



Learning is ACE

**Astley Primary School
Minutes of the LGB held at the school on 25th September 2023
on the school premises.**

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	J Coleman	Staff
G Pickhaver	Chair - Trust Appointed Governor		
C Sexton	Vice Chair - Trust Appointed Governor	C Patten	Clerk
F Anderson	Staff Governor		
C Newstead	Trust Appointed Governor		
K Cornish	Parent Governor		
S Warricker	Parent Governor		
K Andrews	Trust 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
PST	Pastoral Support Team		
	* documents available on Govhub		

Agenda items	Action	Date
Meeting begins at 16:45		
1. i. Apologies None ii. This meeting was quorate		
2. i. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:- None		

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<p>ii. Governor's Annual declaration of pecuniary and prejudicial interests:-</p> <p>All Governors have returned annual declarations. Declarations uploaded to Governorhub.</p>		
<p>3. Governor's Code of Conduct *:-</p> <p>All Governors have received, read, adopted the updated Code of Conduct for Governors 2023.</p>		
<p>5. Election of Chair:-</p> <p>Govs voted unanimously to re-elect GP as Chair of LGB</p> <p>Proposed: CN Seconded: SW</p>		
<p>GP welcomed Govs back to a new school year.</p> <p>6. Election of Vice Chair:-</p> <p>CS resignation from the LGB due to study for ordination in the church. GP and Govs expressed sincere thanks to CS for her ten years service and longstanding contribution to the LGB.</p> <p>CS expressed how much she has loved her role as Astley Governor.</p> <p>Govs to consider role and propose / nominate candidate at next LGB meeting 30th October.</p>	Clerk agenda	30 th October
<p>7. Admissions Policy / PAN September 2024:-</p> <p>x9 children did not get a place at APS. x2 extra pupils got places on appeal (not all those without places chose to appeal).</p> <p>JG / GP propose to defer item to a later date due to need for further research. To be reviewed in 6 months.</p> <p>Clerk to add Pan to agenda in March.</p>	Clerk	Agenda March 2024
<p>8. School Improvement, Teaching and Learning:-</p> <p>ii. Analysis of 2023 Public Examination outcomes:</p>		

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<p>(overall, SEND, disadvantaged, more able, boys and girls sub-groups) (see written report)</p> <p>Attainment low, but progress good and exceeding for most pupils. Increasing number of greater depth. KS2 50% of SEND pupils gained expected in R, W, M. 18% of Pupil Premium gained greater depth in GPS and reading KS2. 15% of Pupil Premium gained GD in R, W, M in KS1.</p> <p>Phonics results are much lower than staff would like and most vulnerable groups are performing below. However, increasing number of Greater Depth. Fluency identified as an area that needs focus in Maths. Phonics 5% lower than last year.</p> <p>Next steps include prompt interventions for pupils below expected. RWInc resources have been reorganised by L Wreford who is conducting regular phonics walks and team teach sessions to ensure a consistent approach. New English scheme being trialled for Synergy. FA has introduced Fluency in 5 (KS2) and Fluency Bee (KS1). White Rose planning resources have been updated. Staff seek to diminish uneven profiles. JC (Inclusion Lead) investigating PIVAT as a way of showing progress for SEND pupils. Pupil Progress discussions to continue each term.</p> <p>GP queried whether there are areas of real concern. JC responded that results do not sit comfortably with staff that attainment is lower. JG supported that in terms of Ofsted the requirements keep swinging from progress to attainment and back to progress as focus. JC added that there is also much impact from covid. GP supported that the impact of covid is greater than imagined.</p> <p>GP thanked JC for her report and feedback.</p>		
<p>JC leaves meeting 17:00</p>		
<p>i. Data:</p> <p>End of Key Stage results from 22/23 End of Key Stage targets for 22/23 (Foundation Stage, KS1, KS2 Data Stories *)</p> <p>FA delivered a written report to Govs. Staff are disappointed with data which doesn't reflect the work that they have put in. Changes have been put in place. There is a significant increase in children achieving GLD.</p> <p>Phonics has seen a significant decrease 2021-2022 / 2022-2023 and is therefore a focus for 2023/24. x2 afternoons of interventions for Y1 & 2.</p> <p>LW has conducted a big review of phonics resources as there were gaps. Each class now has a full pack of resources and LW has KS1 knowledge and experience to help. Staff are fully aware that there is a lot to do. Assessments have already been made and RWInc has started immediately.</p> <p>Maths has been teaching up more, but there is acknowledgement of the need to target all needs i.e. gap filling. Some pupils were very close – 1 mark off so this would have made 64% predicted. Maths arithmetic paper was particularly hard. Marvellous Maths and fluency and mental arithmetic is a big focus. There is an</p>		

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uneven profile. Fluency across the Trust is also a big focus. **JG** supported that it will take time to see impact through monitoring and support. **CS** supported that the marks are not far off. Phonics jump out as a lower result and **CS** questioned whether this was due to resources. **FA** responded that potentially this was a factor. **JG** added that subject knowledge wasn't where it should have been. **GP** supported that this is disappointing because of the effort staff are making and progress is always good.

CN questioned whether there needs to be more emphasis on homework. **FA** agreed there will be more Times Table, division facts and place value homework. There will be a Times Table booklet going home to pupils however pupils in the past haven't always been aware of the games suggested in the booklet and are therefore not doing them. Staff will be simplifying Times Table learning using TT Rock Stars and other simple practice techniques such as timed learning. **JG** supported that this learning needs to be 'high challenge, low threat.'

GP added that staff have the full support of Governors. **SW** agreed that needed to be parental support too to provide balance. **JG** added that social and emotional had been a large factor in striving to get some pupils into the classroom.

CN questioned whether it was possible to have a Maths evening in the same way that a phonics evening is offered. **FA** to consider this after completion of Calculations policy. **SW** and **GP** supported that an aide memoir and explicit instructions for parents to help with Maths might be helpful.

GP thanked **FA** for her report and feedback to Govs.

4. Minutes and Action points from LGB Meeting 3rd July 2023 and matters arising:-

The Minutes of the meeting held on 3rd July 2023 previously circulated were discussed as an accurate record.

Proposed: **GP**

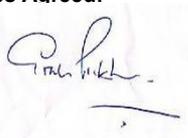
Seconded: **JG**

Action Log:-

Agenda Item no.	Status / Comments	Action Owner / date
4.2	SAT results to be forwarded by Clerk when received after 11 th July	Actioned
5	All Govs to attend Safeguarding and Child protection training	Actioned
8.1	Clerk to forward Attendance Policy adopted to office	Actioned
8.2	Health and Safety Policy	Actioned

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	Parts 1,2 and 3 *with Local amendments forwarded to C Lord and then to GP for approval		
10	Govs invited to 'Step-On' training Wednesday 6 th September a.m.	Actioned	
13	Clerk to disseminate meeting dates to Govs	Actioned	
Matters arising:-			
None			
9. Headteacher's Report (verbal):-			
JG delivered a verbal report to Governors:			
NOR	215		
Attendance	96.00%		
Attendance:			
JG stated that office is still receiving holiday requests from families. Lateness is improved and is generally positive.			
Site:			
Site Manager ongoing investigation since April has been paused and we are awaiting a resolution of the situation. A day a month of agency help is expensive to the school. D Dent has taken on increased responsibility and has been fantastic.			
Staff:			
Appointments of H Tinker , E Haynes and C Peacock . HT is second year ECT. Both K Light and K Hamilton are also 2 nd year ECT and all meet with mentors. FA has stepped into Deputy Head role. LW has settled into SLT role. SLT has been managed well in timetable. J Sayer has passed HLTA qualification and will potentially have a role in the future. B Morant is currently completing HLTA qualification. L Allen , D Alford and L Hilling have HLTA roles. FA has submitted NPQSL and is awaiting result. PDR appraisals taking place for all staff and career pathways discussed.			
Curriculum:			
Cornerstones curriculum has officially started this term. Feedback from staff has indicated a well designed curriculum. There is some adaptation required as content is quite ambitious which needs to be reviewed and tweaked for APS pupils.			
Curriculum Leaders:			

Minutes Aagreed:

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Curriculum Area	Curriculum Leader
English	Lilly Wreford
Maths	Freya Anderson
Science	Kelly Hamilton and Josh Dart (mentor)
Outdoor Curriculum	Josh Dart
Geography	Julie Coleman
History	Heidi Tinker and Julie Coleman (mentor)
RE	Emma Harrold
Music	Josh Dart
Art	Elly Haynes
Design Technology	Elly Haynes
Computing	Lilly Wreford
PE	Katie Light and Lilly Wreford (mentor)
Life Skills	Emma Harrold
French	Freya Anderson

Clerk to forward subject leader roles to **Govs** for reference.

Clerk

a.s.a.p.

JG explained that Curriculum Leaders role is to understand and to articulate. **JG** confident that **APS** will see results moving forwards. **APS** is trialling Literacy curriculum for potential role our across the Trust.

MAT update:

Louise Lee, CEO has stated Trustwide focus on high quality teaching and learning which will be built into **APS** development.

Ofsted:

Fakenham Junior and Infants have had recent Ofsted and learning will come from these.

SEF / SIDP Review:

SEF is finished and has been sent to SLT and will be forwarded to Governors by Friday.

SIDP is pending but also due out this week and will be forwarded to **Govs** for Action plan.

Behaviour Policy needs amending. **JG** has sourced example from The Key. Clerk will forward amended policy to **Govs** when received.

Safeguarding:

Increase in agency involvement.

LW is completing final element of DSL training which will mean an additional member of SLT will be a qualified DSL.

Staff CPD / training:

Twilight training on 14th November will include second part of 'Step-on' training. **JG** and **CS** to complete 'Step-up' training.

Govs / clerk

14th November

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<p>Finance Update: Picture is inconsistent and APS was misinformed. After meeting finance back on track and on budget. After Christmas the process will begin planning stages in terms of a potential support staff reduction for September 2024.</p> <p>GP queried latest status of Legionnaires issue. JG and RW have taken over process.</p> <p>GP expressed thanks to JG for her verbal report.</p>		
<p>11. LGB Governance Items:-</p> <p>i. Governor Responsibilities / Governor classes - annual review: Govs discussed re-distribution of roles Clerk to update and distribute Governor Responsibility sheet.</p> <p>ii. Governor Vacancies: x1 Parent Governor x4 Trust Governor Govs to return to item after GP has had discussion with potential candidates</p> <p>iii. Annual Governance Statement * Complete and clerk to forward to website for publishing.</p> <p>iv. Governor Training – including 'Keeping Children Safe in Education 2023' *</p> <p>All Governors have completed training and have declared they have read KCSIE. Governorhub is up to date with declarations.</p> <p>'Step-on' training attended by CN and KC and reported as very beneficial. Follow-up session during staff Twilight training on 14th November at 15:30. All Govs welcome.</p> <p>v. Governor Action Plan Revised / updated and geared towards change to new Cornerstones curriculum.</p> <p>vi. Governor Deep Dive Govs scheduled all day Deep Dive on Monday 6th November.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>a.s.a.p.</p> <p>agenda 30th October</p> <p>a.s.a.p.</p> <p>'Step-on training' 14th November at 15:30</p> <p>All day Deep Dive Monday 6th November</p>
<p>12. Well-being:-</p> <p>JG explained that well-being questions are item on all meeting agendas within</p>		

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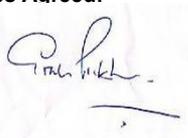
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<p>school so this is a question which is asked of staff on a weekly basis.</p>		
<p>Policies:-</p> <ul style="list-style-type: none"> i. Code of Conduct for Governors and Directors 2023 * ii. Synergy Governance Handbook 2023 * iii. Supporting Pupils with Medical Conditions 2023 * iv. Trust Strategic Improvement Plan 2023 to 2024 * v. Safeguarding Policy * vi. Synergy Finance Policy * vii. Health And Safety Policy 2023 parts 1,2 and 3 * <p>Proposed: SW Seconded: KA</p>	<p>Clerk to forward to office</p>	<p>a.s.a.p.</p>
<p>14.</p> <p>i. Information disseminated from the Trust Board:-</p> <p>Governor Handbook discussed with Govs as received from clerk to Synergy and folder created on Govhub with following documents contained for easy reference:-</p> <p>Scheme of Delegation Governor Code of Conduct GDPR Policy Equality Policy Keeping Children Safe in Education 2023</p> <p>ii. Information for the Trust Board:-</p> <p>none</p> <p>(declarations and updates on GIAS complete for board)</p>		
<p>15. Chair's Business / Correspondence:-</p> <p>None</p>		
<p>16. Any other business:-</p> <p>SW raised issue of traffic outside school particularly at afternoon collection time with parking and traffic worsening. SW queried whether a car park for parents / carers would be feasible. JG responded that this would be very expensive for the school. KA asked if there is encouragement to walk / biking to school. FA responded that this is always encouraged / reminded during Active Week. JG added that there had been safety issues this term with pupils biking to school across the playground.</p> <p>CN flagged that there seemed to be an increasing number of dogs being brought to school also and how safe this is. JG stated that dogs are not allowed on school premises and where seen to the contrary this is addressed. CN questioned safety of dogs at the school gates. JG suggested a mention on next Astley Advertiser. Signage regarding dogs could also be improved.</p>		

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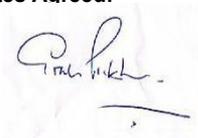
JG expressed further thanks to CS and that she would be missed on the LGB.		
Meeting closes 18:10		
Date of next meeting Monday 30 th October 2023 at 16:30 on school premises.		

Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
6	Govs to consider role and propose / nominate candidate at next LGB meeting 30 th October.	Clerk / Govs	30 th October
7	Clerk to add Pan discussion item to agenda in March.	Clerk	18 th March 2024
9	Clerk to forward subject leader roles to Govs for reference	Clerk	a.s.a.p.
9	Twilight training on 14 th November will include second part of 'Step-on' training.	Clerk / Govs	14 th November
11.1	Clerk to update and distribute Governor Responsibility sheet.	Clerk	a.s.a.p.
11.2	Govs to return to item 11.1 Governor vacancies after GP has had discussion with potential candidates	Clerk / GP	30 th October
11.6	Govs scheduled all day Deep Dive on Monday 6 th November.	Clerk / GP / JG	6 th November

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