



Learning is ACE

Astley Primary School
Minutes of the LGB held at the school on Monday 9th May 2022
on the school premises.

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	C Patten	Clerk
G Pickhaver	Chair - Trust Appointed Governor	J Coleman	
F Anderson	Staff Governor	L LeRose	
C Newstead	Trust Appointed Governor		
K Andrews	Trust Appointed		
K Cornish	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	Red text	Governor decision
	* documents available on Govhub		

Agenda items	Action	Date
<p><u>1. Consideration of Apologies:-</u></p> <p>Apologies were forwarded from:-</p> <p>A Nash, T Hopper, J Meara, S Denton</p>		
<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>3. School Performance, Teaching and Learning:-</u></p> <p>i. Art (see written report *)</p>		

Minutes Agreed:

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<p>LLR presented a written report to the Governors. Art was chosen by Ofsted for the deep dive in November and it went incredibly well. Ofsted observed 'little artists' at work at Astley. LLR highlighted the cross-curriculum nature of Art e.g. in relation to Big Read and how the subject uses inference.</p> <p>Feedback from Art Focus Day is being collated and this will then be looked again with staff for areas of development. A staff skills audit will also be completed after the first year of curriculum implementation. CPD for staff has been purchased from the school budget and provides online training at teacher pace for general guidance and help with specific techniques. Further focused CPD training will then be considered if required.</p> <p>GP questioned whether LLR had managed to get commitment from local artists to come in to school and engage with pupils. LLR responded that suggestions for contacts are being followed up. Governors also invited to offer any further suggestions for contacts. GP suggested Adrian Hill could be contacted.</p> <p>Next steps include:- Raising the profile of Art within school through competitions and MAT wide activities. Considering the impact of Art in different groups and pupil premium children and showing evidence.</p> <p>LLR stated that the APS Art curriculum is being shared with other schools in the Trust.</p>	Govs	LLR
<p>C Newstead arrives 16:42</p>		
<p>LLR to complete sequencing from a full year of curriculum implementation in addition to the termly evidence already gathered to make full assessment of impact.</p> <p>GP discussed the Jubilee activity that pupils across the school will be engaged in. Craft activities and portraiture of the Queen to be displayed at the Copeman Centre, Briston.</p> <p>ii. Computing (see written report *)</p> <p>LLR has sourced free CPD from the DfE for staff which helps with sequenced lessons through each year group, with lessons broken down step-by-step. These are made easy to implement. FA supported that these lesson plans had given her confidence to teach all elements of Computing for her year level. Pupils are able to access learning on coding, excel, data logging, binary code.</p> <p>LLR noted that programming elements of the curriculum are covered well by staff, but physical computing lessons are the missing link which will in turn help pupils to transfer to Computing lessons at RHSC. LLR is working on resources for next academic year. Learning intentions will follow next year to show progression through the school.</p> <p>As part of the Computing Big Ideas document LLR met with Synergy IT to discuss resources. This will become a biannual meeting to check for correct programmes and extra resources and links. LLR would like to see Synergy purchase resources for coordinated use Trust-wide. Other schools in the Trust are now using Astley's Computing curriculum. There is a push for pupils within schools into areas of Computing, Graphic Design and Engineering.</p> <p>LLR would like to see an annual event to meet with other IT Leads across the Trust</p>		

Minutes Agreed:

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<p>to share Best Practice via links with Synergy IT department. Also would like to see the profile of Computing raised within APS through competitions and MAT wide opportunities.</p> <p>GP thanked LLR for her comprehensive reports and feedback.</p>		
<p>LLR leaves meeting at 16:54</p>		
<p>iii. Design Technology:- (see written report *)</p> <p>Governors have seen written report. S Denton unable to attend to discuss report. Governors to forward any questions via clerk.</p>		
<p>4. SEND:</p> <p>i. Report on Disadvantaged Pupils and Predicted Outcomes:- (see written report*)</p> <p>JC presented written report to Govs.</p> <p>Data points to an uneven profile across the school for the number of pupil premium children. 14/48 29% are SEN . x4 new pupils have arrived this year whose attainment is significantly below expected progress which is impacting data for disadvantaged pupils.</p> <p>Lunchtime has been flagged as a challenging time for some pupils since the return to school after restrictions were lifted. In response to this Forest Room has been opened for pupil access between 12:30-1 p.m. to help pupils to self-regulate. Forest Room is open to all pupils who wish to go in and enjoy activities such as colouring / reading. The Pastoral Support Team have noted that the same pupils come in regularly and this time helps them to settle emotionally in readiness to engage in afternoon lessons.</p> <p>GP asked JC whether she was happy with the picture she sees. JC responded that she would like to see an improvement in data. With two years of uncertainty and the cost of living in sharp increase, JC expects to see many more pupils affected.</p> <p>Inclusion learning walk last term helped give a picture of what is being done within classrooms to support vulnerable groups, including disadvantaged pupils. Teachers are able to identify disadvantaged pupils and talk to JC about them.</p> <p>Many strategies used for disadvantaged pupils are the same used in class for all pupils e.g. live marking and on the spot feedback, targeted questioning and modelling extending knowledge and understanding. Targeted intervention groups (including phonics) and attending Nurture / mentoring groups are also used.</p> <p>GP thanked JC for input.</p>		
<p>JC leaves meeting at 17:00</p>		
<p>5. Minutes and Action points from LGB Meeting 14th March 2022 and matters arising:-</p>		

Minutes Agreed:

Date:

The Minutes of the meeting held on 14th March 2022 previously circulated were discussed as an accurate record.

Proposed: **KA**
 Seconded: **KC**

Action Log:-

Agenda Item no.	Status / Comments	Action Owner / date
3.1	AN to support staff CPD in foreign language teaching	Upcoming summer term 2
6.2	Report on disadvantaged pupils and predicted outcomes	Actioned
7 b	JM to complete Safer-recruitment Training- Clerk to forward details	closed
9	Govs to suggest link areas for school visits to build in to SIDP/SEF	Govs
12.3	CS – completed extra Safeguarding Training KH – completed VNET training “Roles and Responsibilities of Governors” Clerk to update Govhub	Actioned Actioned
12.4	AN to make contact with potential Trust Governor candidate	Actioned
14	Clerk to forward adopted policies to KH /office	Actioned
17	GP to write letter to the Trust to ask for support resolving ongoing Legionnaires issue	Actioned See item 6 and 8

Matters arising:-

a. AN to arrange dates for foreign language CPD with staff	AN / JG	Summer term 2
b. Govs asked to forward ideas they would like to take an interest in for links to SIDP. GP suggested he look at Curriculum Leaders. The SIDP is the school's working document and Govs need to monitor this.	Govs	a.s.a.p.
c. Govs all asked to consider potential candidates for Trust Governor roles.	Govs / GP	a.s.a.p.
d. GP has written to Estates Manager R Watton and had no response. M Hunt has also emailed R Watton and had no response. This matter to be followed up.	GP	a.s.a.p.

6. Headteacher's Report:-

JG delivered a verbal report to Governors:

Minutes Agreed:

Date:

NOR 208 Attendance 93% SEND 33 x1 EHCP FSM 48		
<p>Persistent absentees tracked by K Hunt and flagged with class teachers who approach parents direct to discuss. Very late pupils can also be classed as absence.</p> <p>No Covid cases currently reported in school and so no impact of covid can be noted.</p> <p>Number of cases of chickenpox in lower end of the school.</p> <p>JG reported the Legionnaires issues very frustrating. A meeting took place with Headteacher and site Manager M Hunt and an email was sent to R Watton. There has been no response.</p> <p>Y6 Residential trip to PGL Caythorpe Hall was very successful. This has been a missing element of school life in the last 2 years. AS, FA and Y6 team attended. AS commented on the quality of the provision as well run and a good location. PGL staff made particular comment that APS's pupils were a real credit to the school. Pupils challenged themselves and were proud of themselves in activities they took part in. The trip was also noted to be a good bonding experience. Pupils would benefit from this at the beginning of the school year in order to get to know their new teacher/s. CN questioned whether the next cohort would appreciate longer away. AS acknowledged that another day would be appropriate, but pointed out that the current Y6 found their time enough as they were extremely busy and really exhausted by the experience.</p> <p>Staffing update:-</p> <p>x2 new ECT roles created – Katie Light and Kelly Hamilton x16 applications for the roles and 8 interviewed. 2 year process for ECT qualification. S Denton will be ECT mentor for Katie AS mentor for Kelly. Both ECTs will receive regular assessment and monitoring. Both K Light and K Hamilton are booked for induction in June and so will be ready and prepared in September.</p> <p>C Cox will finish his P.E apprenticeship at the end of the school year. New apprentice appointed to start in September. She will attend college x1 day a week and is keen to get started in the role, bringing with her good sports experience and keen interest in clubs. Role funded by school Sports Premium.</p> <p>Bears – SD Lions - ECT – Katie Light Tigers – FA / JC Turtles – JD / SH Dolphins – ECT Kelly Hamilton Penguins – LW Sharks – LLR</p> <p>IT review has been conducted and all school ipads will need replacing soon as they will stop working. These will be replaced using devolved formula capital money.</p>		

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<p>i. MAT update</p> <p>Curriculum:- The recent Gov't white paper states 'opportunity for all with great teachers for your child.' Trust's Head's meeting discussed the plan to put in more funding to help with teacher retention. Synergy has developed a five year strategy.</p> <p>The emphasis is on a strong Trust and a centralised curriculum. This is tricky for APS as they have already developed a bespoke curriculum. The Trust is investigating and JG will be collaborating in the process of choosing and developing a centralised curriculum for the Trust. JG acknowledged that the curriculum could still be tweaked at a local level. SW supported that there must be frustration and challenge for APS who have extensively created and run with a curriculum developing pedagogy. JG stated that the new curriculum would not be prescriptive and AS supported that APS is well placed especially in Maths and English to influence the development of subject areas. RPS and BPS have already asked to have APS's curriculum. GP stated in response to this that the Governors need to consider their view on whether they feel APS needs something in return for all the work which developing their curriculum represents. KA agreed that APS needed recognition at least. JG supported that she is proud of APS's achievements and its bespoke focus. Other schools will still need to tweak the curriculum for their own purpose. APS is very open to collaboration but also wants to make sure that APS is really happy with the next stage and that opinions are valued.</p> <p>Safeguarding update - Staff are using CPOMS 'Staff Safe' to link to Single Central Record. Pastoral Support continues.</p> <p>ii. Finance update - Meeting with David Hicks regarding finance was very efficient. He sees the picture as good and positive. Surplus next year. Deficit 23/24 but a carry forward.</p> <p>iii. Ofsted – nothing to report</p> <p>GP thanked JG for her verbal report.</p>		
<p>7a SIDP including Governor involvement:- (see item 5.b)</p>		
<p>7b Synergy LGB scheduled items:</p> <p>iv. Budget Setting for 22/23 See item 5.2</p> <p>v. Governor Skills Audit * Ongoing – Governors to forward outstanding audits to clerk a.s.a.p.</p>	<p>Govs / clerk</p>	<p>a.s.a.p.</p>

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<p>8. Premises:-</p> <p>(see item 6.)</p> <p>5 year plan for re-decorating premises.</p>		
<p>9. Health and Safety Inspection Report:-</p> <p>(see written report *)</p> <p>JG reported a positive feedback and the inspector was impressed, considering the challenges of a split site. Small but important issues to address. M Hunt pleased with the outcome.</p>		
<p>10. Safeguarding:-</p> <p>CS not present. Nothing reported.</p>		
<p>11. LGB Governance Items:-</p> <p>i. Governor Vacancies J Meara has resigned due to other commitments. X3 Trust Governor vacancies. GP to contact Reverend Trudi Morris regarding interest expressed in becoming Governor. SEND, Geography and Pupil & Sports Premium needs to be covered as Governor responsibilities. Vice Chair is also required. Governors to consider these roles ahead of September's Governor responsibility review.</p> <p>ii. Governor Training Clerk prompted Governors to follow the instructions sent at Easter to register to access Modern Governor training course via Govhub in order to be able to access all free Modern Governor online course available. Herts for Learning training courses are not provided for free and need to be discussed with clerk prior to booking for JG approval.</p> <p>iii. Governor Visits * Govs reminded to write up any visits to school – including assisting on school trips.</p>	<p>Govs</p> <p>Govs</p> <p>Govs</p>	<p>a.s.a.p.</p> <p>a.s.a.p.</p> <p>a.s.a.p.</p>
<p>12. Well-being and Workload:-</p> <p>JG sent out questionnaire regarding well-being. x2 questions to answer: Are you happy at work? What would you like to see improved?</p> <p>27 responses out of 32 members of staff.</p>		

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<p>Only x1 member of staff replied that they were not happy. 'Time' was mentioned in many responses. Live marking has positively changed workload.</p> <p>Positives included relationship with Curriculum Leads. Timetabling of curriculum lead reports to be reviewed for September. Clerk to check with Curriculum Leads for any adjustments necessary</p>	<p>Clerk</p>	<p>July</p>
<p>13. <u>Items to be disseminated to the Trust:-</u></p> <p>None noted</p>		
<p>14. <u>Policies to be adopted by the LGB:-</u></p> <p>x14 policies noted as received from Synergy:-</p> <ol style="list-style-type: none"> 1. ECT Induction Policy 2022 * 2. Exclusion Policy 2022 * 3. Statement on the Recruitment of Ex-Offenders * 4. Synergy Online Safety Policy * 5. Time Off for Training or Study Policy and Application * 6. Complaint Form * 7. ECT Induction Policy 2022 March 2022 * 8. Equality and Diversity Policy 2022 * 9. Grievance Procedure 2021 * 10. Managers Guide for Conducting Grievance Investigations 2021 * 11. Synergy Complaints Procedure-2 * 12. Synergy Disciplinary Procedure Relating to Misconduct for All Employees * 13. Synergy Disciplinary Rules for All Employees * 14. Trust Safeguarding Policy Statement September 2021 * 	<p>Clerk / KH</p>	<p>a.s.a.p.</p>
<p>15. <u>Correspondence:-</u></p> <p>None</p>		
<p>16. <u>A.O.B:-</u></p> <p>x39 families chose APS as first choice for new admissions September 2022. There is a waiting list for places.</p> <p>GP questioned whether another class could be created. JG responded that this wasn't possible as there would need to be another teacher and funding would not allow for this. In addition the current PAN is set at x30.</p> <p>Whole school photos Friday 10th June at 13:30. All Governors encouraged to attend.</p> <p>GP expressed thanks to all.</p>	<p>Govs</p>	<p>10th June</p>
<p>Meeting closes 17:38</p>		

Minutes Agreed:

Date:

Date of next meeting Monday 27th June 2022 at 16:30 on school premises.

Next Subject Leader Reports and Link Governors:

History	Lilly Wreford	Tracey Hopper
P.E	Lilly Wreford	Sarah Warricker
Geography	Sarah Denton	Vacancy

* Governors please make contact with Subject Leads ahead of reports due (two weeks before meeting)

(see below for summary of agreed actions)

Minutes Agreed:

Date:

Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
5 3.1	AN to support staff CPD in foreign language teaching	AN / JG	Upcoming Summer term 2
5 9	Govs to suggest link areas for school visits to build in to SIDP/SEF	Govs / GP	a.s.a.p. And before 27th June
5b	Govs to choose areas of the SIDP to monitor.	Govs	a.s.a.p.
5c	Govs to consider potential Trust Governor candidate/s (see also item 11.1)	AN / GP / Govs	a.s.a.p.
5d	GP to follow-up Legionnaires issue with the Trust	GP	a.s.a.p.
7b v.	Governor Skills Audit - Governors to forward outstanding audits to clerk as soon as possible	Govs	a.s.a.p.
11.1	X3 Trust Governor vacancies. GP to contact Reverend Trudi Morris regarding interest expressed in becoming Governor. SEND, Geography and Pupil & Sports Premium needs to be covered as Governor responsibilities. Vice Chair required. Govs to consider these roles ahead of September's Governor responsibility review.	GP Govs	a.s.a.p. a.s.a.p.
11.2	Govs to register to access the Modern Governor training courses via Govhub (see email forwarded to all at Easter holiday).	Govs	a.s.a.p.
11.3	Govs reminded to write up any visits to school – including assisting on school trips.	Govs	a.s.a.p.
12	Timetabling of curriculum lead reports to be reviewed for September. Clerk to check with Curriculum Leads for any adjustments necessary.	Clerk	July
14	Clerk to forward all adopted policies to K Hunt	Clerk	a.s.a.p.
16	Whole school photos Friday 10th June at 13:30 . All Governors encouraged to attend.	Govs	Friday 10th June

Minutes Agreed:

Date: