



Learning is ACE

**Astley Primary School**  
**Minutes of the LGB held at the school on 30<sup>th</sup> January 2023**  
**on the school premises.**

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

<b>Key:</b>			
<b>FSM</b>	Free School Meals	<b>RM</b>	Rob Martlew - CEO Synergy MAT
<b>RWI</b>	Read, Write, Inc	<b>RLL</b>	Richard Levell – Synergy Finance Officer
<b>SEN</b>	Special Educational Needs	<b>PAN</b>	Pupil Admission Number
<b>NOR</b>	Number on role	<b>RW</b>	R Watton (Estates Manager)
<b>SLT</b>	Senior Leadership Team	<b>RL</b>	R Lord (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>PST</b>	Pastoral Support Team		
	* documents available on Govhub		

<b>Agenda items</b>	<b>Action</b>	<b>Date</b>
<p><b><u>1. Consideration of Apologies:-</u></b></p> <p>Apologies were forwarded from <b>AN, CN, SW</b>  <b>Proposed: KC</b>  <b>Accepted: CS</b></p> <p><b>This meeting was quorate</b></p> <p><b>GP</b> welcomed <b>S Denton</b> and <b>L LeRose</b> to the meeting.</p>		
<p><b><u>2. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:-</u></b></p> <p>None</p>		

Minutes Agreed:

Date: 13.3.23

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#### 4. a. School Performance, Teaching and Learning:-

##### i. **Art**

**LLR** joined meeting to discuss progress in Art describing the strong position that the subject is in due to previous curriculum development and positive Ofsted feedback in November 2021. Building on this success **LLR** has now introduced an 'Appreciate and Analyse' cog to give more chance for reflection. Next step is feeding in to 'Big Read' by looking at different Artist areas. Pupil perception of Art is positive and pupils are remembering art from previous years, retaining information and are able to talk about what they previously learned.

Next ½ term **LLR** will be looking at areas of SMSC (Spiritual, Moral, Social and Cultural) and linking art to these areas and linking learning intentions for each year. This will make Art a strong curriculum subject.

**GP** thanked **LLR** for all her involvement in the library project.

**KC** questioned whether there had been any links with Art across the Trust.

**LLR** explained the move to Cornerstones (curriculum) in September. She has spoken to Antingham and Southrepps Primary who have already begun to use Cornerstones to deliver Art. **APS** will take what they've built already into Cornerstones but apply to new topics. **JG** supported that Cornerstones is very explicit in relation to subject links to SMSC.

**GP** thanked **LLR** for her verbal feedback on progress in Art.

**AS** arrives 16:37

**JG** arrives 16:38

##### ii. **Computing**

**LLR** discussed progress in Computing and confirmed a move to Cornerstones Curriculum. **LLR** believes the content of Cornerstones to be well thought out in terms of resources, Powerpoints and lesson plans. Cornerstones links in Computing to Barefoot Curriculum Resources and **LLR** will conduct a trial run in the next x2 terms. **LLR** has observed that the lessons are more standalone and potentially more straight forward to teach. **JG** supported that there is no rush to include Barefoot resources broadly yet and no decisions have been made. **LLR** agreed that Barefoot links to all main topic areas, however, it is programming heavy but features less reference to online safety. **LLR** will test against pupil engagement and is looking for even coverage across all curriculum areas. **LLR** stated there had been links with the Trust and Greshams Steam event was very good and well organised.

**GP** thanked **LLR** for input and supported that Deep Dive Day would focus on Cornerstones curriculum. **AS** added that all staff would have training on Cornerstones Curriculum during twilight training on 27<sup>th</sup> February.

**LLR** leaves meeting at 16:39

**FA** arrives 16:40

##### iii. **Foundation Stage**

**S** Denton discussed with Governors the progress made in Foundation Stage.

HLTA M Sayer and TA V Pearson

E Farman for 1:1

L Ledger for 1:1

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**SD** conducted a series of visits to Nurseries to see incoming pupils in their familiar territory. Parents were invited to a Teddy Bear's picnic in the summer term. A phonics information evening has been conducted for parents. **SD** described the boy heavy cohort as taking time to settle into learning and needing lots of practice at circle time. Maths and phonics baseline tests show weakness with communication and language, Maths and Literacy all low. However, the cohort started proper phonics lessons after ½ term and have made good progress from baseline. RWI will be introduced after spring ½ term. **KA supported that this cohort in Nursery had low communication skills. The upcoming intake will be the last of the covid affected cohort. SD supported that there is shared expertise between school and on-site Nursery.**

Shared writing conducted every day with introduction of pre-cursive writing in preparation to move through the school. The class are used to small group work and intervention has begun for certain pupils.

Transition from Foundation to Y1 includes linking up at break-time and getting Foundation Stage out at lunch-time with other pupils to bond with other year groups.

**SD** to visit Gresham village school to assess resources and out-door area knowledge. **KA talked of the possibility of joining the Pre-school and Foundation Stage out-door spaces together. SD responded that this was practised in other settings and research would be needed as to how this can be done effectively.**

**SD** is conducting continuous provision planning for the purposes of Ofsted and for the benefit of other staff who teach in Foundation at any time.

**GP thanked SD for feedback and supported that she has taken on Foundation Stage and is doing well.**

**SD** leaves 16:46

**iv. Curriculum review**

**AS** pointed to Cornerstones Curriculum twilight training on 27<sup>th</sup> February.

**4. b. Progress and Attainment:-**

iv. Analyse School Performance  
(see minutes of previous meeting 14.11.22)

**actioned 14.11.22**

v. Progress against end of key stage targets for the current year  
(see minutes of previous meeting 14.11.22)

**actioned 14.11.22**

**3. Minutes and Action points from LGB Meeting 14<sup>th</sup> November 2022 and matters arising:-**

The Minutes of the meeting held on 14<sup>th</sup> November 2023 previously circulated were discussed as an accurate record.

Proposed: **FA**  
Seconded: **KC**

**Action Log:-**

Agenda Item no.	Status / Comments	Action Owner / date
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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>closed</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>To be discussed at next Deep Dive 13<sup>th</sup> March</b>		
7.1	<b>CP</b> to advise <b>Govs</b> on options for Exclusions training	<b>actioned</b>		
9.1	Guidelines need to be established for online searches for short-listed candidates.	<b>Raised with Trust / ongoing</b>	<b>JG / Trust</b>	<b>a.s.a.p.</b>
10	Policies adopted to be communicated with office	<b>actioned</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>actioned</b>		
<b><u>Matters arising:-</u></b>				
9.1 <b>JG</b> has discussed the matter of guidelines for online searches for short-listed candidates and the Trust will advise.			<b>JG / Trust</b>	<b>a.s.a.p.</b>
<b><u>5. Headteacher's Report:-</u></b>				
<p><b>JG</b> delivered a verbal report to Governors which included:-</p> <p>i. <b>Primary Academy Review *</b></p> <p><b>JG</b> explained the new format of the Trust's x2 yearly submission for new Primary Academy Review document. Data can be extracted from Pupil Asset, however this is fairly time consuming. The experience was fed back to the Trust.</p> <p>The data shows clearly that writing is an issue and KS1 Y2 results are not great. Phonics results are low but show huge school progress. Obstacles with EHCP pupils present a draw on staffing.</p> <p><b>JG</b> reported that there had been no feedback on the data after it had been submitted on 9<sup>th</sup> January which had been disappointing. The exercise had not revealed anything that <b>APS</b> was not aware of but had created an opportunity for discussion. <b>GP supported that this document was better for SEF.</b></p> <p>ii. <b>Ofsted</b> (nothing to report)</p> <p>iii. <b>Premises</b></p>				

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**JG** explained to **Govs** that school is waiting for communication regarding the boiler.

Ocean Room will be refurbished by 23<sup>rd</sup> February with kitchenette and appropriate furniture all financed by the Trust.

iv. **MAT Update**  
(nothing reported)

<b>NOR</b>	<b>213</b>
<b>Attendance</b>	91% Autumn term 2022
	94% Spring term so far with lots of illness encroaching

v. **Attendance**

**JG** stated lateness as a pressing issue with the imminent introduction of incentives. There will be a letter to parents regarding attendance and lateness and the introduction of explicit reminders matched with rewards / incentives– 100% stickers for Bronze, silver, Gold and a £5 weekly voucher draw each week.

a. The new library is open and being used. **AS** reported that this is going well with regular slots for classes. L Allen is working as librarian for 1 hour per week.

Looking forward to the introduction of features such as author of the week. Book suggestions will also be taken from children.

**KC** supported that books coming home are lovely and exciting.

**GP** supported that article will feature in **Briston Community News** and **clerk** added that **Holt Chronicle** are also to feature a report on the next edition.

**GP** read a letter to **Govs** from Susan Williams of the Holt Society who attended the library opening in the Autumn thanking **APS** for her welcome, commenting on the energy and upbeat tempo of the assembly and how engaged pupils were with their singing. She stated that pupils were well behaved and a credit to the school. She also commented on the open support pupils gave each other. Work on the library was amazing and pupils headed straight for the bean-bags to hear the first book being read.

Susan also wished to connect with **LLR** with regards to the Holt Festival as she has contacts which may help for sensory garden project and expressed desire to raise **APS's** profile.

**CS** asked whether there was a bible in school for pupils. **AS** supported that classes had bibles but that the library could have a picture bible for pupils. **CS** suggested there may be church funds for this.

b. **JG** reported that ECT programme continues successfully with mentoring going well for both **KH** and **KL**.

x2 1:1 needed

x1 post filled with T Sayer working with EHCP pupil. Still x1 post to fill.

**JG** flagged national shortage of specialist staff causing problems with recruitment.

**SLT** restructure to assist when **FA** and **AS** are not on site and support is required.

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**SLT** post has been advertised internally and **L LeRose**, **L Wreford** and **S Denton** have applied and will all be given a 6 week secondment as part of **SLT**. Each will be given x2 afternoons out per week. They will have the opportunity for lots of learning and **SLT** meetings and dealing with parents. Permanent appointment proposed for one candidate in September.

L LeRose, L Wreford and J Dart have all completed their NPQLD qualification. **AS** will begin his NPQH next month.

X2 TAs will begin HLTA training which involves a monitoring, mentoring and coaching programme.

Staff have been pairing up and observing and coaching each other. This has opened eyes to objectives and provided feedback for development.

c. **AS** is looking at the English curriculum. Behaviour Information session conducted x3 times over two terms had poor attendance despite directly addressing parental request.

d. **JG** reported increase of external support for Safeguarding.

X2 EHAP pupils  
x1 Section 17 family  
x2 section 47 families

**GP** questioned whether staff have ever intercepted anything harmful brought into school by pupils. **JG** responded that they hadn't although staff were alert to this.

**GP** asked **JG** about the predicted impact of strike action on **APS** on 1<sup>st</sup> February. **JG** responded that staff are not obliged to inform Headteacher. All but x2 staff have voluntarily informed **JG**. **APS** will remain open to all pupils.

**KA** leaves meeting at 17:17

e. Finance is on track with carry forward healthy. **JG** will meet with David Hicks in early March in preparation for September. **JG** reported that she is now able to access finance reports which is a big improvement and stated that she receives very quick and proactive support.

f. **CN** had written to **GP** concerned with the lack of **SLT** support for **JG** when **AS** and **FA** are out of school and working for the Trust. **GP** has responded in writing (see also item **5b**).

## **6. Well-being:-**

**JG** stated that Well-being is on the agenda for all meetings. Synergy is finalising the core offer as a minimum expectation. In addition to this core offer **APS** staff also receive x1 day as a Well-being day. **JG** supported that everyone's well-being is a different requirement.

Well-being meetings x4 a year. Core offered is discussed and fed back. Meetings are attended from all schools across the Trust. There is also a well-being committee in school.

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<p><b>7. LGB Governance Items:-</b></p> <p>i. <b>Governor Deep Dive</b>  <b>GP</b> discussed with <b>Govs</b> amended date of the 13<sup>th</sup> March for Deep Dive afternoon after low up-take for previously suggested date.  Deep Dive will be an afternoon session starting at 12:30. Afternoon will offer the chance to see subjects other than Maths and English.</p> <p><b>Clerk</b> to circulate new date to all.</p> <p>ii. <b>Governor Action Plan in relation to SIDP / SEF</b>  <b>GP</b> reported <b>Govs</b> to be working towards.</p> <p>iii. <b>Governor Vacancies</b>  x4 vacancies:  x1 Parent Gov  x3 Trust Govs</p> <p>iv. <b>Governor Training</b>  <b>KA</b> has training booked for Safer Recruitment via NSPCC  <b>CS</b> has training booked in March for Exclusion  <b>CS</b> has completed some Judicium training on Appraisals.</p> <p>v. <b>Governor Responsibilities</b>  To discuss after Deep Dive Day 13<sup>th</sup> March</p>	<p><b>Clerk</b></p>	<p>a.s.a.p.</p>
<p><b>8. Safeguarding:-</b></p> <p><b>CS</b> to meet <b>JG</b> on 9<sup>th</sup> March for 2<sup>nd</sup> Safeguarding meeting of the year.  <b>(see also item 5d)</b></p> <p><b>9. SEND:-</b></p> <p>i. Information Report *  Report received and uploaded for <b>Govs</b> on Govhub</p> <p>ii. Send Policy review *  Report received and uploaded for <b>Govs</b> on Govhub</p> <p><b>10.</b></p> <p>i. Information disseminated <b>from the Trust Board</b></p> <p><b>Clerk</b> reminded Govs of first upcoming training planned for:-</p> <p><b>14<sup>th</sup> March 19:00-21:00 'Knowing Your School and Ofsted'</b>  Online access. <b>Govs</b> who have not received log-in instructions via email to contact <b>Clerk</b> immediately.</p> <p>ii. Information <b>for the Trust Board</b>  (None reported)</p> <p><b>11. Policies to be adopted by the LGB:-</b></p> <p><b>1.</b> Trust Behaviour Policy * <b>2.</b> Synergy Grievance Policy and Procedure 2022 * <b>3.</b></p>	<p><b>CS</b></p>	<p><b>9<sup>th</sup> March</b></p>

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Synergy Disciplinary Procedure 2022 * 4. Complaints Procedure 2022 * 5. Checklist for Investigating Complaints * 6. Complaint Form * 7. Anti-bullying Policy* 8. Drugs Education Policy*	Clerk	Office
<b>12. Chair's business / correspondence:-</b>		
i. Headteacher's appraisal		
<b>GP</b> reported all complete and due ½ yearly.		
<b>13. Any other business:-</b>		
<b>KC</b> is listening to readers on Friday mornings.		
<b>CS</b> to arrange to come in to see S Holness.		
<b>GP</b> to arrange to join J Dart for Forest Schools.		
<b>Clerk</b> reminded <b>Govs</b> that these visits can be written up as Governor visits.		
<b>Date of next meeting:-</b> Monday 13 <sup>th</sup> March 2023 at 16:30 on school premises		
<b>Meeting closes 17:42</b>		
<b>Date of next Deep Dive 13<sup>th</sup> March at 12:30</b>		
<b>Date of next meeting Monday 13<sup>th</sup> March 2023 at 16:30 on school premises.</b>		
<b>Next Subject Leader Reports and Link Governors:</b>		
<b>Music</b>	Sarah Holness	Claire Newstead
<b>Primary Languages</b>	Sarah Holness	Alannah Nash
<b>Science</b>	Josh Dart	Claire Newstead

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## Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
3      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>Govs</b>	<b>13<sup>th</sup> March Deep Dive Day</b>
3      9.1	Guidelines need to be established for online searches for short-listed candidates.	<b>JG / Trust</b>	<b>a.s.a.p.</b>
7.1	<b>Clerk</b> to circulate new date for Deep Dive 13 <sup>th</sup> March 12:30		
8	<b>CS</b> to meet <b>JG</b> on 9 <sup>th</sup> March for 2 <sup>nd</sup> Safeguarding meeting of the year.	<b>CS / JG</b>	<b>9<sup>th</sup> March</b>
10	<b>14<sup>th</sup> March 19:00-21:00 'Knowing Your School and Ofsted'</b> Online access. <b>Govs</b> who have not received log-in instructions via email to contact <b>Clerk</b> immediately.	<b>Govs</b>	<b>a.s.a.p. before 14<sup>th</sup> March</b>
11	Policies adopted to be forwarded to Office	<b>Clerk</b>	<b>Office</b>

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