



Learning is ACE

Astley Primary School
Minutes of the LGB held at the school on Monday 14th March 2022
on the school premises.

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	C Patten	Clerk
G Pickhaver	Chair - Trust Appointed Governor	J Dart	Staff
J Meara	Vice Chair - Trust Appointed Governor		
F Anderson	Staff Governor		
C Sexton	Trust Appointed Governor		
C Newstead	Trust Appointed Governor		
T Hopper	Parent Governor		
K Andrews	Trust Appointed		
K Cornish	Parent Governor		
A Nash	Associate 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	Red text	Governor decision
	* documents available on Govhub		

Agenda items	Action	Date
<p>1. Consideration of Apologies:-</p> <p>Apologies were forwarded from SW and S Holness</p>		
<p>2. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:-</p> <p>None</p>		
<p>3. School Performance, Teaching and Learning:-</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

<p>i. Music:-</p> <p>(see written report *) SH was unable to attend to answer questions on her written report to Govs. JG reported that Charanga has proved a valuable online Music resource for teaching. There has also been discussion regarding purchasing Ukuleles for school. JG explained the budget plan for curriculum subjects.</p> <p>ii. Primary Languages:-</p> <p>(see written report *) JG stated how much Bears are enjoying language lessons which use songs and games. AN stated that it is challenging staff who are not foreign language fluent to deliver foreign language lessons. AN offered to help staff with specialist CPD focus on French and Spanish as languages are her teaching specialism. JG welcomed this offer as a valuable resource.</p> <p>iii. Science and Outdoor Learning:-</p> <p>(see written report *) JD delivered a written report to Govs. Explanation of plans for upcoming Science Focus Day on 21st March -theme of 'Growth' incorporating x6 enquiry skills. Pupils will choose an area for experimentation.</p> <p>Forest Schools has been extended to all year groups. JD showed Govs an example of a Bears class Forest Schools 'Big Book' which shows what is created and achieved by pupils. Pupils should gain big ideas of what Science is in the Primary Curriculum.</p> <p>x4 chickens are arriving soon which are being supplied by a local farming family. Incubators have also been offered on loan after request to families. JD has mapped out suggested assessment questions for staff.</p> <p>School pond is thriving and full of life. Pond-dipping has been enjoyed using new nets and identification charts. WildEast has chosen Astley as a pilot school project focusing on increasing biodiversity.</p> <p>JD welcomed Govs to come and spend time with Forest Schools groups.</p> <p>GP extended thanks to SH and JD for comprehensive reports.</p>	<p>AN</p>	<p>late summer term</p>
<p>iv. Data Trends Analysis</p> <p>AS delivered a Juniper Benchmark Analysis 2021/22 report to Govs (see written report *)</p> <p>AS explained that data didn't arise during recent Ofsted inspection except in relation to behaviour. The school now completes a Juniper Data Analysis which draws data direct from Pupil Asset which in turn compares with LA data. AS suggested that data can be skewed but is useful to analyse trends. For example, Reading, Writing and Maths flags as potential issue for Y1 & Y2 -below local and national average. However, AS noted that data can also reflect cautious estimates in pupil assessments. Another example was Y6 reading at 70% - above LA and reflects Y6 strong reading cohort. JG added that combined data is low and reveals an uneven profile. Younger children were less able to access resources to assist in home-learning.</p>		

Minutes Agreed:

Date:

General pattern is accurate. **AS** added that in the context of the Trust **APS** is not below. Y4 shows boys ahead of girls. Inference work in Y5 & Y6 having an impact. Y1 & Y2 are a focus for reading. Y1 & Y2 across the Trust are flagging as an issue. Y3 Maths for **APS** is a particular strength whilst Y6 Maths issues have begun to be addressed with Maths scores doubling with recent focus on fluency. FA commented that arithmetic work is now showing sharp improvement.

Disadvantaged are meeting age expected in writing. Lots of work supported in school with writing judgements. Final judgements are done with both teachers in consultation with **AS** for transition purposes.

Pupil progress meetings have recently been done and are completed each term. Juniper Benchmark is a helpful snapshot but more close scrutiny is applied. **APS** assess cautiously. **CS** queried whether any results in the benchmark data was surprising. **JG** responded that the data has highlighted issues that staff are already aware of. **AN** questioned the cost of Juniper and its effective use. **AS** stated the cost is £1,500 a year. Juniper is a part of an existing package and data very easily extracted from Pupil Asset. **FA** explained that this data used to be extracted by staff and was very time-consuming.

4. Minutes and Action points from LGB Meeting 17th January 2022 and matters arising:-

The Minutes of the meeting held on 17th January 2022 previously circulated were discussed as an accurate record.

Proposed: **TH**
Seconded: **CS**

Action Log:-

Agenda Item no.	Status / Comments	Action Owner / date
4.3	Synergy Scheduled item: School Curriculum Review	actioned (see item 5)
9	Safeguarding Interim Review 9 th March	Actioned
14.1	Deep Dive date set for 7th March Clerk to disseminate and Govs to indicate intention to attend	actioned
14.2	CS to forward training details for clerk to update Governor records	actioned
14.3	Govs to forward ideas to GP for x2 Trust vacancies with particular interest in Premises would be desirable	(see item 11.4)
17	Clerk wishes to query the storing of electronic Minutes and documents and Best Practice for GDPR.	actioned
19 a	Data trends analysis for next meeting	actioned

Minutes Agreed:

Date:

19 b	14 th March 2022 Govs to forward ideas to GP for Deep Dive on 7 th March 2022	actioned (see item 11.4)									
<p>Matters arising:-</p> <p>Clerk advised to maintain current practice of document records via Govhub as GDPR compliant electronic storage.</p>											
<p>5. Headteacher's Report:-</p> <p>JG delivered a written report to Governors:</p> <table border="1" data-bbox="153 636 596 819"> <tr> <td>NOR</td> <td>209</td> </tr> <tr> <td>Attendance</td> <td>91.2%</td> </tr> <tr> <td>SEND</td> <td>32</td> </tr> <tr> <td>FSM</td> <td>49</td> </tr> </table>		NOR	209	Attendance	91.2%	SEND	32	FSM	49		
NOR	209										
Attendance	91.2%										
SEND	32										
FSM	49										
<p>JG discussed main areas of written report. Attendance was lower than JG would have liked due to Covid outbreak during January. During this period all meetings were suspended. Covid cases are currently low.</p> <p>Estates Manager recent visit to discuss outstanding snagging. Legionnaires issue is of particular concern. JG has asked Synergy what the school's next move should be.</p> <p>Ocean room has been proposed by the Trust as a potential meeting hub for all meetings across the Trust.</p> <p>JC's completion of NPQSL and AS's successful completion of Norfolk Writing Moderating assessment is a great asset to APS.</p> <p>EH's maternity leave in September to be covered by x2 ECTs. JG reported good interest in advertised posts and a number of candidates shown around. JG would like the contract to cover x2 years. Currently only funding for x1 and posts will be temporary in the first instance.</p> <p>Links with Mattishall Primary School have proved rewarding with subject leads networking and positive feedback both ways.</p> <p>Recent World Book Day successful. Science Focus Day upcoming 21st March.</p> <p>Online planning through DB Primary is challenging for staff to manage. AN queried whether requests for online learning have come from parents of non-covid cases. JG stated that all requests are dealt with case-by-case and acknowledged there have been a couple of such requests. Parents are informed that staff require 48 hours to upload work for pupils to access.</p> <p>Recent meeting with David Hicks (Trust Finance). Budget healthy and largely on track with surplus carry forward. ECT's are within this budget.</p>											

Minutes Agreed:

Date:

<p>JM queried whether APS receives a cover rate for staff who are out working elsewhere in the Trust. JG acknowledged that this time is covered.</p> <p>GP queried whether any new links have been forged within the Trust at Primary or Secondary level. JG responded that this hadn't been good except in areas of English and Maths. Links in other subject areas have not progressed and this is why APS has been keen to optimise links with Mattishall.</p> <p>TH noted that the school has now been affected by Covid and asked to what extent pupils have been observed to be suffering the effects of 'Long-Covid'. JG responded that a number of pupils did appear to return to school after infection and present with issues such as headaches/general fatigue. However, effects have been most noticeable for staff returning after infection.</p> <p>GP thanks JG for her report.</p>		
<p>6. Synergy LGB scheduled items:-</p> <ul style="list-style-type: none"> i. Predicted outcomes in the summer's national tests / assessments (see item 3.4) ii. Report on progress of disadvantaged pupils and predicted outcomes (return to at a later date) iii. Strategies to maximise outcomes in national assessments (see item 3.4) iv. Staffing Structure for 2022/23 (See item 5 Headteacher's written report) 	Schedule for future meeting	a.s.a.p.
<p>7. Interim Safeguarding Report:- (See written report *)</p> <ul style="list-style-type: none"> a) CS conducted interim Safeguarding Review on the 9th March with JG and KH. Discussion regarding the management of the dissemination of regular Safeguarding updates to staff to keep information current as apposed to relying on an annual update. CS concerned that Mental Health and Staff Mental Health gets missed. <p>All points addressed from previous Safeguarding Report. CS commented on how thorough K Hunt is with all procedures and also C Patten with cautious visitor checks.</p> <ul style="list-style-type: none"> b) GP and CS have already completed Safer-Recruitment and GP requested another Governor also complete this training. JM happy to complete as she has done this previously. Clerk to forward course information to JM. <p>GP thanked CS for Safeguarding input.</p>	Clerk / JM	a.s.a.p.
<p>8. SEND update:-</p> <p>Nothing to report</p>		

Minutes Agreed:

Date:

<p>9. SEF / SIDP:-</p> <p>GP would like to see Governors use school visits to take aspects of the SIDP / SEF and ask relevant questions. This will mean that Govs are involved in the SIDP. GP suggested one area could be the role of the Curriculum Lead. JG supported this approach as staff review the SIDP constantly and consider it a live document.</p> <p>GP asked Govs to consider any other areas which link.</p>	<p>Govs</p>	<p>a.s.a.p.</p>
<p>10. Ofsted:-</p> <p>(see written report *)</p> <p>JG stressed that notes made from Ofsted feedback day 1 & 2 were taken verbatim. JG invited questions from Governors.</p> <p>AS pointed to aspects in the report which discussed the enthusiasm of leaders towards their subjects.</p> <p>FA has designed a bespoke Maths curriculum. Curriculum -'well designed and sequenced' and Curriculum Leads are empowered about how to develop their subject Early Reading- 'children smile when reading, including when they find it tricky.' Governors take an active interest in the curriculum and can talk about it with confidence and enthusiasm. Governor minutes show good questioning. Children are very positive about staff and there was a clear culture of children celebrating each other. There are positive reward systems and children really want to improve themselves. Safeguarding demonstrated a 'team around the child.' PST – clearly has a positive effect on pupils. Passion, positivity and momentum Communication is a strength of the school and a 'glue' The direction is positive Leadership and management have extended a bridge to the school community</p> <p>JG pointed out that Inspectors started at 'Good' and looked upwards. Not 'Outstanding' due to a matter of maintaining consistency across the board. For example, consistency in behaviour. Ofsted reports are not typically as personal but the feedback was very specific and personally detailed for staff.</p> <p>TH commented that managing staff through change is challenging and Ofsted can be used as a tool to move forward and an opportunity to reflect. JG agreed that APS now faces a different challenge. AS supported that training ECTs is a very new focus and a good chance to refresh. JG agreed that although she believes in the process, APS doesn't do things specifically for Ofsted, she believes in the framework and uses this to keep momentum going. AS supported that what APS did within the framework made sense. JM supported the notion of a core of pedagogy to maintain staff learning and focus i.e. 'this is how we do things here.' AS agreed that this also gives consistency for the pupils.</p> <p>CS asked what staff had to say about the results. JG responded that apart from the question 'what can we do to be outstanding' staff were very proud of the results. JD had pointed out that it was a team effort and any inconsistency would have been noted.</p>		

Minutes Agreed:

Date:

<p>GP thanked JG for her feedback.</p>		
<p>11. Website Compliance Review:-</p> <p>(see written report *) SW has completed Website Compliance Review.</p> <p>Brief feedback suggested all areas good. Small areas of out-of-date data due to lack of new data to replace.</p>		
<p>12. LGB Governance Items:-</p> <p>i. Governor Deep Dive Review *</p> <p>x3 Govs (GP, CS and KC) able to attend on the day. Lower numbers than expected due to illness / commitments. CS said that although the Deep Dive had been reduced to the just morning session she felt the visit was comprehensive.</p> <p>GP referenced an inspiring assembly on Norfolk Culture and observation of break-time routine was also impressive with Y5 monitor's very organised. GP ate lunch with pupils and behaviour was great. There was no need for raised voices from MSAs. JG supported that this is a shift in culture and that she was pleased that Govs had covered behaviour and attitudes in Deep Dive.</p> <p>Govs talked to Support Staff regarding the inconsistent pupil behaviour in comparison to their behaviour with teaching staff. AS supported that this had been a particular area of focus in a recent assembly. JG agreed that there has been a positive culture of empowering pupils, but in addition pupils must understand the need to respect adults and to do as they are told. This can be challenging. Pupils need to treat all adults with respect.</p>		
<p>T Hopper leaves meeting 17:30</p>		
<p>ii. Governor Visits relating to SIDP (see item 9)</p> <p>iii. Governor Training (see item 7b) CS completed extra training for Safeguarding. KC completed VNET training in 'Roles and Responsibilities of Governors' CS and KC to forward details to Clerk.</p> <p>iv. Governor Vacancies x2 Trust Governor roles to fill. AN suggested a potential Trust Gov candidate and will make approaches to introduce to Governing Board</p>	<p>CS / Clerk a.s.a.p. KC / Clerk a.s.a.p.</p> <p>AN / Clerk a.s.a.p.</p>	
<p>14. Policies to be adopted by the LGB:-</p> <p>i. Complaints Procedure*, Equality and Diversity Policy*, Flexible Working Policy*, Grievance Procedure*, Public Sector Equality Duty Statement*, Governors Expenses*, Maternity Leave and Pay*, Synergy Privacy Notices (x5) (listed in Govhub).</p>	<p>Clerk / K Hunt</p>	<p>a.s.a.p.</p>
<p>15. MAT update:-</p>		

Minutes Agreed:

Date:

<p>AN noted that APS has become a shining beacon in the trust and is concerned to know whether APS gets as much back from the Trust as it willingly puts in across many areas. K Hunt and GP are also helping in various ways across the Trust. AN especially referred to the intangible costs of members of staff not being in school during this time. AN urged Govs and staff to think about this. JG / AS supported that in many areas this is constructive both ways but acknowledged that there is no financial re-numeration for this.</p>		
<p>16. Finance Update:- (see item 5)</p>		
<p>17. Premises:- GP expressed concern regarding the ongoing Legionnaires issue (see item 5). GP to write to Trust for support resolving this issue.</p>	<p>GP</p>	<p>a.s.a.p</p>
<p>18. Items to be disseminated to the Trust:- (see item 16)</p>		
<p>19 Correspondence:- None</p>		
<p>20. A.O.B:- CS discussed invitation to the Licensing Service of Revd Dr.Trudie Morriss on April 6th at 7pm -All Saints Briston Church and afterwards for refreshments at the Copeman Centre. Reverend Morriss enjoyed a career as a secondary school teacher and has stated the vicarage will be a focus for prayer and hospitality. R Lord had attended the APS LGB meeting in November and commented on the efficiency of the meeting. GP enquired as to the current status of the pre-school. KA reported that spaces are in demand and a waiting list building. They are very busy with 29 planning to enter EYFS in September. KA would love to see all the Nursery on the school site as they very much operate a split site in all aspects. They are waiting for Ofsted any time. JG added that 39 families made APS first choice for 2022/23 intake this year.</p>	<p>Govs / staff</p>	<p>6th April 7 p.m.</p>
<p>Meeting closes 17:49</p>		
<p>Date of next meeting Monday 9th May 2022 at 16:30 on school premises. Next Subject Leader Reports and Link Governors:</p>		
<p>Art</p>	<p>Louiza Le Rose</p>	<p>Karen Cornish</p>
<p>Computing</p>	<p>Louiza Le Rose</p>	<p>Sarah Warricker</p>

Minutes Agreed:

Date:

Design Technology	Sarah Denton	Tracey Hopper		
* Governors please make contact with Subject Leads ahead of reports due (two weeks before meeting)				

Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
3.1	AN to support staff CPD in foreign language teaching	AN	End of summer term
6.2	Report on disadvantaged pupils and predicted outcomes	JC	a.s.a.p.
7 b	JM to complete Safer-recruitment Training- Clerk to forward details	JM / Clerk	a.s.a.p.
9	Govs to suggest link areas for school visits to build in to SIDP/SEF	Govs	a.s.a.p.
12.3	CS – completed extra Safeguarding Training KH – completed VNET training “Roles and Responsibilities of Governors” Clerk to update Govhub	Clerk	a.s.a.p.
12.4	AN to make contact with potential Trust Governor candidate	AN / GP / Clerk	a.s.a.p.
14	Clerk to forward adopted policies to KH /office	Clerk	a.s.a.p.
17	GP to write letter to the Trust to ask for support resolving ongoing Legionnaires issue	GP	a.s.a.p.

Minutes Agreed:

Date: