



Learning is ACE

Astley Primary School
Minutes of the LGB held at the school on Monday 17th January 2022
(Online via Microsoft Teams)

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	E Harrold	Staff
G Pickhaver	Chair - Trust Appointed Governor	C Patten	Clerk
F Anderson	Staff Governor		
C Sexton	Trust Appointed Governor		
K Cornish	Parent Governor		
T Hopper	Parent Governor		
S Warricker	Parent Governor		
A Seager	Associate Governor		
Key:			
FSM	Free School Meals	RM	Rob Martlew - CEO Synergy MAT
RWI	Read, Write, Inc	RLL	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 * documents available on Govhub	Red text	Governor decision

Agenda items	Action	Date
<p>1. Consideration of Apologies:-</p> <p>AN, KA, CN</p> <p>JM noted as having unresolved technical issues with Teams and unable to join meeting.</p> <p>FA to join slightly late.</p> <p>GP expressed apologies for change of location from face-to-face to online meeting. Changing picture of pupil absences due to Covid within school and letter sent 17.1.22 regarding restrictive measures relating to parents access to school.</p> <p>Proposed: AS Seconded: JG</p>		

Minutes Agreed:

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<p><u>2. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:-</u></p> <p>None</p>		
<p><u>4 a. School Performance, Teaching and Learning:-</u> GP welcomed EH to meeting.</p> <p>Foundation Stage Report EH presented a written report to Governors (see Govhub *) EH noted that this report was written before recent Ofsted Report was received. EH very happy with the 'Good' judgement for Ofsted with particular strengths for EYFS. EH and M Sayer teach Foundation Stage. x1 EHCP pupil with D Horn supporting is a new dynamic and has presented its own challenges but the team is building well.</p>		
<p>F Anderson joins meeting 16:36</p>		
<p>Baseline tests have been statutory this year and EH felt prepared as tests had been conducted although not required last year. EH noted that these assessments do not cover the 'whole child,' or even Writing for which she has written her own assessments.</p> <p>Phonics was flagged as a particular weakness for this cohort flagged on baseline tests so this has been an area of focus with over half now reading independently and 79% blending.</p> <p>Speech and language has been an issue due to lack of Nursery activities caused by the pandemic. EH with collaborate with Nursery more in advance of new September 2022 cohort beginning in readiness for Foundation Stage phonics learning. EH looking to arrange structured meetings with Nursery with emphasis on Phonics when time allows. EH stated that speech and language interventions for current cohort are ready. The EYFS curriculum is now embedded.</p> <p>TH asked whether EH is concerned for the next cohort due to impact of Covid restrictions. EH acknowledged that effects were likely depending on the children transitioning and the extent to which families interact in their home setting. EH pointed to strong transition opportunities with pupil reports forwarded and visits facilitated. AS supported that it would be interesting to assess the impact of future school age children especially in terms of their verbal interaction. EH agreed that the team have worked longer and harder with the current cohort who missed out on Nursery routines of independence which help prepare quicker transition to Foundation Stage.</p> <p>GP pleased to see Ofsted feedback on EYFS, congratulated EH and her team and thanked EH for her EYFS report.</p> <p>Life Skills:- EH presented a written report to the Governors (see Govhub *) EH explained to Governors that she will conduct Book Browse and seek evidence of Life Skills embedded across the curriculum. EH reported positively on the ownership of observation and staff feedback and following up on any inconsistencies. EH again pointed to her report having been completed before the Ofsted feedback was received.</p> <p>KC asked EH to explain the use of the 'Ask it Basket' referred to in Life Skills report.</p>		

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EH described how pupils may write 'tricky' questions in class and place them in the basket which is especially helpful for RSE related issues.

GP thanked **EH** for her Life Skills Report

R.E:-

EH presented a written report to the Governors (see Govhub *)

EH reported good progression with Book Browse and Drop-in conducted.

Philosophy identified by **EH** as an area not richly covered in the curriculum so **EH** has written this in. Harvest Festival was able to go ahead in the Autumn term and Soul Space is planned for the summer term. **GP** questioned whether any other visits or guests were planned for R.E. during the school year. **EH** acknowledged this as an area for development.

GP thanked **EH** for written report for attending meeting.

EH leaves meeting 16:46

3. Minutes and Action points from LGB Meeting 15th November 2021 and matters arising:-

The Minutes of the meeting held on November 15th November 2021 previously circulated were discussed as an accurate record.

Proposed: **SW**

Seconded: **KC**

Action Log:-

Agenda Item no.	Status / Comments	Action Owner / date
Agenda item no.	Agenda Action	Action owner / status
5 / 3 / 3 / 4 / 10.1	Govs encouraged to forward ideas for x2 Trust Govs to GP . Particular interest in Premises would be desirable	Govs Ongoing
3	AN to take on responsibility for Primary Languages.	actioned
10 a	Govs still requested to submit personal feedback via the Governor template for visits. And submit to Clerk to be compiled on Govhub.	actioned
b	KC flagged VNET training 30 th November 'What should Governors expect from Ofsted.' This training could use school as a venue as is after school. Governors to contact clerk or KC a.s.a.p. if they would like to share training opportunity.	closed
11.4	Govs reminded of GDPR briefing/training online. Clerk to resend information.	actioned

Minutes Agreed:

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11.5	Review of Governor Responsibilities – recent change of JM to SEND	actioned						
3 a. Matters arising:- None								
4. Synergy Scheduled Items:- i. Report on what is being done to improve English (*see files for meeting 15.11.21 on Govhub *) ii. Report on what is being done to improve Maths (*see files for meeting 15.11.21 on Govhub *) iii. School Curriculum Review * (To be conducted at future date)								
5. Headteacher's Report:- JG delivered a verbal report to Governors: <table border="1" data-bbox="148 927 592 1016"> <tr> <td>NOR</td> <td>205</td> </tr> <tr> <td>FSM</td> <td>45</td> </tr> </table>			NOR	205	FSM	45	JG	a.s.a.p.
NOR	205							
FSM	45							
<p>JG noted close follow-up on attendance by K Hunt. x1 Fast Track case will not go to prosecution due to recent improvement. FSP family will remain closely monitored.</p> <p>x21 pupils currently isolating. x4 members of staff off due to Covid-19. Additional illnesses have also contributed to lower attendance.</p> <p>Site issues are ongoing. Legionnaires issue is ongoing and school is a complicated legal position.</p> <p>a. Staffing: New TA in Year 5 started last week and is going well. EH has completed NPQML JC pending results for NPSL FA new role as Maths Primary Lead across the Trust.</p> <p>Time is being made for Curriculum Lead planning. Links have been made between Astley and Mattishall Primary to meet up with APS Curriculum Leads. This has been instigated by the school and the Trust for APS's support and guidance for Mattishall but this arrangement also helps Astley to consolidate it's own initiatives.</p> <p>Year 3 and 4 are taking part in Forest Schools this term and this is going well. Main priorities now is lesson triangulation with data. AS is supporting English and HLTAs are also a priority with assessment of 'Big Read' and the chance of more parental involvement.</p> <p>Remote learning is in place but staff do need extra time to complete this.</p>								

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<p>b. Safeguarding: Family Support previous Section 47 now stepped down to a Section 17 due to good progress.</p> <p>c. Finance: Meeting with David Hicks has taken place with help and support given with STAR. Budget target 25% currently at 26.2%. December figures pending. GP queried whether the school is paying for NVQ qualifications. JG responded that NPQs and TA training is all funded.</p> <p>GP extended thanks to JG for feedback to Govs.</p>		
<p>6. Ofsted:-</p> <p>GP extended congratulations to Headteacher and staff on the recent Ofsted result. The Ofsted report was not especially personal but JG explained to Govs that she has detailed notes from the feedback with very specific comments for particular areas of note. JG to disseminate to staff and will also then share with Govs. All staff encountered by Ofsted were very consistent, enthused and had plenty to discuss.</p> <p>CEO and Primary Executive Lead had commented that to receive only one area for improvement on a full inspection was very rare. Whilst the Good result was not a huge surprise (see item 7 SEF/SIDP) the results were very special.</p> <p>GP noted that the VNET inspection was a good specific preparation for Ofsted. It is encouraging to have FA and AS in key roles in the Trust to help other schools. GP suggested this demonstrates APS's abilities by raising it to a level akin to a training school.</p> <p>Govs acknowledged and congratulated school on 'Good' results.</p>		
<p>7. SIDP / SEF:-</p> <p>JG noted that APS was very accurate with SEF rating. Last year SEF rated as 'RI' but September 2021 rating was changed to 'Good' and this proved accurate. JG explained how the SEF was a valuable document used in her initial pre-visit conversation with Ofsted.</p>		
<p>8. GDPR update:-</p> <p>SENTRY came in to school in November to conduct a GDPR review. APS waiting for report.</p>		
<p>9. Safeguarding:-</p> <p>CS noted Safeguarding Interim Review date 10th February 2022 Covid-19 restrictions allowing. Feedback will follow.</p>		

Minutes Agreed:

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<p>10. SEND:-</p> <p>(See 'Pupil Premium Strategy Statement' * Govhub)</p>		
<p>11. MAT Update:-</p> <p>(See item 5a)</p>		
<p>Finance Update:-</p> <p>(See item 5b)</p>		
<p>Premises:-</p> <p>(See item 5) Ongoing issues as reported by JG in Headteacher Report. GP queried the state of the newly grassed area. JG responded that this area is doing well.</p>		
<p>14. LGB Governance Items:-</p> <p>i. Governor Visits Deep Dive date set for 7th March. Clerk to disseminate and Govs to indicate intention to attend GP suggested Govs pick up themes in recent Ofsted Report. Book checks would be beneficial.</p> <p>ii. Governor Training Govs requested to check with clerk before booking any courses due to potential cost implications. CS completed 'Safeguarding is Everyone's Responsibility.' Clerk to check to see if APS is still entitled to a training session as a school. There is also the possibility of joining with Mattishall Primary for joint delivery.</p> <p>iii. Governor Vacancies x2 Trust Govs Govs to forward ideas to GP</p>	<p>Clerk / Govs</p> <p>Govs</p> <p>Clerk</p> <p>Govs</p>	<p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p>
<p>16. Trust / School Policies to be adopted:-</p> <p>i. Covid-19 Risk Assessment #19 ii. Covid-19 Risk Assessment #20</p> <p>Proposed: KC Seconded: TH</p>		
<p>17. Items to be Disseminated to the Trust:-</p> <p>Clerk wishes to query the storing of electronic Minutes and documents and Best</p>	<p>Clerk</p>	<p>a.s.a.p.</p>

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Date:

practice for GDPR.											
18. Correspondence:- None											
19. Any other Business:- a. GP requested a close look at data trends for next meeting b. Govs to forward ideas for Deep Dive on 7 th March 2022	AS / JG Govs	14th March a.s.a.p.									
Date of next meeting:- Monday 14th March 2022 at 16:30 (location t.b.c.) Next Subject Leader Reports and Link Governors: <table border="1"> <tr> <td>Music</td> <td>Sarah Holness</td> <td>Claire Newstead</td> </tr> <tr> <td>Primary Languages</td> <td>Sarah Holness</td> <td>Alannah Nash</td> </tr> <tr> <td>Science and Outdoors</td> <td>Josh Dart</td> <td>Claire Newstead</td> </tr> </table> * Governors please make contact with Subject Leads ahead of reports due (two weeks before meeting)	Music	Sarah Holness	Claire Newstead	Primary Languages	Sarah Holness	Alannah Nash	Science and Outdoors	Josh Dart	Claire Newstead		
Music	Sarah Holness	Claire Newstead									
Primary Languages	Sarah Holness	Alannah Nash									
Science and Outdoors	Josh Dart	Claire Newstead									
Meeting closes 17:16											

(summary of actions overleaf)

Minutes Agreed:

Date:

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

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	Govs	a.s.a.p.
4.3	Synergy Scheduled item: School Curriculum Review (To be conducted at future date)	JG	a.s.a.p.
9	Safeguarding Interim Review 10 th February 2022	CS	10.2.22
14.1	Deep Dive date set for 7th March Clerk to disseminate and Govs to indicate intention to attend	Clerk / Govs	a.s.a.p.
14.2	CS to forward training details for clerk to update Governor records	CS / Clerk	a.s.a.p.
14.3	Govs to forward ideas to GP for x2 Trust vacancies	Govs	a.s.a.p.
17	Clerk wishes to query the storing of electronic Minutes and documents and Best Practice for GDPR.	Clerk	a.s.a.p.
19 a	Data trends analysis for next meeting 14 th March 2022	Clerk / AS / JG	14 th March
19 b	Govs to forward ideas to GP for Deep Dive on 7 th March 2022	Govs / GP	a.s.a.p. (ahead of 7.3.22)

Minutes Agreed:

Date: