



Learning is ACE

**Astley Primary School**  
**Minutes of the LGB held at the school on 14<sup>th</sup> November 2022**  
**on the school premises.**

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	C Patten	Clerk
G Pickhaver	Chair - Trust Appointed Governor	J Coleman	Staff
C Sexton	Vice Chair - Trust Appointed Governor	R Lord	Executive Primary Head
F Anderson	Staff Governor		
C Newstead	Trust Appointed Governor		
K Andrews	Trust Appointed Governor		
K Cornish	Parent Governor		
S Warricker	Parent Governor		
A Seager	Associate Governor		
<b>Key:</b>			
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
PST	Pastoral Support Team		
	* documents available on Govhub		

Agenda items	Action	Date
<p><b>1. Consideration of Apologies:-</b></p> <p>i. Apologies were forwarded from:  <b>A Nash</b> forwarded correspondence regarding time-table clash with work commitments.  <b>Govs</b> accepted apologies</p> <p>ii. <b>GP</b> welcomed <b>R Lord</b> to meeting</p>		
<p><b>2. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:-</b></p>		

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None

**3. Minutes and Action points from LGB Meeting 3<sup>rd</sup> October 2022 and matters arising:-**

The Minutes of the meeting held on 3<sup>rd</sup> October 2022 previously circulated were discussed as an accurate record.

Proposed: **SW**

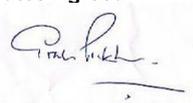
Seconded: **KC**

**Action Log:-**

Agenda Item no.	Status / Comments	Action Owner / date
2.2	<b>Clerk</b> to request outstanding declarations.	<b>Actioned</b>
3	<b>Clerk</b> to request outstanding declarations.	<b>Actioned</b>
4 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>Actioned</b>
10 a	<b>R Lord</b> to join next Governor's meeting 14 <sup>th</sup> November (16:00). Clerk to contact with adjusted meeting time.	<b>Actioned</b>
b	The <b>Trust Well-being Charter</b> was presented at recent SDD. Waiting for this to be signed off by the Trust. <b>Clerk</b> to query progress.	<b>Actioned</b>
9	Governor Responsibilities updated. <b>Clerk</b> to forward update to staff and update Governance Statement for website.	<b>Actioned</b>
13.1	<b>GP</b> to contact Holt Chronicle, Briston Parish Community News and to consider talking direct to parents at upcoming Phonics evening regarding vacancies on the <b>LGB</b>	<b>Actioned</b>
13.2	(see item 9)	
13.3	<b>SW</b> to complete training online a.s.a.p and will inform <b>Clerk</b> to update records.	<b>Actioned</b>
13.5	Deep Dive scheduled for 14 <sup>th</sup> November with <b>LGB</b> meeting to follow at <b>16:00</b> .	<b>Actioned</b>
a	<b>Clerk</b> to message all <b>Govs</b> with revised time for meeting and Deep	<b>Actioned</b>

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<p><b>b</b></p>	<p>Dive date.</p> <p><b>Govs</b> to forward ideas direct to <b>GP</b> for areas to cover in Deep Dive a.s.a.p.</p>	<p><b>Actioned</b></p>	
<p><b>13.6</b></p>	<p>(see item 4 9.3)</p>		
<p><b>14.2</b></p>	<p>Clerk to Trust please see item 14.2 for details of training areas the Astley LGB would appreciate covering</p>	<p><b>Actioned</b></p>	
<p><b>16.2</b></p>	<p><b>CS</b> to arrange Safeguarding Audit with Office.</p>	<p><b>Actioned</b></p>	
<p><b>Matters arising:-</b></p>			
<p>4. 13.1 <b>GP</b> had enquiry from prospective Governor who turned out not to be local the area.</p>			
<p><b>4. School Performance, Teaching and Learning:-</b></p>			
<p><b>iii. Report on Improving Outcomes for Disadvantaged Pupils *</b> (see written report *)</p>			
<p><b>J Coleman</b> presented report to <b>Govs</b>. x2 new EHCP pupils to begin at school in November and will require x2 members of staff in Yrs 1 and 3/4 and EHCP will remain under review for 1<sup>st</sup> term.</p>			
<p>Data roughly in line with National results. <b>JC</b> reported that as SENDCo and Inclusion Lead there have been lots of <b>GP</b> reports to write in collaboration with class teachers.</p>			
<p><b>JC</b> to meet with SENDCo of Fakenham Junior School (initially virtually) to share expertise.</p>			
<p>Next data drop due in December. <b>GP</b> queried the extent of parental support for pupil premium pupils. <b>JC</b> responded that some parents don't engage but most do and appreciate the support given.</p>			
<p><b>PST</b> has been amazing at offering support. <b>JG</b> agreed that this has strengthened communication and in term reduced the perceived stigma that may have been attached to this kind of support. Help is more open and accessible. <b>JC</b> noted that those who attend Breakfast Nurture are generally those who are disadvantaged.</p>			
<p><b>JC</b> said she is happy to meet and discuss elements of SENDCo with Governors. <b>CN</b> is link Governor for SENDCo.</p>			
<p><b>GP</b> thanked <b>JC</b> for her input.</p>			
<p><b>JC</b> leaves meeting at 16:45</p>			
<p><b>ii. Maths *</b> (see written report *) <b>FA</b> presented written report to <b>Govs</b>.</p>			

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White Rose Maths has been adapted to meet needs of **ACE** curriculum.

Marvellous Maths shifted to immediately follow lunch which has improved engagement. Good evidence observed in books during Governor Deep Dive of changes implemented.

CPD has assisted staff in knowledge of expectations in Maths including focus on Fluency, Problem Solving and Reasoning with Concrete, Pictorial and Abstract methods applied. Teach Active continues and is embedded in Maths lessons. **JG** supported that fluency had been lost last year due to the effect of covid. Problem solving and reasoning, however, is good.

NPQSL is continuing and **FA's** role as Maths Lead across the Trust has begun this term. There is new sequencing and progression for Maths across the Trust. Maths booklets to go home to parents imminently. **FA** stated that staff need to be aware of gaps in times-table knowledge for certain pupils and make sure this is addressed.

Pupil comments in Deep Dive Q&A with **SW** and **CS** had included strong preference for active Maths with pupils wishing more lessons involved this active element.

**FA** looking to ensure that high standards and expectations are maintained, that Active Maths happens regularly and consistently.

Y2 SATs 15/30 pupils achieved scaled score of 90, which was just below expected standard. Data doesn't flag this amazing progression.

**GP** thanked **FA** and asked how she was finding her Trust Maths Lead role. **FA** responded that this feeds directly into supporting staff and pupils at **APS**.

### iii. English \*

(see written report \*)

**AS** presented a written report to **Govs**. 'Big Read' is embedded well. Reading data has gone from 21% to 10% gap. Progress is really good. KS2 Writing results are good and feedback from pupils will be actioned. 'Big Read' parent information evening earlier this term had been a useful session with x10 parents attending.

Spelling Shed is used with pupil autonomy. Basic words are encouraged first in KS1. KS2 emphasis on improving spelling and handwriting. 'Letter-join' scheme for handwriting has been established and KS1 pupils are introduced to cursive handwriting early. **SW** supported that as a parent she had noticed the new emphasis and her children's interest in their cursive handwriting. Staff modelling is working and this is being made a priority.

**RWI** groups continue and pupils have been assessed x2 this term already. Good progress is being made. There is an element of bunching in the middle groups due to effect of pandemic but this should resolve.

Trust moderation session for writing progression and next steps has been useful for L LeRose. **AS** continues as writing moderator for Norfolk which proves useful for **APS**. Staff twilight in October for English showed processes are done well but this is not translating into writing. Shared / modelling of writing is helping.

Library renovation and refurbishment has taken place and book supplied and stocked by Norfolk Children's Book Services over x3 days in ½ term.

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£9,000 spend in total. £6,000 from Synergy as agreed carry forward and £3,000 donations from the Friends of **APS**. Duncan Baker to open the library on the 2<sup>nd</sup> December. There will be a big focus on the library as a hub for the school. Members of staff have been approached to become librarians to keep the space maintained.

**GP** thanked **AS** for comprehensive report. It had been exciting to see phonics groups as part of the Deep Dive earlier in the day and it was noted how hard **TA's** were working with pupils.

## **5. Headteacher's Report:-**

**JG** delivered a written report to Governors which included:-

- i. Ofsted
- ii. SEF review
- iii. MAT update
- iv. Finance Update
- v. Premises
- vi. Safeguarding Update
- vii. Staff CPD

<b>NOR</b>	210
<b>Attendance</b>	93.05%
<b>Authorised absence</b>	5.40%
<b>Unauthorised absence</b>	1.56%

Attendance is on a par with November last year with a large degree of illness. Lots of holiday requests also submitted. Some groups of pupils persistently / frequently late arrivals and typically correlate with safeguarding concerns.

Health and Safety complete, are ongoing or have been returned. Asbestos Inspection has been shared and uploaded to **APS** portal. Ongoing issues with snagging and boiler for Hastings. **M Hunt** believes the boiler thermostat is not big enough to transfer heat required. Fennels are believed to be liable for replacement, however, Norse project managed new build. **JG** awaiting advice regarding this.

Library was painted by staff team and is almost complete. Awaiting carpet to be fitted.

**K Hunt** left on the 21<sup>st</sup> October. She was able to do x3 day handover to **C Lord** who has started in the office. All going well. **J Riches** has left and **D Dent** (MSA) has taken on this role but is completing work in the morning. This is reported to be working well and she is happy with her role.

**ECT** mentoring is going well and **JG** receives weekly reports of progress. Appraisals are all complete and have been noted to be an especially purposeful process this time round. The new Synergy pathway has been used in appraisals. NPQLTD are all complete for **JD, LW and LLR**.

All eligible teachers have received incremental pay rise for 22/23. **JG's** NPQSL facilitation role has begun, in partnership with the JTSH.

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The **ACE** curriculum continues to develop well and triangulation is ongoing. Staff are actioning what has been asked of them. The move to Cornerstones Curriculum will be a gradual process towards September 2023. **JG** keen not to lose ownership and focus. **SLT** will meet with CEO of Cornerstones to assist with transition. **Govs** are welcomed to be a part of this process.

x11 extra curricular clubs are run by staff and span all year groups with a total of 196 attendees (some multiple). **APS** very proud of this and believes it a unique asset.

**JG** reports lots of Trust engagement. New HR and Finance systems are in place and working well. More training for HOAG to follow.

**APS** is receiving relevant Ofsted feedback from Synergy. Trust Heads have shared the DfE White Paper Implementation around 'Strong Trusts' and next steps for this.

There has been an increase in safeguarding this term, and a lot of this evolves from parental / emotional / behavioural issues. There are x11 children with specific behaviour / risk plans which are shared with all and regularly updated. Strong involvement from **PST**. Behaviour Information Evening to share and educate regarding whole school approach was poorly attended. However, a new time in the day could capture a larger audience.

Finance on track with a healthy carry forward. A greater amount of supply and longer term sickness has seen cost rise. Energy costs have also risen.

**RL** added that there is no suggested inflation to GAG funding. 3rd year funding therefore of more concern. Funding should increase as the picture is the same for all schools in the country and not sustainable.

**GP** thanked **JG** for her feedback to **Govs**.

**GP** asked for **RL's** overview of **APS** from his visits. **RL** responded that priorities have changed. Less time has been spent at **APS** in testament to the progress made and the strong Ofsted in November 2021. Next Ofsted is expected to be Section 8 with degree of judgement leeway, to follow last year's Section 5. **APS** is in a strong position. Data is on an improving trend and **APS** demonstrates very effective practice and staff engagement, demonstrated in the **ECT** mindset and staff inspired to be the best they can be.

**GP** expressed thanks to **RL**.

**KA** Leaves meeting at 17:21

## **6. Governor Deep Dive in relation to SIDP / SEF:-**

### **Deep Dive for Maths and English**

Governor Deep Dive focused on Maths and English but happened to coincide with Anti-bullying week.

**Govs** reported positive feedback of pupils understanding of Anti-bullying message whilst visiting different classes for Deep Dive earlier in the day. **CS** discussed how pupils could explain the concept of tolerance and what they would do if they felt they were bullied. **SW** reported that in the Yr 2 assembly one pupil had remembered what they were taught in Yr 1. **AS** supported that the subject is opening up good dialogue. Pupils are confident to convey ideas and discuss.

**SW** reported that favourite subjects for KS1 were drawing, reading and Maths. KS2 resoundingly favoured History and many mentioned they would like a Maths

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<p>Club.</p> <p>i. <b>GP</b> requested that <b>Govs</b> who attended Deep Dive write up a Governor visit form in relation to the areas they covered in the morning and submit to <b>Clerk</b>. Forms can be found on Govhub.</p> <p>ii. <b>CN</b> reported that during discussion with staff the purpose / definition of the relationship between <b>Govs</b> and subject Leads had been raised. <b>GP</b> supported that this needed to be considered as a collegial approach. Staff always welcome <b>Govs</b> into to school on any occasion. <b>RL</b> recommended that <b>Govs</b> take the opportunity to go back to staff and ask what staff expectations are. <b>RL</b> supported that there is a good level of engagement, however, individual meetings between staff and <b>Govs</b> are very hard to achieve.</p> <p><b>GP</b> reported that <b>Govs</b> had enjoyed seeing work in progress during their visit. <b>CS</b> had been particularly impressed by pupil's levels of maturity in discussion of sensitive and complex topics.</p>	<p><b>Govs</b></p> <p><b>GP / Govs / JG</b></p>	<p>a.s.a.p.</p> <p>a.s.a.p.</p>
<p><b>7. LGB Governance Items:-</b></p> <p>i. Governor Training  <b>CN</b> SEND training  <b>KC</b> Pupil Premium training  <b>Clerk</b> – Exclusions</p> <p><b>Clerk</b> discussed the important of Governors (especially Trust Governors) completing training on Exclusions. Exclusion hearings require panels to be made up of members of their own Local Governing Board. <b>CS, KA and GP</b> are the most likely candidates for Exclusion training. This matter again put emphasis on the importance of a balanced <b>LGB</b>. Clerk to Trust confirmed recently that external Governors can be used if necessary.  <b>CP</b> to advise <b>Govs</b> on training options.</p> <p>ii. Governor Vacancies  x3 Trust Governor vacancies  x1 Parent Governor vacancy  Vacancies advertised (item 3. 13.1)  No further developments. <b>GP</b> questioned whether <b>LGB</b> could reconstitute. <b>Clerk</b> explained that whilst this was an option, the <b>LGB</b> must ensure that it achieves the correct balance of Trust / Parent Governors, particularly in relation to Exclusion panel representation of the LGB and matters pertaining to conflict of interest in Parent Governor representation. Board to continue in attempts to recruit.</p> <p><b>GP</b> queried the current status of <b>Govs</b> with Safer Recruitment training. <b>GP, CS</b> and <b>AS</b> all have valid training which requires updating regularly.</p>	<p><b>Clerk</b></p>	<p>a.s.a.p.</p>
<p><b>8. SEND update:-</b></p> <p>Covered in item 4.3  Nothing else to report.</p> <p><b>9. Safeguarding:-</b> (see written report *)</p>		

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<p><b>CS</b> delivered a written report to Gobs  <b>KH</b> filled in extensive form regarding policies and procedures. No issues reported.  <b>CS</b> supported that the annual Safeguarding for all staff and Governors was very engaging with format adjusted.</p> <p>CPOMS continues to make the school safer. Safeguarding issues are taken very seriously. LA Safeguarding Audit due in x2 years. <b>RL</b> emphasised the importance of completing this. <b>JC</b> will be involved in areas such as single central record and StaffSafe will hold information for compliance.</p> <p>i. Online searches for short-listed candidates has become a challenge. These cannot be done on school premises as security will not allow.  <b>RL</b> supported that what should be checked on searches needs discussion and clarity. <b>CS</b> was reassured that <b>JG</b> was doing these checks herself. <b>SW</b> agreed that this was a difficult area as recruitment decisions could not be based on social media presence. <b>GP</b> concluded that guidelines needed to be established for this.</p> <p><b>GP</b> thanked <b>CS</b> for feedback and report.</p>		
<p><b>10. Policies to be adopted by the LGB:-</b></p> <ul style="list-style-type: none"> <li>i. Charging and Remissions</li> <li>ii. Finance Policy 22-23</li> <li>iii. Admission Round Coordination and Timetable</li> <li>iv. In Year Coordination Scheme</li> <li>v. Appraisal and Capability (+ Form)</li> <li>vi. Data Protection</li> <li>vii. Privacy Notice for Governor, Directors and Volunteers</li> <li>viii. Privacy Notice for Staff</li> <li>ix. Privacy Notice for Visitors</li> <li>x. Privacy Notice for Parents and Carers</li> </ul> <p><b>Gobs</b> agreed to adopt all policies.</p>	<p><b>CS / JG</b></p> <p><b>Clerk / office</b></p>	<p><b>a.s.a.p.</b></p> <p><b>a.s.a.p.</b></p>
<p><b>11.</b></p> <p>i. Information disseminated <b>from the Trust Board:-</b>  Teaching career pathway is currently being implemented.  Support staff pathway is being written.</p> <p><b>CN</b> has been approved by Synergy for another 4yr term of office as Trust Governor.  <b>Clerk</b> to update all areas.</p> <p>ii. Information <b>for the Trust Board:-</b>  See item 9.1</p>	<p><b>Clerk</b></p> <p><b>CS / JG</b></p>	<p><b>a.s.a.p.</b></p> <p><b>a.s.a.p.</b></p>
<p><b>12. Correspondence:-</b></p> <p>None</p>		
<p><b>13. A.O.B:-</b></p> <p>None</p>		

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<b>Meeting closes 17:44</b>		
<b>Date of next meeting Monday 30<sup>th</sup> January 2023 at 16:30 on school premises.</b>		
<b>Next Subject Leader Reports and Link Governors:</b>		
<b>Art</b>	L LeRose	Karen Cornish
<b>Computing</b>	L LeRose	Sarah Warricker
<b>Foundation Stage</b>	S Denton / J Coleman	Carol Sexton
* 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
6.1	<b>GP</b> requested that <b>Govs</b> who attended Deep Dive write up a Governor visit form in relation to the areas they covered in the morning and submit to <b>Clerk</b> . Forms can be found on Govhub.	<b>Govs</b>	<b>a.s.a.p.</b>
6.2	<b>Govs</b> take the opportunity to go back to staff and ask what staff expectations are of Governor / subject lead engagement in order to make support more defined.	<b>GP / Govs / JG</b>	<b>a.s.a.p.</b>
7.1	<b>CP</b> to advise <b>Govs</b> on options for Exclusions training	<b>Clerk</b>	<b>a.s.a.p.</b>
9.1	Guidelines need to be established for online searches for short-listed candidates.	<b>CS / JG</b>	<b>a.s.a.p.</b>
10	Policies adopted to be communicated with office	<b>Clerk / office</b>	<b>a.s.a.p.</b>
11.1	<b>CN</b> has been approved by Synergy for another 4yr term of office as Trust Governor. <b>Clerk</b> to update all areas.	<b>Clerk</b>	<b>a.s.a.p.</b>

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