvement, Teaching and Learning:-

i. **Data:-**

Foundation Stage, KS1, KS2 Data Stories *

(see Snapshot Data Govhub *)

Analysis of 2021 public examination outcomes (overall, SEND, disadvantaged, more able, boys and girls sub groups) :-

AS and **JG** explained that there has been no formal data since March 2020 (due to Covid-19 pandemic) but data has been gathered from internally and from NFER tests which has informed planning and reported to Synergy. **AS** stated that it is challenging to put this data in any context. It reports on attainment and not progress. **E Harrod** reported specific time issues for EYFS pupils due to Lockdown. Greater depth readers strong with 58% previous Y6 compared to 38% in the previous cohort. 73% in current Y6 has increased 33%.

Phonics

Y1 phonics delayed from year before. Y1 will test with Y2's this year.

September 2020 44% pass

December 2020 81% pass (close to national 84%)

26 out of 33 children.

making progress fantastic.

LW and **JC** used this strong progress as a learning experiment to help restructure phonics teaching.

RWI is ready for reading classes. **TH** queried how staff bespoke learning for pupils who are both under / over achieving in reading and writing. **JG** responded that this starts in the classroom and is addressed with Pupil Passport work and classroom assessments. Phonics groups address this also. Over achievers need to be challenged. **JC** added that underachieving levels need to be identified as not SEN.

Minutes Agreed:

Date:

SW queried whether pupils challenge themselves. **JC** responded that staff have good awareness of whether pupils are taking risks and this itself would be challenged. Bears class to complete recognition baseline assessment tests within the next 6 weeks.

SEN

Data positive from progress point of view and in consideration of Lockdowns. **PST** have been able to support pupils and this has been effective in assisting pupils in bouncing back emotionally and socially.

ii. **Admissions Policy / PAN September 2022:-**

No change to PAN at 30 for September 2022

Proposed: **SW**
Seconded: **KC**

9. Headteacher's Report -

(including Covid-19 Risk Assessment #18)

JG delivered a verbal report to Governors:

NOR	207
Attendance	96.95%

JG delivered a verbal report to Govs.

In addition to the Covid-19 Risk Assessment – a contingency / outbreak plan has been written for school should it be needed and forwarded to **R Watton**. This plan has also been shared with **SLT**.

JG reported a successful first week of the new school year. Re-introduction of Open Mornings on Friday gives parents / carers the opportunity to come in to school which has created a real buzz.

Attendance for first week was 96.95%. Attendance Monday 13th lower at 14 pupils absent but for a range of reasons. Confirmed Covid-19 cases extremely low at present.

Office has been tight on Late marks as pupils return.

Staff Development Day focused on presentation by each Subject Lead. 'Book Browse' and 'Active Ingredients.'

A booklet has been produced for staff to reference for each curriculum subject which aims to encompass all expectations within each subject. Aim is to conduct x1 Book Browse per week, x1 Learning Walk, 4 'C's' and 'Live Marking.'

JD will have x1 day a week of Forest School for pupils across the school. Bears will have x1 hour a week also.

CPOMs now includes the use of 'Staff Safe' – portal for single central record of staff – for tracking attendance. This tool trialled via **K Hunt** to be cascaded across the

Minutes Agreed:

Date:

<p>Trust. JG reported this a good additional tool for APS.</p> <p>Early Help family has now been escalated to Section 17. A small number of families are on the radar for support and PST involvement since their return in September.</p> <p>Staffing x1 one-to-one for pupil in EYFS has proved successful. A good relationship has been established with pupil and parents. This will continue to be monitored.</p> <p>TA interviews were conducted on Friday. X2 candidates have been employed and due to start in 3 weeks – x1 KS1 and x1 KS2.</p> <p>JC reported restart of Breakfast Nurture this week. Positive feedback has been given. JC continues regular weekly meetings to target support and ongoing use of 'Wishes and Feelings.'</p> <p>Ongoing site issues from snagging list. Reduced list but some items still substantial such as Legionnaires issue with new build hot water. JG meeting with Richard Pollard NPS re all outstanding issues. Watering of newly seeded field area ongoing with M Hunt heavily involved in monitoring sprinklers.</p> <p>R Lord made unannounced visit to site last week and was pleased with what he saw. CEO R Martlew reported that he had spoken to R Lord who had conveyed to him that he was impressed.</p> <p>GP queried GDPR incidents. JG stated none to report. Training has been conducted among staff for GDPR.</p> <p>TH queried new arrangements for drop off and collection. JG responded that for some Year 1 and Foundation Stage pupils, there was no frame of reference for 'normal' drop off and pick-up. Elements have been observed and quietly tweaked during the first for improvements.</p>		
<p>10. LGB Governance Items:-</p> <p>i. Vacancies - x2 Trust Governors – Govs agreed that an advert would go in Briston Parish Magazine and possibly on Briston Facebook page and JG to advertise in Astley Advertiser for possible candidates.</p> <p>ii. Review of Governor Responsibilities - Governors discussed the commitment and responsibility of the Governing role. Govs amended some roles on the list of responsibilities, including KC responsible for English, TH responsible for P.E. and Design Technology. SW responsible for Maths. JM responsible for Primary Languages. Clerk to update lists and make staff aware.</p> <p>iii. Governor Action Plan – Governance section of SIDP complete and forwarded for inclusion in new document (see item 13)</p> <p>iv. Annual Governance Statement - GP to complete and Clerk to forward for website.</p> <p>v. Staff Governor Election – Clerk has instigated process of staff Governor election. Outcome to be announced</p>	<p>Clerk / GP</p> <p>Clerk</p>	<p>a.s.a.p.</p> <p>a.s.a.p.</p>

Minutes Agreed:

Date:

<p>by 11th October.</p> <p>vi. Governor Training –</p> <p>a Minuted the completion by all Governors of annual Safeguarding Training updated 'Keeping Children Safe in Education 2021'. Records updated on Govhub.</p> <p>b KC completed Ofsted Training and both Clerk and KC completed 'Assertiveness Training'. Govs reminded of training opportunities online.</p> <p>11. Policies for Ratification:-</p> <p>i. Final Equality and Diversity Policy *</p> <p>ii. Safeguarding Policy September 2021 * and Safeguarding Addendum 2021 *</p> <p>Proposed: CS Seconded: KC</p> <p>Govs adopted Policies and Clerk to inform KH</p>		
<p>12. Ofsted:-</p> <p>(See updated Ofsted Framework September 2021 *)</p> <p>JG conducted presentation to Govs regarding new Framework September 2021 and informed Govs that Staff would have a 2 hour twilight session on new framework this week. JG has stressed the importance of Curriculum Leads and all staff having a good understanding of content.</p> <p>NFER tests will be conducted x2 a year now. Behaviour measured against 4 'C's'. Impact of Covid-19. Need for active Remote Education Curriculum in line with school curriculum.</p> <p>SW questioned whether staff could gain insight / measure impact from the current use of remote education for absent pupils due to Covid-19. JG agreed that this was a good idea. AS added that there had been a clear development and evolution of Remote Education provision since the beginning of the first Lockdown which could be built on.</p> <p>SW suggested that Governors concentrate on a different Ofsted Inspection area each meeting in order for Govs to improve ability to answer questions and discuss. Govs agreed this would be useful and JG to advise on areas of focus for each meeting. JG to liaise with Clerk and item added to agenda</p>	Clerk	a.s.a.p.
<p>13. SIDP / SEF:-</p> <p>GP has forwarded action plan for Governance to form part of the SIDP which will include:-</p> <p>Governance Inclusion ACE</p>	Clerk	agenda for 15 th November

Minutes Agreed:

Date:

<p>Curriculum</p> <p>JG to email final plan to all by the end of the week.</p> <p>SEF almost complete and also due to all by the end of the week. Evaluation planned to be 'Good'.</p> <p>14. Premises:- (see item 9)</p>	<p>Clerk to forward to all when received</p>	<p>a.s.a.p</p>
<p>15. Safeguarding Update:-</p> <p>Full Safeguarding Audit arranged for the 5th October.</p> <p>CS raised the potential Safeguarding issue of church congregation members without DBS checks visiting school site for Pre-school. JG responded that guests in this capacity would be covered by 'regulated activity' status and guests should be accompanied at all times by DBS checked Governors or staff.</p>	<p>CS</p>	<p>5th October</p>
<p>16. MAT Update:-</p> <p>North Norfolk Group of schools have joined the Trust this September. AS has begun Trust Lead role for Primary English and will be out of school on a Tuesday and Thursday each week.</p>		
<p>17. Finance Update:-</p> <p>In the black at present.</p>		
<p>18. Correspondence:-</p> <p>(see item 19)</p>		
<p>19. A.O.B:-</p> <p>i. Visit of Duncan Baker MP 27th September * Governors invited to attend on this day at any point of planned schedule and most especially for Parent Engagement in the playground and for Staff Discussion after this. Please indicate intention to attend to Clerk a.s.a.p.</p> <p>ii. Governor Deep Dive date set for Autumn term as Monday 8th November (full day). Govs to indicate to Clerk intention to attend whole or part day.</p> <p>iii. R Lord to attend next LGB Meeting on 15th November.</p> <p>Chair thanked all Govs for attendance and contributions.</p>	<p>Govs</p> <p>Govs</p> <p>Clerk</p>	<p>a.s.a.p</p> <p>a.s.a.p</p> <p>agenda 15th November</p>

Minutes Agreed:

Date:

Meeting closes 17:35		
Date of next meeting Monday 15th November 2021 at 16:30 on school premises.		

Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
5 / 3 / 3 / 4 / 10.1	Govs encouraged to forward ideas for x2 Trust Govs to GP . Particular interest in Premises would be desirable (see item 10.1)	Govs	a.s.a.p.
	x2 Trust Governors – advert to go in Briston Parish Magazine and Briston Facebook page.	Clerk / GP	a.s.a.p.
	JG to advertise for potential candidates in Astley Advertiser	JG	a.s.a.p.
10.2	Clerk to update lists for Governor Responsibilities and make Govs / Staff aware	Clerk	a.s.a.p.
5 / 15	Pupil Premium Report to Govs for September	JM / Clerk	Rescheduled for 15 th November
11.1	Final Equality and Diversity Policy *	Clerk	a.s.a.p.
11.2	Safeguarding Policy September 2021 * and Safeguarding Addendum 2021 *	Clerk	a.s.a.p.
12	Ofsted focus areas each meeting to begin 15 th November and advised by JG	Clerk / JG	15 th November
13	Updated SIDP and SEF to be forwarded to Govs when received	Clerk	a.s.a.p.
15	Full Safeguarding Audit arranged for the 5 th October	CS	5 th October
19.1	Visit of Duncan Baker MP 27 th September Clerk to forward details / schedule and seek attendance confirmations.	Clerk / Govs	27 th September
19.2	Governor Deep Dive - Monday 8th November (full day).		
	Governors to indicate intention to attend whole or part day.	Clerk / Govs	a.s.a.p.
19.3	R Lord to attend next LGB Meeting on 15 th November.	Clerk	a.s.a.p.

Minutes Agreed:

Date:

Astley Primary School is a member of the Synergy Multi Academy Trust
Registered Office: Whitwell Road, Reepham, Norwich, Norfolk, NR10 4JT