



Learning is ACE

**Astley Primary School**  
**Minutes of the LGB held at the school on 27<sup>th</sup> June 2022**  
**on the school premises.**

<b>Governors Present:</b>		<b>Other Persons Present:</b>	
<b>J Goakes</b>	Headteacher	<b>C Patten</b>	Clerk
<b>G Pickhaver</b>	Chair - Trust Appointed Governor	<b>J Coleman</b>	Staff
<b>F Anderson</b>	Staff Governor	<b>L Wreford</b>	Staff
<b>C Sexton</b>	Trust Appointed Governor	<b>S Denton</b>	Staff
<b>C Newstead</b>	Trust Appointed Governor		
<b>K Cornish</b>	Parent Governor		
<b>A Seager</b>	Associate Governor		

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

<b>Agenda items</b>	<b>Action</b>	<b>Date</b>
<p><b>1. Consideration of Apologies:-</b></p> <p>Apologies were forwarded from</p> <p><b>S Warricker</b>  <b>K Andrews</b></p> <p><b>GP</b> welcomed Governors and staff to the last meeting of the academic year.</p>		
<p><b>4. School Performance, Teaching and Learning:-</b></p> <p>i. <b>P.E.</b> (see written report *)</p> <p><b>L Wreford</b> presented a written report to Governors.  <b>GP</b> praised <b>LW</b> for a successful Active Week.            Results from questionnaire sent to parents and staff about recent Active Week had been very positive.</p>		

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Sports apprentice (**C Cox**) had helped deliver learning in P.E and serves as positive role model.

CPD delivered both targeted individual and whole school training based on wants / needs of staff. e.g. training recently for large P.E equipment in the hall as this was identified as an area staff felt less confident with.

School pays to be part of Real P.E platform and also the Healthy, Happy, Active package to provide staff and pupils with resources to help improve well-being. Curriculum P.E. 'Big Book' to record evidence has been introduced successfully.

School has been awarded the first Gold School Games Mark in Norfolk. **LW** explained that many questions about P.E delivery had to be answered and proof provided to Schools Games officer to support award. This gives recognition of sporting competition and sporting activity for 2 hours+ per week.

Upcoming audit to monitor 60 minutes of activity a day. 'Burst' App will be used which pupils will be able to access from home. This can target least active pupils and allow for feedback on well-being. **LW** suggested P.E. may in future become a core subject due to the effects of activity on learning. Pupils needing intervention are being identified.

Focus has been on life-long, fundamental skills to apply to particular sporting games. **GP** supported that this provided good preparation for advance to high school. **LW** agreed that being aware of sports that **RHS** play has informed choices of what activities to expose pupils to.

**CN** queried whether **LW** envisaged sports clubs expanding post-covid to provide more variety. **LW** acknowledged that **APS** would like to offer more sports clubs but at present sports clubs rely on staff volunteering to run them. There are plans to invite coaching experts in to provide free trials in out of school sports activities. These activities would need to be costed or paid for by Sports Premium to be made affordable / accessible.

**CS** queried whether pupils would be swimming more next term. **LW** supported that some families do struggle to afford swimming and so there is a fundamental need. There would be a change in timetable and whole class swimming introduced. The pool provider has also been changed. Dave Rayner will provide an assembly for pupils on water safety and can assist staff with swimming CPD.

**GP** thanked **LW** for report.

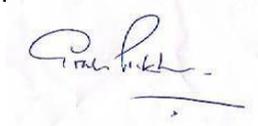
ii. History (see written report \*)

**LW** presented a written report to Governors for the last academic year. Mock Deep Dive with Governors and **R Lord** have been conducted along with History Ofsted deep dive. Cross curricular links have been made on 'Big Ideas' Map. Observations of History lessons to monitor planning, teaching and assessment have been very helpful as have the use of primary and secondary sources for each topic. 'Bounce together,' - online questionnaire is used for pupils at the beginning and end of each school year for each year group. Feedback has been very positive. Trust meetings for primary History have seen the **APS** curriculum shared with other schools. Next steps will involve converting information into pupil's long term memory.

**GP** thanked **LW** for her input.

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LW leaves meeting 16:50  
SD arrives at meeting 16:50

**5. Synergy Scheduled items:**

i. **Send Information Report for Governors:-** (see written Report\*)

JC delivered a written report to the Governors.  
16% of children in school are SEND = 33 pupils.  
x1 EHCP pupil 1:1 (0.4%)

Very positive SEND feedback from Ofsted inspection in November 2021 included praise for JC's organisation and overview of SEND with clear systems in place and liaison with external agencies. Staff share concerns with JC and plans of support are created. Pupil Passport outcomes continue to be used and reviewed regularly with parent interaction. Monitoring of Pupil Passport evidence books show pupils working on individual outcomes.

The Pastoral Support Team (PST) continue to work across the school with both pupils and parents, including SEN pupils. At lunchtimes PST provide a space for pupils who become unregulated. JC has met with EPSS service x3 times this year to consult regarding pupils of concern and will continue to buy into this service for 22/23. Parents have been sign-posted to Just One Norfolk.

x2 EHCP intakes for September and x2 posts 1:1 (x1 full time and x1 part time) have been advertised and Band 2 and 3 funding will be applied for.

Data drop to Spring (years 1-6) shows good expected and exceeding progress.

Support for transition to high school is in place. GP queried whether there are pupil who find transition challenging. JC acknowledged that some pupils do need support and responded that the school meets RHS SENDCo to discuss issues with staff.

GP queried whether SEND numbers were increasing. JC responded that numbers have remained broadly the same. GP enquired as to whether JC found enough time in her week to complete SEND role. JC acknowledged that the week is full.

CS queried whether JC has been able to refer pupils to paediatricians. JC responded that families have been informed by GPs of 3 year waiting list. AS supported that the recent Government White Paper will attempt to address this issue. CN asked whether parents get involved in the referral process when sign-posted. JC acknowledged that this varies from one family to another, but typically parents are often in need of help by this point.

GP thanked JC for her report.

ii. **Monitor Implementation of RSE Policy**

CS reported that monitoring with E Harrold had already been scheduled for July. CS to report to LGB in September

JC leaves meeting at 17:06

(Return to...)

CS

AGM /  
September

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**4. School Performance, Teaching and Learning:-**

iii. **Geography** (see written report \*)

**SD** presented a written report to the Govs. Each year group will study local, UK and world Geography termly. Teachers have been encouraged to ensure that pupils revisit areas from previous lessons to build knowledge and vocabulary. Newly implemented Geography curriculum shows learning outcomes that are very clear. Assessment tasks are designed to accurately assess learning and teachers have a clear understanding of what is expected by the end of each key stage. The curriculum has been designed to teach new knowledge and skills whilst revisiting and building on learning from previous years. Book browses have proved an important part of the development of Geography Curriculum where they have shown that objectives are being followed and taught regularly. **SEND** and **SMSC** have been developed within the curriculum for teachers to incorporate.

**SD** sees her main next action as establishing good contact with the High Schools to ensure that what is being taught shows good progression to the next key stage and to have high school curriculum knowledge. **SD** expressed frustration that attempts to establish contact have not proved fruitful. (see item 11)

**SD** leaves meeting at 17:14

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

None

**3. Minutes and Action points from LGB Meeting 9<sup>th</sup> May 2022 and matters arising:-**

The Minutes of the meeting held on 9<sup>th</sup> May 2022 previously circulated were discussed as an accurate record.

Proposed: **FA**

Seconded: **KC**

**Action Log:-**

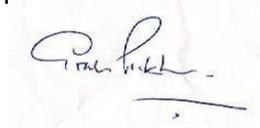
Agenda Item no.	Status / Comments	Action Owner / date
5 3.1	<b>AN</b> to support staff CPD in foreign language teaching	<b>AN / JG</b> Pending
5 9	<b>Govs</b> to suggest link areas for school visits to build in to <b>SIDP/SEF</b>	Review in September (see matters arising)
5b	<b>Govs</b> to choose areas of the SIDP to monitor.	Closed (see matters arising)
5c	<b>Govs</b> to consider potential Trust Governor candidate/s	Closed (see item 9.1)

**AN**

**JG**

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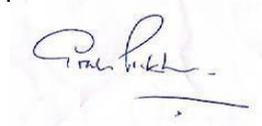


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5d		<b>GP</b> to follow-up Legionnaires issue with the Trust	(see matters arising)		
7b	v	Governor Skills Audit - Governors to forward outstanding audits to clerk as soon as possible	Closed (see matters arising)		
11.1	a	x3 Trust Governor vacancies. <b>GP</b> to contact Reverend Trudi Morris regarding interest expressed in becoming Governor.	Closed (see matters arising)		
	b	<b>SEND</b> , Geography and Pupil & Sports Premium needs to be covered as Governor responsibilities.	(see matters arising)		
	c	Vice Chair required.	(see matters arising)		
	d	<b>Govs</b> to consider roles ahead of September's Governor Responsibility review.	Governor Responsibility review in September (see item 9.4)		
11.2		<b>Govs</b> to register to access the Modern Governor training courses via Govhub (see email forwarded to all at Easter holiday).	<b>clerk</b> to resend email with information	Clerk	a.s.a.p.
11.3		<b>Govs</b> reminded to write up any visits to school – including assisting on school trips.	Actioned		
12		Timetabling of curriculum lead reports to be reviewed for September.	(see matters arising)		
		<b>Clerk</b> to check with Curriculum Leads for any adjustments necessary.	Actioned	Clerk	July
14		<b>Clerk</b> to forward all adopted policies to <b>K Hunt</b>	Actioned		
16		Whole school photos <b>Friday 10th June at 13:30</b> . All Governors encouraged to attend.	Closed		
<b>Matters arising:-</b>					
<b>Item: 4. 5 9 Govs</b> asked to wait for updated <b>SIDP/SEF</b> in September before choosing individual areas of focus (see item 8)					
<b>Item: 4. 5d GP</b> informed <b>Govs</b> that he had no reply initially when he had written to <b>R Watton</b> regarding ongoing Legionnaires issue. When contact made again <b>GP</b> informed Fennells will be taking over the matter and resolving. <b>JG</b> added that it was Fennells who put the boiler into the new build originally.					
<b>Item: 4. 7b</b> Actioned and completed audit distributed to <b>Govs</b> with areas of development / training noted.					
<b>Item: 4. 11.1 a GP</b> discussed the need for balance of skill set across Trust Governor roles. <b>CS</b> to continue the role of representing the church on the <b>LGB</b> .					

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<p><b>Item: 4. 11.1 b</b> Govs discussed the vacancies created in <b>SEND</b>, Geography and Pupil &amp; Sports Premium (see item 9.1)</p>										
<p><b>Item: 4. 11.1 c</b> <b>Govs</b> discussed role of Vice Chair. <b>CS</b> would bring experience of leadership and decision making to the role.</p> <p><b>Proposed: CN</b> <b>Seconded: KC</b></p> <p><b>KC</b> willing to take on Pupil and Sports premium but wishes to retain English as subject area also.</p>	<p><b>Clerk to update</b></p>	<p><b>a.s.a.p.</b></p>								
<p><b>Item: 4. 12 Clerk</b> has collated response from staff and new schedule will be disseminated in July.</p>	<p><b>Clerk</b></p>	<p><b>a.s.a.p.</b></p>								
<p><b>6. Headteacher's Report:-</b></p> <p><b>JG</b> delivered a written report to Governors which included:-</p> <ul style="list-style-type: none"> <li>i. Ofsted</li> <li>ii. SEF review</li> <li>iii. MAT update</li> <li>iv. Finance Update</li> <li>v. Premises</li> <li>vi. Staff CPD</li> </ul> <p>(see written report *)</p> <table border="1" data-bbox="148 1064 603 1276"> <tr> <td><b>NOR</b></td> <td>208</td> </tr> <tr> <td><b>Attendance</b></td> <td>91.57% (school year to date)</td> </tr> <tr> <td><b>SEND</b></td> <td>33 x1 <b>EHCP</b></td> </tr> <tr> <td><b>FSM</b></td> <td>48</td> </tr> </table> <p><b>JG</b> discussed challenge of attendance generally this academic year. Persistent absentees for this school year to date: <b>27.8% (58 pupils)</b>. Engagement with informing the office of absence has decreased. <b>x7 Fixed Penalty Notices</b> processed so far this school year for holidays during term-term.</p> <p><b>GP</b> has written to <b>R Martlew</b> regarding the issue of fast tracking pupils for attendance as this process involves time consuming paper-work. <b>GP</b> had suggested a MAT wide appointment for this task. <b>GP</b> awaiting response.</p> <p>x1 family Section 17 - Child in Need x1 family Early Help x1 family FSP x1 family EHAP x1 permanent exclusion (Feb 2022)</p> <p>x2 posts advertised for 1:1 support .</p> <p><b>L W</b>reford to cover Life Skills <b>J Coleman</b> to cover R.E. with a handover from <b>E Harrold</b> before the end of term.</p> <p><b>J Sayer</b> and <b>V Pearson</b> have been completing 'Foundations of Great Teaching Assistants' course and both felt encouraged by their background of good practice at</p>			<b>NOR</b>	208	<b>Attendance</b>	91.57% (school year to date)	<b>SEND</b>	33 x1 <b>EHCP</b>	<b>FSM</b>	48
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<p>Astley.</p> <p><b>a</b> <b>CS</b> requested feedback from pupils and staff for recent Soul Space. <b>FA</b> commented that her class had engaged very positively, especially those pupils who typically struggle to engage. <b>JG</b> suggested sending out a soul space questionnaire feedback for classes to report to <b>Govs</b> in September.</p> <p>The Friends are donating approx £4,000 and between £5-7,000 is coming from <b>APS</b> budget towards the renovation and re-stocking of the school library. Work to take place during Autumn half term and Marilyn Brocklehurst from the Norfolk Children's Book Centre will organise and oversee the project so that the library matches the high profile reading culture at <b>APS</b>. Books will also be replaced in all classrooms and new labelling system implemented. The school will only need to consider paint and soft furnishings. NCBC will also link staff to author visits. Duncan Baker MP booked to open library when complete. <b>JG</b> expressed excitement for this focus project. <b>CN</b> supported that it is really helpful for parents to have tangible evidence of where Friends money raised goes.</p> <p><b>SEF</b> is a very accurate reflection of <b>APS</b>'s strengths and areas for development but will be reviewed in September.</p> <p>Recent fire report was very good and <b>M Hunt</b> was pleased with result. <b>GP</b> queried whether there had been a tree survey on site recently. <b>JG</b> responded that there had been one within the last academic year.</p> <p>Recent Synergy Well-being Group Meeting had been attended by x2 <b>APS</b> staff (<b>C Riches</b> and <b>J Coleman</b>).</p>	<p><b>JG</b></p>	<p><b>September</b></p>
<p><b>b</b> Trust INSET day 5<sup>th</sup> September. <b>Clerk</b> will update timings for Safeguarding Training on 5<sup>th</sup> September for Govs when scheduled.</p> <p><b>GP</b> thanked <b>JG</b> for her report.</p>	<p><b>Clerk / JG</b></p>	<p><b>a.s.a.p.</b></p>
<p><b>7. Safeguarding Update:-</b></p> <p><b>CS</b> to arrange date with office for Autumn term full Safeguarding Audit.</p> <p><b>CS</b> queried whether there were pupils flagged from agencies that staff were not aware of being vulnerable. <b>JG</b> responded that it was rare for there to be issues that staff were not aware of for vulnerable pupils.</p>	<p><b>CS</b></p>	<p><b>Autumn Term</b></p>
<p><b>8. SIDP:-</b></p> <p><b>Govs</b> will return to this in September when <b>SIDP</b> is rewritten and discuss individual areas of focus.</p>	<p><b>Govs</b></p>	<p><b>September</b></p>

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<p><b>9. LGB Governance Items:-</b></p> <p><b>i. Governor Vacancies</b></p> <p>x3 Trust Governor x1 Parent Governor</p> <p><b>Clerk</b> explained that it would be possible to appoint <b>CN</b> to Parent Governor in order to fill this position if due election process followed. <b>CN</b>'s term of office due to end 11/2022. <b>Clerk</b> reminded <b>LGB</b> that the proportion of Parent to Trust Gobs has to be monitored for correct balance.</p> <p><b>GP</b> discussed friends of <b>CN</b> who expressed an interest in becoming Trust Governors. x1 candidate has experience in Social Care and Project Management for County Council and x1 candidate has background in IT and is experienced Governor in other school settings.</p> <p><b>GP</b> proposed that the candidate with IT and Governor experience be invited to join the LGB in September and Gobs agreed. <b>GP</b> to make further contact.</p> <p><b>ii. Governor Action Plan</b> (see <b>SIDP</b> item 8)</p> <p><b>iii. Governor Visits</b></p> <p><b>Gobs</b> encouraged to fill in template for Governor Visits (Govhub) and return forms for visits such as school trips and Sports Day.</p> <p><b>iv. Review of Governor Responsibilities</b></p> <p><b>CN</b> expressed interest in <b>SEND</b> with the support of training and providing Science and Outdoor Learning and Music are relinquished as subject responsibilities.</p> <p>Governor Responsibilities to be re-drawn in September. <b>GP</b> concerned to take on responsibility for Premises in the interim</p> <p><b>v. Governor Training</b></p> <p><b>KC</b> completed training in Pupil Premium – Modern Governor online course. <b>KC</b> will need more comprehensive training to take on role of Pupil Premium</p> <p><b>Clerk</b> to check Govhub training record is updated and research Pupil Premium Training for <b>KC</b>.</p> <p><b>10. Policies to be adopted by the LGB:-</b></p> <p>x 7 Policies * (see Govhub)</p> <ol style="list-style-type: none"> <li>1. Health &amp; Safety (with local amendments)</li> <li>2. Ordinary Paternity Leave and Pay – Adoption Management Notes and Guidance</li> <li>3. Ordinary Paternity Leave &amp; Pay – (Birth Management Notes and Application Form)</li> <li>4. Parental Leave Guidance and application form</li> <li>5. Shared Parental Leave Policy Adoption</li> <li>6. Shared Parental Leave Policy – Birth</li> <li>7. Summary of Maternity Leave Pay for all Employees</li> </ol>	<p><b>GP</b></p> <p><b>Gobs</b></p> <p><b>Clerk / Gobs</b></p> <p><b>Clerk</b></p> <p><b>Clerk / K</b></p>	<p><b>a.s.a.p.</b></p> <p><b>a.s.a.p.</b></p> <p><b>September</b></p> <p><b>a.s.a.p.</b></p> <p><b>a.s.a.p.</b></p>
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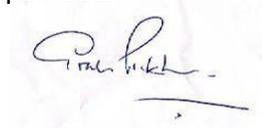
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<p><b>Govs</b> noted all policies as received.</p> <p><b>11. Items to be disseminated to the Trust:- :</b></p> <p>(see item 4.2)</p> <p><b>Govs</b> discussed and supported <b>APS</b> in the potential opportunity to benefit from links with the High Schools in the Trust; to gain insight into secondary subject curriculum, share practice, skills and knowledge with the express purpose and benefit of ensuring good progression from Primary to Secondary. Governors would like to see <b>APS</b> staff supported in their attempts to make meaningful contact and collaboration with curriculum leads in secondary and primary settings.</p> <p><b>12. Correspondence:-</b></p> <p>None</p>	<p><b>Hunt</b></p>					
<p><b>13. A.O.B:-</b></p> <p><b>CS</b> discussed with <b>Govs</b> contact with <b>RHS</b> regarding Soul Space. Staff asked whether Year 6 pupils would like to join <b>RHS</b> for their Soul Space events. <b>CS</b> felt the activity would be very similar to that offered at <b>APS</b>. <b>JG</b> supported that it wasn't clear in what ways pupils would benefit from duplicating the exercise in another setting unless there was something new or different to be gained.</p> <p><b>CS</b> had noted that at recent Soul Space activity in school, younger pupils had expressed more willingness to 'help their neighbour'. There was a notable difference in attitude for older pupils who expressed that they would choose to walk away. The exercise hadn't allowed for an explanation as to why older pupils felt this was the right choice.</p> <p><b>GP</b> thanked Governors for another successful year.</p> <p><b>Meeting closes 17:50</b></p> <p><b>Date of next meeting Monday 19<sup>th</sup> September 2022 at 16:30 on school premises.</b></p> <p><b>Next Subject Leader Reports:</b></p>						
<table border="1"> <tr> <td><b>Foundation Stage</b></td> <td>Julie Coleman</td> </tr> <tr> <td><b>KS1 and KS2 Data Stories</b></td> <td>Alex Seager / Freya Anderson</td> </tr> </table>	<b>Foundation Stage</b>	Julie Coleman	<b>KS1 and KS2 Data Stories</b>	Alex Seager / Freya Anderson		
<b>Foundation Stage</b>	Julie Coleman					
<b>KS1 and KS2 Data Stories</b>	Alex Seager / Freya Anderson					
<p>* Governors please make contact with Subject Leads ahead of reports due (two weeks before meeting)</p>						

(see actions below)

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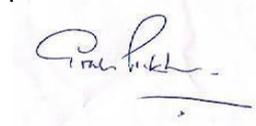
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## Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
5.2	Monitor Implementation of <b>RSE</b> Policy <b>CS</b> to report to <b>LGB</b> in September	<b>CS</b>	<b>AGM / September</b>
3 5 3.1	<b>AN</b> to support staff CPD in foreign language teaching	<b>AN / JG</b>	<b>a.s.a.p.</b>
4 11 2	<b>Govs</b> to register to access the Modern Governor training courses via Govhub (see email forwarded to all at Easter holiday).  <b>Clerk</b> to resend email with information regarding access to Modern Governor training.	<b>Clerk</b>	<b>a.s.a.p.</b>
4 11.1 c	<b>Clerk</b> to update <b>CS</b> to Vice Chair role.	<b>Clerk</b>	<b>a.s.a.p.</b>
4 12	Timetabling of Curriculum Lead reports to be reviewed for September.	<b>Clerk</b>	<b>July</b>
6	<b>a</b> <b>CS</b> requested feedback from pupils and staff for recent Soul Space. <b>JG</b> suggested sending out a soul space questionnaire feedback for classes to report to <b>Govs</b> in September.  <b>b</b> Trust INSET day <b>5<sup>th</sup> September</b> . <b>Clerk</b> will update timings for Safeguarding Training on 5 <sup>th</sup> September for <b>Govs</b> when scheduled.	<b>JG</b>  <b>Clerk</b>	<b>September</b>  <b>a.s.a.p.</b>
7	<b>CS</b> to arrange date with office for Autumn term full Safeguarding Audit.	<b>CS</b>	<b>a.s.a.p.</b>
9.1	<b>GP</b> proposed that the candidate with IT and Governor experience be invited to join the LGB in September and Govs agreed.  <b>GP</b> to make further contact.	<b>GP</b>	<b>a.s.a.p.</b>
9.3	<b>Govs</b> encouraged to fill in template for Governor Visits (Govhub) and return forms for visits such as school trips and Sports Day / Soul Space etc.	<b>Govs</b>	<b>a.s.a.p.</b>
9.4	Governor Responsibilities to be re-drawn in September.  ( <b>GP</b> responsibility for Premises in the interim)	<b>Govs</b>	<b>September</b>
9.5	<b>KC</b> completed training in Pupil Premium – Modern Governor online course.  <b>Clerk</b> to update Govhub training record and research Pupil Premium Training for <b>KC</b> .	<b>Clerk</b>	<b>a.s.a.p.</b>

Minutes Agreed:

Date: 5<sup>th</sup> October 2022



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10	x7 Policies adopted by <b>LGB</b> to be forwarded to <b>K Hunt</b>	<b>Clerk</b>	<b>a.s.a.p.</b>
11	<b>Govs</b> discussed and supported <b>APS</b> in the potential opportunity to benefit from links with the High Schools in the Trust; to gain insight into secondary subject curriculum, share practice, skills and knowledge with the express purpose and benefit of ensuring good progression from Primary to Secondary. Governors would like to see <b>APS</b> staff supported in their attempts to make meaningful contact and collaboration with curriculum leads in secondary and primary settings.	<b>Clerk / MAT</b>	<b>a.s.a.p.</b>

Minutes Agreed:



Date: 5<sup>th</sup> October 2022

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