



Learning is ACE

**Astley Primary School**  
**Minutes of the LGB held at the school on 3<sup>rd</sup> July 2023**  
**on the school premises.**

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	J Coleman	
G Pickhaver	Chair - Trust Appointed Governor	C Patten	Clerk
C Sexton	Vice Chair - Trust Appointed Governor		
C Newstead	Trust Appointed Governor		
K Cornish	Parent Governor		
S Warricker	Parent Governor		
A Seager	Associate Governor		

Key:			
<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		

Agenda items	Action	Date
<p><b>1. Consideration of Apologies:-</b></p> <p>Welcome to all from <b>GP</b></p> <p>Apologies were forwarded from:-  <b>K Andrews</b>  <b>F Anderson</b>  <b>S Denton</b></p> <p>Apologies detailed and accepted</p> <p>Proposed: <b>CN</b>            Seconded: <b>SW</b></p>		

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

None

**6. SEND update:-**

**JC** gave verbal feedback following an extensive SEND Report submitted to **LGB** 22<sup>nd</sup> May 2023.

**JC** reported that she has completed and submitted IPSEF and x1 EHCP referral. **JC** explained that data is input for 6 areas under judgement marked 1-7:-

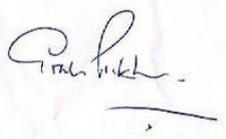
IPSEF categories	Score 1-7	Outcome APS
1. Culture and Ethos	4	20% taking action 80% effective
2. Speech, Language, Communication and Interaction	4	50% effective 50% taking action
3. Cognition and Learning	5	Highest score 100% effective
4. Social, Emotional and Mental Health (SEMH)	4	33% taking action 67% effective
5. Physical and Sensory Needs	3	75% taking action 25% effective
6. Promoting Independence	2	Lowest score 67% ineffective / taking action 33% effective

SEND data	Outcome
Speech, Language and Communication Needs (SLCN)	20
Communication and Interaction including ASD	20
Cognition and Learning (C&L)	32
Social, Emotional and Mental Health (SEMH)	23
Physical and Sensory needs	4

**JC** pointed out that need may be in more than one area. All areas taking action or effective apart from concerned with staff's confidence in supporting pupils and families in educational pathways and aspirations. This is an areas more challenging for primary settings. **JG** supported that the school has recently registered with 'New Anglia Careers Hub' which will positively effect this area. **JC** added that in terms of IPSEF this will mean that **APS** is not ineffective in any area.

**GP** raised concerns for how time-consuming the new process has been for **JC**. **JC** admitted that the process has been very involved, however, when she returns to this task again in the spring she will have a process in place and she believes it will get quicker. She received help from class teachers for INDES input and baseline has now been established. **GP** asked whether **APS** is getting its fair level of funding. **JC** pointed to how important IPSEF is to funding and INDES (e.g for EHCPs) and how the process flags areas of need. All the schools in County are completing this

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process. **SW** queried whether the task could be shared next time. **JC** responded that SEND knowledge is essential in assessment.

SEND meetings continue across the Trust but have low attendance due to the difficulty of coordinating a time which suits all.

**GP** expressed thanks to **JC**  
**JC** leaves meeting at 16:48

**3. Minutes and Action points from LGB Meeting 22<sup>nd</sup> May 2023 and matters arising:-**

The Minutes of the meeting held on 22<sup>nd</sup> May 2023 previously circulated were discussed as an accurate record.

Proposed: **CS**  
 Seconded: **SW**

**Action Log:-**

Agenda Item no.	Status / Comments	Action Owner / date
5 13b and 11.2	Attendance Policy outstanding	Actioned
6	Further consideration of costings for additional class / teacher for Foundation Stage	Review ahead of 24/25 intake
9.1	Governor Skill Audit to be completed when all outstanding forms are returned	Actioned see item 9.1
11.1	<b>Govs</b> queried whether Exclusions Training could be conducted as a <b>LGB</b> group session. <b>Clerk</b> to make enquiries	Actioned see item 7.2

**Matters arising:-**

**Item 4. 6**

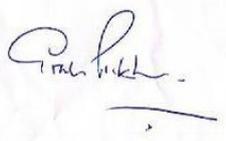
Item to be considered in numbers / demand and costings for viability looking at new intake 24/25. **JG** stressed that demand must be secure to increase PAN.

**SW** queried nursery numbers coming through and **JG** responded that numbers are stable and over-subscribed. Ideally a pupil number in excess of 50+ is needed to make another class group feasible.

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

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

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GP minuted thanks to SD for her written report in SD's absence.

During the summer term the different year groups have been trialling Cornerstones Curriculum. It has provided a great base for Geography with clear, concise planning and resources available. Teachers noted adaptation was necessary to make lessons appropriate for their year groups.

'Book Browsers' have been an important part of the development of the geography curriculum. Objectives and topics are being followed and taught regularly. Children's book show a consistent attitude to presentation and content is of a high standard throughout the school. Curriculum leaders have been encouraged to make regular monitoring drop-ins to monitor.

Children are becoming more confident when recalling, developing and deepening their knowledge as the curriculum has been designed to teach new knowledge and skills whilst revisiting and building on learning from previous years. Subject leaders have looked closely at how APS develops an understanding of SEND and SMSC in the curriculum.

Govs had read report and there were no further questions.

## 2. Predicted end of KS outcomes

JG stated that these were detailed in the Primary Academy Review. SATS results will be out on Thursday 11<sup>th</sup> July and results will be forwarded via Clerk to Govs.

Clerk

a.s.a.p.

JG added that LW has updated the school website in all outstanding areas including data publishing.

## 5. Headteacher's Report:-

JG delivered a written report to Governors which included:-

NOR	214
Attendance	92.00%

Attendance incentives have positively raised awareness but are not a complete fix and the issue is ongoing.

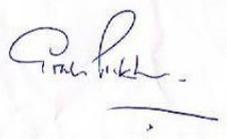
Admissions saw x3 appeals which ultimately failed.

x1 family have withdrawn application to APS due to being offered first choice school which is nearer.

M Hunt have returned to work but subsequently been signed off sick until 28<sup>th</sup> July.

JG reported that the situation is challenging as there are an increasing amount of maintenance tasks which need completing. Estates department at Synergy have suggested a maintenance company to come into complete outstanding jobs at £25 per hour.

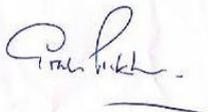
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<p>Staffing letters for the new year have been sent home today.</p> <p><b>J Sayer</b> has completed HLTA qualification whilst also studying for teacher training degree and working full-time.</p> <p>New staff have joined recent Staff Development Day and have been given overview of Cornerstones and will also attend during Transition Week.</p> <p><b>GP</b> questioned how new 1:1 support staff have settled in. <b>JG</b> reported a positive start. Recent permanent pupil exclusion means that staff now need reallocating.</p> <p><b>GP</b> queried whether <b>R Lord</b> is happy with how things are going at <b>APS</b>. <b>JG</b> responded that feedback is positive. <b>APS</b> is the last school to adopt Cornerstones Curriculum due to having a strong ACE curriculum in place. Leadership of subjects will be established in the Autumn term.</p> <p>All staff training in Child Protection and Safeguarding will be held on <b>Monday 4<sup>th</sup> September at 13:00</b>. All <b>Govs</b> to attend.</p> <p><b>JG</b> and <b>C Sutton</b> recently attended x3 day Norfolk Step-on training concerned with behaviour management and de-escalation. <b>JG</b> and <b>C Sutton</b> will train other members of staff in the Autumn term during twilight training sessions. <b>Govs</b> will be invited to attend.</p> <p><b>LW</b> will be completing DSL training also which will help spread the SLT load as there are many DSL meetings a week which are intense / time-consuming but effective. Different DSLs take lead on different meetings. <b>GP</b> supported that current practice demonstrates a strong, effective team.</p> <p>Finance has been a inconsistent picture this year. Late budget meeting saw <b>APS</b> misinformed earlier in the year and potentially over-staffed. Budget has now been set for next x3 years and there will be a support staff review. <b>PST</b> are invaluable but expensive use of support staff. <b>JG</b> pointed to natural movement potentially easing this pressure. <b>CN</b> responded that she had been made aware of a Mental Health grant for schools and will research and report back to <b>JG</b>.</p> <p><b>7.</b></p> <p>i. <b>Items disseminated from the Trust</b></p> <p><b>Clerk</b> enquired as to the possibility of Exclusions Training as a group / Trustwide Governor training session after recent request that <b>Govs</b> all train in Exclusions. Trust to meet on 3<sup>rd</sup> July and idea put forward to Board.</p> <p>ii. <b>Items to be disseminated to the Trust</b> (none)</p>	<p>Clerk</p> <p><b>JG / Clerk</b></p>	<p>a.s.a.p.</p> <p><b>Autumn term</b></p>
<p><b>8. Policies to be adopted:-</b></p> <p>1. <b>Attendance *</b></p> <p><b>GP</b> queried process of families taking holidays during term-time. <b>JG</b> responded that</p>	<p><b>Clerk /</b></p>	<p>a.s.a.p.</p>

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holiday can be requested but that in most instances is not authorised.

Proposed: **GP**  
Seconded: **KC**

- 2. **Health and Safety Policy** Statement and Template Parts 1, 2 and 3 (with local amendments) \*

office

to be adopted after all local amendments are complete a.s.a.p. Clerk to forward then **GP** as Health and Safety **Gov**.

**9. LGB Governance Items:-**

- i. **Governor Visits relating to SIDP**

**Clerk** showed **Govs** simplified Governor Visit template and encouraged **Govs** to report visits with some details.

**CS** reported recent Soul Space as a good visit to school, meeting every child in the course of the x2 days.

- ii. **Governor Training**

(See item 7)

- iii. **Governor Vacancies**

**GP** has talked to Lisa Cook who had expressed an interest in becoming a Governor again due to change in work pressure.

- iv. **Governor Action Plan**

To review with **SEF/SIDP** in Autumn

**10. Well-being:-**

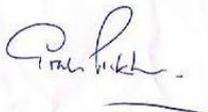
**JG** referred to Well-being as item on the agenda for every meeting within school for Teachers and TAs.

**JG** pointed to core offer for Well-being from Synergy and what steps the incoming CEO will make in this area.

**J Coleman** and **C Riches** attend regular Trust group well-being meetings.

**CN** referred to concerns she felt for pupil safety / well-being on the recent Y3 trip to the beach on which she was a parent helper. **CN** was concerned to know how to deal with disciplinary issues that arose. She felt staff were spread thinly in order to cover particular behavioural issues in the group. **AS** responded that staff and **SLT** are very aware of issues of behaviour in this year group and particular individual issues of behaviour from this trip have been followed up with pupils this week. There were x4 parent helpers on the trip with staff. A member of **PST** familiar with particular pupils in the group also attended.

**JG** and **AS** discussed how Y3 cohorts have proved to be a challenge across the Trust and it appears this year group are the most affected by issues raised by the pandemic. Moving forward **JG** and **AS** expressed their confidence in the impact of

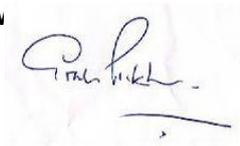
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<p>consistency of teaching approach through the week when Y3 transition to Y4.</p> <p><b>Clerk</b> encouraged this type of conversation of <b>Govs</b> with staff and challenge to leadership as an integral element of balance in the Governing role in addition to the support that is already offered so well.</p> <p><b>JG</b> invited Govs to take part in the 'Step-on' training Wednesday 6<sup>th</sup> September a.m.</p>	<p><b>Clerk to remind Govs</b></p>	<p><b>6<sup>th</sup> Sept a.m.</b></p>		
<p><b>11. Chairs Business / correspondence</b></p> <p><b>GP</b> raised discussion regarding whether Class Governors were staying with year group or whether they felt it more productive for Govs to follow existing year group as they move through the school.</p> <p><b>Govs</b> decided that they will remain with their existing cohort as they move forward.</p> <p><b>GP</b> expressed thanks to <b>AS</b> for his four years of service to <b>APS</b> and all he has done and wished him the best for the future.</p> <p>Deep dive will take place after Autumn 2.</p>				
<p><b>12. Any other business</b></p> <p><b>CS</b> queried issue with fruit / salad being left outside school on non pupil days. <b>JG</b> responded that this was an error on behalf of the delivery company who had been contacted with closure dates in advance.</p>				
<p><b>13. Date of meetings for 23/24:-</b></p> <p>25<sup>th</sup> September 2023  30<sup>th</sup> October 2023  15<sup>th</sup> January 2024  18<sup>th</sup> March 2024  13<sup>th</sup> May 2024  1<sup>st</sup> July 2024</p>	<p><b>Clerk to disseminate</b></p>	<p><b>a.s.a.p.</b></p>		
<p><b>GP</b> expressed thanks to all</p> <p><b>Meeting closes: 17:30</b></p> <p><b>Date of next meeting Monday 25<sup>th</sup> September 2023 at 16:30 on school premises.</b></p> <p><b>Next Subject Leader Reports:</b></p> <table border="1" data-bbox="150 1758 1145 1827"> <tr> <td data-bbox="150 1758 486 1827"> <b>Key Stage 1 and Key Stage 2 Data Stories</b> </td> <td data-bbox="486 1758 1145 1827"> Freya Anderson </td> </tr> </table>	<b>Key Stage 1 and Key Stage 2 Data Stories</b>	Freya Anderson		
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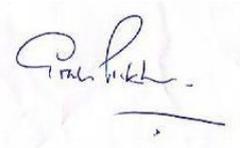
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Foundation Stage	Julie Coleman		
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### Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
4.2	SAT results to be forwarded by <b>Clerk</b> when received after 11 <sup>th</sup> July	<b>Clerk</b>	<b>11<sup>th</sup> July</b>
5	All <b>Govs</b> to attend Safeguarding and Child protection training	<b>Clerk / Govs</b>	<b>Monday 4<sup>th</sup> September 2023 at 13:00</b>
8.1	<b>Clerk</b> to forward Attendance Policy adopted to office	<b>Clerk</b>	<b>a.s.a.p.</b>
8.2	Health and Safety Policy Parts 1,2 and 3 *with Local amendments forwarded to <b>C Lord</b> and then to <b>GP</b> for approval	<b>Clerk / CL / GP</b>	<b>a.s.a.p.</b>
10	<b>Govs</b> invited to 'Step-On' training Wednesday 6 <sup>th</sup> September a.m.	<b>Clerk to remind Govs</b>	<b>a.s.a.p.</b>
13	<b>Clerk</b> to disseminate meeting dates to <b>Govs</b>	<b>Clerk</b>	<b>a.s.a.p.</b>

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