



Learning is ACE

**Astley Primary School**  
**Minutes of the LGB held at the school on 22<sup>nd</sup> January 2024**  
**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		
F Anderson	Staff Governor	L Wreford	
J Blaker	Trust Appointed Governor	E Harrold	
K Cornish	Parent Governor	E Haynes	
S Warricker	Parent 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>1. Consideration of Apologies:-</b></p> <p>Apologies were forwarded from</p> <p><b>C Newstead</b>  <b>K Andrews</b></p> <p><b>JG, FA</b> and <b>LW</b> to join from <b>SLT</b> meeting.</p> <p>Proposed: <b>JG</b>            Accepted: <b>SW</b></p>		
<p><b>2. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:-</b></p>		

Minutes Agreed:

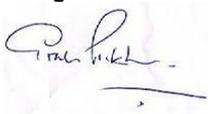
Date: 12.3.24

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None		
<p><b>3. School Performance, Teaching and Learning:-</b></p> <p><b>a Early Years Foundation Stage Report</b> (see written report *)</p> <p><b>E</b> Harrold submitted a written report to <b>Govs</b> and discussed the challenges presented through being away on maternity leave and returning to the classroom. New topics and areas to cover are a positive challenge.</p> <p>Class of 31 – taught by <b>EH</b> and <b>L Allen</b> x1 full time TA (Miss Ellis) and x2 part-time TAs to support x2 pupils with <b>EHCPs</b>.</p> <p><b>EH</b> discussed how she had a small amount of transition time with pupils ahead of September and a handover from her maternity cover. <b>EH</b> faced a new team of staff appointed in her absence, new pupils and new families to build relationships with. <b>EH</b> feels transition from Nursery to <b>EYFS</b> needs improvement.</p> <p>Statutory baseline tests were complete within the first few weeks and individual pupil reports generated. Phonics immediately identified as weak and RWInc was started with pupils already making progress.</p> <p><b>JG, FA</b> and <b>LW</b> arrive at 16:45</p> <p><b>SW</b> questioned whether the phonics evening that was presented face-to-face to parents could also be delivered via Youtube video for any parents unable to attend. <b>EH</b> agreed that there may be opportunity to deliver phonics evening content to parents in another format.</p> <p><b>EH</b> explained to Govs that <b>EYFS</b> is now taught in the same way across the Trust. This year's <b>EYFS</b> are a challenging cohort with a high proportion of summer born babies and speech and language issues/referrals. Also <b>SEND</b> heavy cohort. 5 Pupils in Bears are already on Pupil Passport. <b>GP</b> questioned whether <b>EH</b> considered that some of these issues for this cohort were created by Covid pandemic. <b>EH</b> responded that this depended very much on individual family circumstances and access to baby group socialisation opportunities. <b>KC</b> questioned what the baseline expectation is. <b>EH</b> explained that this was for pupils to be blending phonics to form sounds. <b>EH</b> added that Government Baseline Tests do not include writing so <b>EH</b> has developed her own way of testing this.</p> <p><b>GP</b> expressed thanks to <b>EH</b> for presenting her report to <b>Govs</b>.</p> <p><b>EH</b> leaves meeting at 16:50</p> <p><b>i. Art</b></p> <p><b>E Haynes</b> presented a power point to Govs *</p> <p><i>'Every child is an artist. The problem is how to remain an artist as we grow older.'</i> <i>'Art for Everyone'</i></p> <p><b>E Haynes</b> presented a comprehensive overview of the new Cornerstones curriculum for Art which helps pupils develop skills and knowledge of visual elements; colour, texture and pattern as well as exploring, experimenting and</p>		

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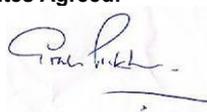


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<p>looking at artists. The curriculum moves on swiftly to incorporate lessons on tints, tones and shades as pupils progress through year groups to study links to History, Prehistory, Romans, Ancient Cultures, Religious movements, Arts and Crafts, Sculpture, and conceptual representation. <b>E Hay</b> explained how all areas of Cornerstones Curriculum for Art link to other curriculum subjects through topic areas.</p> <p>Art Club were involved in an Art project to decorate Christmas Trees in Briston Church forging successful Community links.</p> <p>There are plans for links with Holt Festival and the Glaven Art Society. Local Art Therapist may be able to offer art Therapy sessions to some pupils.</p> <p>Craft and Knit and Stitch are both well attended school clubs.</p> <p>ACE Art Focus Day 'We are all Artists' saw Astley welcome an artist to each class to spend the whole day working with them, showing them in what medium they worked and what inspiration they draw on. Pupils had the opportunity to show parents what they had done at the end of the school day. Displays are still up around school and <b>Ehay</b> feels this brings the school together. Staff need to think about displays and how Astley wants to present its art-work. Staff gave very positive feedback saying it was their favourite thing to teach. Moving forward, staff to share expertise and invite artists to share skills, knowledge and techniques.</p> <p>School has invested in new art materials and pupils are using sketch books in class which help show pupil progression. <b>Ehay</b> added how some pupils can excel at Art where they might struggle in other subjects. Pupil voice needs to be gathered as to what pupils would like to see in Art at school.</p> <p><b>Ehay</b> explained to <b>Govs</b> that she will be leaving <b>APS</b> at Easter for a new opportunity in a <b>EYFS</b> setting. <b>Ehay</b> praised the experience she has had at <b>APS</b> and the colleagues she has had the opportunity to work with.</p> <p><b>GP</b> thanked <b>Ehay</b> for the comprehensive presentation and wished <b>Ehay</b> well on behalf on the <b>LGB</b>.</p>		
<p><b>Ehay</b> leaves meeting at 17:10</p>		
<p><b>ii. Computing</b></p> <p><b>L Wreford</b> presented a feedback to <b>Govs</b> explaining that Computing has moved full circle as Cornerstones doesn't offer Computing as a curriculum subject. Barefoot as an incorporated scheme is not comprehensive and currently incomplete meaning that content is not consistent across the year groups. 'Teach Computing' has been adopted instead and had previously been used by <b>L LeRose</b>. It covers everything required with only small adjustments. <b>LW</b> has put teaching in 'Staff Shared' folders with all resources. This is particularly helpful for HLTAs to teach as all ready and scripted. The only downside is accessing equipment and resources i.e. programmes and Apps. The Trust has historically removed access to various sites and <b>LW</b> will need to communicate with IT department to release access to areas required.</p> <p>In addition, equipment, resources and many student laptops are out of date. <b>GP</b> queried whether there is a Synergy policy for updating Computing equipment. <b>LW</b> responded that there is not. Gradually equipment simply becomes out of date. <b>LW</b> has sorted only 32 working laptops for pupils out of original 60. 26 working ipads are working well and older iPads are still suitable for use in Key Stage 1 for photos and</p>		

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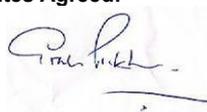
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<p>fact-finding. TT Rock Star Maths resource runs much slower for KS2 pupils. Staff have also needed ipads so reduction in equipment is impacting here too. Some laptops have been needed for supply. The large charging trolley is also not working. HLTA <b>L Allen</b> has sorted all ipads for KS1 building. <b>LW</b> to label all laptops to match to the charger point to encourage and monitor regular charging habits. KS2 monitors will be introduced with responsibility for connecting equipment for charging.</p> <p><b>SW</b> questioned whether school has to source new equipment. <b>LW</b> responded that <b>Synergy IT source and benefit from economy of scale</b>. <b>JG</b> and <b>LW</b> are planning a budget meeting for Computers/ipads.</p> <p><b>GP</b> expressed thanks to <b>LW</b> for her feedback.</p> <p><b>2. Progress and attainment:-</b></p> <p>1. Analysis of School Performance Progress against end of Key Stage targets for the current year</p> <p><b>JG</b> to forward Autumn targets and predicted outcomes for the year to <b>Govs</b>.</p> <p>Intervention has been put in place across the school and pupils have been grouped efficiently.</p> <p>Outcomes last summer Y1 Phonics 48% current Y1 Phonics 40%</p> <p><b>JG</b> explained that this shows impact already in one term. The end of year target is 60% but staff would like to see this higher.</p> <p><b>JG</b> discussed how she had sat with teachers and looked at targets in terms of intervention. There is a uneven profile between reading and Maths which causes the combined results to be lower. <b>LW</b> added that data does not show progress. Next data drop will be in March. Synergy only require x2 data drops but Astley has x3 data drops.</p> <p><b>3. Curriculum:-</b></p> <p>(see written reports in item 3.1 and 3.2)</p>		
<p><b>4. Minutes and Action points from LGB Meeting 30<sup>th</sup> October 2023 and matters arising:-</b></p> <p>The Minutes of the meeting held on 30<sup>th</sup> October 2023 previously circulated were discussed as an accurate record.</p> <p>Proposed: <b>SW</b> Seconded: <b>FA</b></p> <p><b>Action Log:-</b></p>	<p><b>JG / Clerk a.s.a.p.</b></p>	
<p><b>Agenda Item no.</b></p>	<p><b>Status / Comments</b></p>	<p><b>Action Owner / date</b></p>

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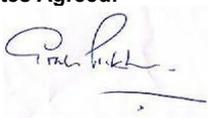
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4.7		Pan discussion for LGB Meeting on March 15 <sup>th</sup> 2024	Clerk / 12 <sup>th</sup> March (re-scheduled meeting date)		
4.9		Twilight Training 'Step-on' 14 <sup>th</sup> November at 15:30 in the school hall. All <b>Govs</b> welcome	Actioned		
6		Clerk to forward adopted SEND policy to office	Actioned		
7.1	a	JB to liaise with JG and C Lord regarding Safeguarding link governor role	JB / JG / CL a.s.a.p.		
	b	Clerk to update all areas	Actioned		
7.3	a	Clerk to update all areas	Actioned		
	b	Clerk to instigate call out to Trust high schools for staff governor recruitment	Actioned		
7.4	b	Clerk to circulate Deep Dive schedule when complete	Actioned		
7.5		Clerk / JG to research access the The Key for Governor on line training for Safer Recruitment	Actioned		
8		Clerk to forward all adopted policies to office	Actioned		
<b>Matters arising:-</b>					
4	4.7	JG explained to Govs that she has a meeting with someone from county council regarding the proposed development around school site. Total school capacity is 315 but the Nursery on site compromises numbers.	Clerk		a.s.a.p.
4	7.1 a	JB to liaise with JG and regarding Safeguarding link governor role and Clerk to liaise regarding extra Safeguarding Training opportunities.	JB / JG / clerk		a.s.a.p.
4	7.3 b	GP has been in discussion with Helen Pegg regarding becoming a Trust appointed Governor. Govs discussed the possibility of a change of meeting day to accommodate. Govs proposed move to Tuesday to allow HP to attend. All in favour. GP to formally invite HP to join Astley LGB. Clerk to make contact regarding Trust Governor application process.	GP / Clerk		a.s.a.p.
		Proposed: JG Seconded: KC			
4	7.4 b	Govs discussed Deep Dive in Autumn. GP felt Govs had missed the valuable opportunity to talk to staff afterwards. SW suggested Govs think about which subjects LGB would like to look at next time round. A whole day was agreed to be better.			
		<b>Deep Dive Day Wednesday 24<sup>th</sup> April</b>	Clerk to circulate		a.s.a.p

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

**JG** delivered a verbal report to Governors which included:

<b>NOR</b>	<b>208</b>
<b>Attendance</b>	96% (97% this time last year)

**JG** reported high level of illness this term so far and lots of holiday requests due to cost issues.

Lateness is still an ongoing issue although communication is better. Office continues to monitor.

**D Dent** has begun her appointed Site Manager role. She hasn't had the capacity to do this role fully yet due to cleaning position still unfilled. Recent appointment didn't work out. This leaves a lot of work for **DD**. This is challenging as lots of things need doing. **DD** remains positive.

**GP** has advertised cleaning role on local Facebook site x3 times but no applications pursued. **SW** noted that the Synergy online process required applicants to write 2000 words in support of application and queried whether this was onerous for potential applicants. **JG** responded that it wasn't necessary to write this much in support of application and candidates should get in touch with **JG** direct.

**Premises:-**

Synergy are providing new signage for the school.

There is a leak in the hall roof.

The boys toilet heater needs replacing at a cost of £1000.

The school recently had no oil as the gauge was broken. **LW** collected heaters from another setting and temperatures monitored. Gauge to be fixed and oil now delivered.

**Staffing:**

**FA** has passed her NPQSL.

x2 staff members finished at Christmas - **C Herring** and **J Sayer**

**C Herring** will be joining the Friends of Astley.

**M Brown** (TA) remains off on long term sick leave and will not return this term.

**TAs C Pike** and **K Clare** have been inducted and both have begun work.

**JG** stated that staffing is slightly down on adult support. **D Canty** is covering in Year 1 every morning.

**L Hilling** is leaving in February to concentrate on her family.

**S Holness** will cover in Y2 every Friday.

**JG** expressed that **E Hay** leaving was very disappointing. **E Hay** had felt restricted by the scheme of work as she was not used to this in previous roles. **E Hay** was very complimentary about Astley. A mid year appointment is challenging. There is a back-up plan for Y2 and school looks to recruit for the summer term.

Synergy doing new 'Employee of the Month' certificate nominated by Headteacher from each school. **D Dent** has been previous winner and **K Light** most recent. **N**

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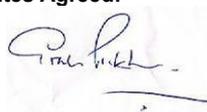
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<p>Grand also nominated by <b>JG</b>. Winner is given a certificate and £20.</p> <p><b>Curriculum:-</b>  <b>JG</b> explained that there will be non-contact time for staff to focus on new Cornerstones Curriculum.</p> <p>Phonics is strong. <b>Govs</b> will be given a chance to look at 'Pathways to Write' during next <b>Deep Dive Day on 24<sup>th</sup> April</b>.</p> <p>There are x12 school clubs now run by both staff and outside agency 'Active Education' with uptake high and some clubs oversubscribed.</p> <p><b>JG</b> sat on a Trust interview panel for new appointment of 'Director of People,' an HR based role. Staff will be made aware of new appointment.</p> <p><b>Ofsted:-</b>  Focus will be assisted by Alastair Ogle who is an Ofsted Inspector. Safeguarding training was undertaken by all <b>APS</b> staff with 'Step-on training' now used by staff in school. 'Step-up' forthcoming training to be undertaken by some staff and involves more restrictive intervention.</p> <p><b>GP</b> and <b>SLT</b> have met with Early Help Community Worker, Yvette Gould who looks to offer support to local families and will start a series of open mornings for parents.</p> <p><b>Finance:-</b>  Looking good and no staff reductions will be needed. <b>Govs</b> are invited to the upcoming Finance meeting in the next x2 weeks.</p> <p><b>Questionnaire Feedback:-</b>  157 families total  68 responses received  = 43% response rate  95% would recommend <b>APS</b>.</p> <p><b>JG</b> is pleased with the feedback overall as very positive. Families were invited to add names if they wished which meant that a response from school could be initiated. This proved helpful and <b>JG</b> expressed interest in comments. Feedback on <b>SEND</b> support was good. There was an overwhelmingly positive response to the statement 'I am kept well-informed.' Very positive feedback on school communication.</p> <p>Largely positive comments were made on Reading Record Books and feedback on Homework also positive. Additional comments were on subjects such as school uniform slips and <b>JG</b> has already sent a reminder regarding this issue. Positive comments were made about <b>L W</b>reford in her newly appointed <b>SLT</b> role in addition to positive comments about Bears staff and Forest Schools.</p> <p>Parents flagged the lack of wrap-around care and clubs spaces have extended in response to demand. Comments were made about behaviour in Assembly and <b>JG</b> now believes Friday assemblies to be much improved especially with shift to morning timing. <b>GP</b> questioned whether all teaching and support staff attended assembly. <b>JG</b> responded that the majority do. <b>GP</b> felt it important for pupils to see all adults there in order to know that this is an important part of the week.</p>	<p><b>Govs</b></p>	<p><b>JG / Clerk to forward details to Govs</b></p>
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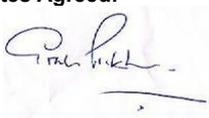
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<p>Comments had been made on Y4 class. One HLTA on an improvement plan and <b>FA</b> is monitoring.</p> <p><b>JG</b> to summarise feedback from parents and circulate. The results have provided things to work on and things to prioritise sooner. Recent questionnaire has been especially created by <b>SLT</b> although parents can also fill in a Parentview questionnaire at any time.</p>		
<p><b>6. Headteacher Appraisal:-</b></p> <p>Noted as complete and targets met.</p>		
<p><b>7. LGB Governance Items:-</b></p> <p>i. <b>Governor Vacancies</b> See item 4 7.3 b <b>GP would like to review Trust Governor vacancies</b></p> <p>ii. <b>Governor Meeting Date</b> See item 4 7.3 b <b>Govs to move meeting dates to Tuesdays</b> <b>12<sup>th</sup> March</b> <b>14<sup>th</sup> May</b> <b>2<sup>nd</sup> July</b></p> <p><b>Clerk</b> to circulate</p> <p>iii. <b>Governor Visits</b> <b>GP</b> has joined school for recent Y6 trips to Greshams <b>KC</b> regularly listens to pupils reading in school.</p> <p>iv. <b>Governor Training</b> <b>JB</b> has completed Governor induction training. <b>KC</b> has completed Safer Recruitment training by The Key.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>	<p><b>12<sup>th</sup> March</b></p> <p><b>a.s.a.p.</b></p>
<p><b>8. Safeguarding:-</b></p> <p><b>GP</b> stated that a date needs to be made for a Safeguarding meeting with <b>JB</b> and <b>JG</b>.</p>	<p><b>JB / JG</b></p>	<p><b>a.s.a.p.</b></p>
<p><b>9. Business Continuity Plan:-</b></p> <p><b>GP</b> stated that the school Business Continuity Plan is the responsibility of the Trust. <b>GP</b> to look over the Trust plans.</p>		

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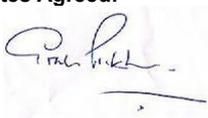


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<p><b>10. Well-being:-</b></p> <p>Staff social events are organised for the year / well-being days offered to all staff.</p>		
<p><b>11. Policies to be adopted by the LGB:-</b></p> <p>Appraisal and Capability 2023 *  Synergy MAT Pay Policy V5 6.11.23 *  Online Safety Policy *  Admission Round Co-ordination Scheme 204-25 and appendices *  Synergy Complaints Procedure 2023 *  Synergy Gender Pay Gap Report 2023 *  Synergy Probation Procedure *  Synergy Reserves Pooling Policy October 2023 *  Synergy Disciplinary Procedure November 2023 *  Synergy Grievance Policy Procedure 2022 onwards *  Synergy Online Safety Policy September 2023 *  Life Skills Policy *  Drugs Education Policy *  <b>Anti-bullying Policy *</b></p> <p><b>Govs</b> adopted all policies.  <b>Clerk</b> to forward to office</p>	Clerk	a.s.a.p.
<p><b>12.</b></p> <p><b>1. Items to be disseminated to the Trust:-</b>  none</p> <p><b>2. Items disseminated from the Trust:-</b>  none</p>		
<p><b>13. Chair's Business / Correspondence:-</b></p> <p>None</p>		
<p><b>14. Any other Business:-</b></p> <p><b>Clerk</b> expressed thanks to <b>LGB</b> for accommodating re-scheduled meeting date due to recent compassionate leave.</p> <p><b>GP</b> expressed interest in school acquiring a mini bus with small event attendance in mind. <b>LW</b> responded that Sports Premium rules have been updated and there are now many exclusions and no more carry over. Reephams will lend their school mini-bus but High School will get priority at short notice even if another school has booked their use. <b>SW</b> questioned whether there could be a 'Go Fund Me' page for this purpose.</p>		
<p><b>Meeting closes 18:00</b></p> <p><b>Date of next meeting Tuesday 12<sup>th</sup> March 2024 at 16:30 on school premises.</b></p>		

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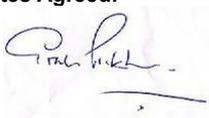
<b>Next Subject Leader Reports:</b>			
<b>Music</b>	Josh Dart		
<b>French</b>	Freya Anderson		
<b>Science</b>	Kelly Hamilton / Josh Dart		
<b>Outdoor Curriculum</b>	Josh Dart		

### Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
4 4.7	<b>Pan discussion for LGB Meeting on March 15<sup>th</sup> 2024</b>	Clerk	<b>Clerk / 12<sup>th</sup> March (re-scheduled meeting date)</b>
4 7.1 a	<b>JB</b> to liaise with <b>JG</b> and <b>C Lord</b> regarding Safeguarding link governor role	<b>JB / JG / CL</b>	<b>a.s.a.p.</b>
5	<b>Govs</b> are invited to the upcoming Finance meeting in the next x2 weeks <b>Clerk</b> to circulate details	<b>JG / Clerk</b>	<b>as soon as arranged</b>
	<b>GP would like to review Trust Governor vacancies</b>		
7.1	Review of Trust Governor vacancies Agenda fro 12 <sup>th</sup> March	Clerk	12 <sup>th</sup> March
7.2	<b>Govs</b> to move meeting dates to <b>Tuesdays</b> <b>12<sup>th</sup> March</b> <b>14<sup>th</sup> May</b> <b>2<sup>nd</sup> July</b>  <b>Clerk</b> to circulate and inform staff	Clerk	a.s.a.p.
8	Safeguarding meeting with <b>JB</b> and <b>JG to be arranged</b>	<b>JG / JB</b>	<b>a.s.a.p.</b>
11	<b>Govs</b> adopted all policies. <b>Clerk</b> to forward to office	Clerk	a.s.a.p.

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