



Learning is ACE

Astley Primary School
Minutes of the LGB held at the school on 12th March 2024
on the school premises.

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	C Patten	Clerk
G Pickhaver	Chair - Trust Appointed Governor		
F Anderson	Staff Governor	J Dart	Staff
J Blaker	Trust Appointed Governor	K Hamilton	Staff
K Andrews	Trust Appointed Governor		
K Cornish	Parent Governor		
S Warricker	Parent Governor		
H Pegg	Trust Appointed 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
<p>Welcome to H Pegg for her first LGB Meeting</p> <p>1. Consideration of Apologies:-</p> <p>Apologies were forwarded from:</p> <p>C Newstead due to childcare responsibilities.</p> <p>Apologies accepted: SW Seconded: KC</p> <p>FA, JG to join from ongoing meeting. JD and KH to join meeting between Parents evening appointments.</p> <p>Revised meeting start time of 16:15 circulated prior to meeting. GP declared meeting quorate and began at 16:16</p>		

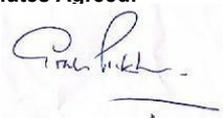
Minutes Agreed:

Date: 14th May 2024

<p>2. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:-</p> <p>None</p>																												
<p>4. Minutes and Action points from LGB Meeting 22nd January 2024 and matters arising:-</p> <p>The Minutes of the meeting held on 22nd January 2024 previously circulated were discussed as an accurate record.</p> <p>Proposed: KC Seconded: SW</p> <p>Action Log:-</p> <table border="1"> <thead> <tr> <th>Agenda Item no.</th> <th>Status / Comments</th> <th>Action Owner / date</th> </tr> </thead> <tbody> <tr> <td>4 4.7</td> <td>Pan discussion for LGB Meeting on March 15th 2024</td> <td>Actioned See item 9</td> </tr> <tr> <td>4 7.1 a</td> <td>JB to liaise with JG and C Lord regarding Safeguarding link governor role</td> <td>See matters arising Item closed</td> </tr> <tr> <td>5</td> <td>Govs are invited to the upcoming Finance meeting in the next x2 weeks Clerk to circulate details</td> <td>Item closed</td> </tr> <tr> <td>7.1</td> <td>Review of Trust Governor vacancies Agenda for 12th March</td> <td>See item 11.3 Item closed</td> </tr> <tr> <td>7.2</td> <td>Govs to move meeting dates to Tuesdays</td> <td>Actioned</td> </tr> <tr> <td>8</td> <td>Safeguarding meeting with JB and JG to be arranged</td> <td>See matters arising Item closed</td> </tr> <tr> <td>11</td> <td>Govs adopted all policies Forwarded to office</td> <td>Actioned</td> </tr> </tbody> </table> <p>Matters arising:-</p> <p>Items 4 7.1 a and 8:- HP to take over role of Safeguarding Governor. HP to arrange date for Safeguarding meeting.</p> <p>JG and FA join meeting at 16:19</p>			Agenda Item no.	Status / Comments	Action Owner / date	4 4.7	Pan discussion for LGB Meeting on March 15 th 2024	Actioned See item 9	4 7.1 a	JB to liaise with JG and C Lord regarding Safeguarding link governor role	See matters arising Item closed	5	Govs are invited to the upcoming Finance meeting in the next x2 weeks Clerk to circulate details	Item closed	7.1	Review of Trust Governor vacancies Agenda for 12 th March	See item 11.3 Item closed	7.2	Govs to move meeting dates to Tuesdays	Actioned	8	Safeguarding meeting with JB and JG to be arranged	See matters arising Item closed	11	Govs adopted all policies Forwarded to office	Actioned		
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<p>11. LGB Governance Items</p>																												

HP / JG / CL / a.s.a.p.

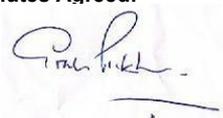
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<p>11.1 Governor Deep Dive:-</p> <p>In temporary absence of other members Governors discussed upcoming Deep Dive on Wednesday 24th April. HP expressed ability to attend part day and KA gave apologies due to study commitments.</p>		
<p>K Hamilton and J Dart join meeting 16:21</p> <p>Govs discussed desire to see Cornerstones Curriculum in action in classrooms. GP expressed interest in arranging time to speak to staff together as had previously been done and queried a lunchtime meeting. JG supported that this may be harder for TAs due to some having shorter breaks due to lunchtime commitments with pupils 1:1.</p> <p>Govs would also like to see Forest Schools in action. KC added that it had worked well for pupils to guide Govs around school as this had encouraged relaxed conversation / pupil voice / questions.</p>		
<p>3. School Performance, Teaching and Learning:-</p> <p>3a ii Outdoor Curriculum:- (see written report *)</p> <p>JD presented a written report to Govs stating how positive pupils, parents and staff feedback have been in support of Forest Schools despite an unusually wet winter. There have been CPD opportunities for staff who are very willing to learn and apply their skills confidently leading Forest Schools lessons of their own.</p> <p>KC queried whether there would be a Forest Schools session organised for parents. JD responded that this is on the cards and looks to involve the wider community. This is already happening with the Sensory Garden project. SW questioned whether a Governor Deep Dive could involve a Forest Schools session. JG supported that a Forest Schools session could be made to coincide with a Governor Deep Dive.</p> <p>JD added that staff are supporting the attitude, 'if the weather is good enough, let's work outside' in relation to all outdoor learning.</p> <p>GP queried whether Outdoor Learning has the equipment and resources it needs. JD supported that the Sensory Garden project has sent out letters to local plant Nurseries to ask for support for seeds and plants. With the help of the Friends the project will take more than a year to establish and develop with children's help over time and will contribute to pupils' learning.</p> <p>GP thanked JD for the contribution of Forest Schools to APS curriculum.</p> <p>JD leaves meeting to return to Parents Evening appointments</p>		
<p>3 a iii Science:- (see written report *)</p> <p>KH delivered a written report to the Govs.</p> <p>KH expressed delight at being to take on Science for a subject lead. She has completed lots of CPD which has been very helpful. KH has had very positive feedback from staff regarding Science at APS saying they feel confident and have enthusiasm for the subject. Teachers enjoy enquiry-based learning and giving the children freedom to learn through continuous provision.</p> <p>More support is needed for Cornerstones Curriculum. Pupils are asking for more</p>		

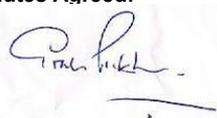
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<p>Forest School / outdoor / practical Science based learning.</p> <p>KH has shared x100 Science based experiment ideas for staff to use with classes and book suggestions / library resources. ACE Science Focus Day is upcoming and planned on 23rd April entitled 'Time' – researching Science through time. Science to take place in all classes with visit from RHS staff with whom links have been forged. Yr 6 pupils will visit RHS to take part in dissection lesson.</p> <p>Actions moving forward include exploring local science links / connections with a view to inspiring future careers and opportunities. KH is looking for local ambassadors to challenge stereotypes and help keep science learning relevant to pupils.</p> <p>GP asked KH to describe what Y6 pupils are currently studying in Science. KH responded that pupils have been studying electricity and using Microbots with links to Computer Science. They have looked at evolution inheritance and are studying the circulatory system.</p> <p>HP queried how Science is assessed. KH explained that staff use substantive knowledge and formative assessment. Pupils need to learn disciplinary skills – predictions and enquiries. JG added that this will be an area for next year – looking at how teachers assess Cornerstones.</p> <p>GP thanked KH for her report and feedback to Govs.</p>		
<p>KH leaves meeting at 16:39 JD joins meeting at 16:40</p>		
<p>3a i French:-</p> <p>FA presented Powerpoint to Govs.</p> <p>FA took over French as Subject Lead in September and began with an ACE EDOL Focus Day entitled 'We are all Different.' This began with a sharing activity open morning with parents when pupils produced portraits of themselves which helped to build French vocabulary. Bears took an imaginary trip on the Eurostar, created art, tasted food, dressed up, explored colours in French and shared the French version of 'The Hungry Caterpillar.'</p> <p>ACE Focus Day was seen by staff as a helpful early opportunity to assess pupil's vocabulary and what they have remembered from the previous year. Feedback from parents on the event was positive. Some parents thought they were coming to a share a breakfast with pupils. FA suggested this could be an activity in future but that there would be a substantial cost involved. FA will gather staff feedback ahead of next ACE EDOL Focus Day.</p> <p>(French Subject Lead Report continues after Music)</p> <p>3 a iv Music:- (see written report *)</p> <p>JD presented a written report to Govs. JD stated how well KH was doing with handover with Science as subject.</p> <p>Discussion regarding the need for compost for school allotment. Govs may have contacts to help.</p>		

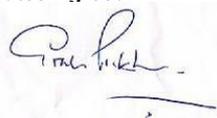
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<p>Staff have mixed feelings about the use of Charanga. JD has attended recent CPD training at Antingham and Southrepps Primary delivered by Charanga. There is a need to shape individual class needs and planning is ongoing. JG supported there is no scheme better / different. FA agreed that staff needed guidance on how to use the scheme. JD agreed that the scheme is good but needs training and adapting and planning is ongoing.</p> <p>JD organised whole school assembly by the Head of Music at RHS, high school brass band teacher and a brass band ensemble including pupils from RHS. There aims to be more taster sessions in future.</p> <p>Singing assemblies with Mr Darricott continue as do widening opportunities for Y4 and Y3 with whole class steel-pan and guitar lessons. Private guitar lessons for y2 upward are also available and uptake good. Singing assemblies continue with a school hymn approach to song choice from the radio with words on the screen.</p> <p>JD has contacted Charanga about the possibilities of whole school CPD to increase staff confidence and enjoyment of use.</p> <p>GP extended thanks to JD for his feedback</p>		
<p>JD leaves meeting at 16:50</p>		
<p>3a i French:-</p> <p>(French Subject Lead Report continues...)</p> <p>FA discussed the use of 'Primary Language Network' which has been used in school for x3 years. Learning Foreign Language is not statutory for KS1 but Foundation Stage build in learning through songs. By Y2 staff are modelling language and progressing through the year groups using a 'My turn / your turn' principle. PLN is good for building confidence in staff to teach and provides good resources mapping out what to teach when for each year group. Staff still need to adapt and challenge more able / assist SEND pupils.</p> <p>FA reminded Govs of ACE French Big Book and invited Govs to look through either at meeting or on Deep Dive Day. Questionnaires have been sent out recently to all parents, staff and HTLAs. Pupil voice is next to be gathered. Staff have mentioned that language time is sometimes squeezed by events which need to take precedence such as practicing for class assemblies. FA acknowledged that time for languages is a challenge. Some staff feel they need further curriculum knowledge to assist them but the majority feel secure in their teaching of language. CPD is needed and will be built in.</p> <p>Next steps include producing a booklet for SLT, conducting a French Learning Walk, staff CPD next year, pupil voice questionnaire and raise the profile of French at Astley through songs and assemblies.</p> <p>HP queried whether all primaries in the Trust use PLN. JG responded that only some do.</p> <p>GP thanked FA for her feedback.</p>		

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5. Headteacher's Report:-

JG delivered a written report to Governors which included a Persistent Absentees Report for the 4.9.2023 – 31.12.2024 (see written reports **):-

NOR	107
Attendance	91.89%
Persistent absentees Autumn term	30.00%
SEND	35.00%

a Safeguarding:

JG reported a high level of Safeguarding, the need in school and at local level. L Wreford is now DSL trained which has helped on a daily basis.

x4 trained DSLs in school and working with external agencies:-

- Under Social Worker Assessment x1 family
- EHAP / FSP x2 families
- S47 CP x1 family (1 stepped down)

Safeguarding issues present a very significantly increased challenge. JB queried whether this was due to the effects of Covid pandemic. JG agreed that this is undoubtedly the case.

x3 families booked in to see Yvette Gould and Michael Dolling (Family Support Workers from the Norfolk Family Hub) who came in to visit school before half term. KA supported that it is helpful for families to see that social workers and family support workers are 'normal people,' and presents an opportunity to meet them on an informal basis. JG supported that this had been really successful and something that would be arranged in school again.

Staff will be writing Positive Behaviour Support Plans designed to promote positive behaviour, manage risk and create a positive school experience for pupils (to replace current behaviour risk plans).

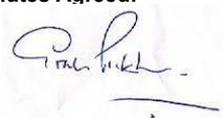
b Premises:

New Cleaner Amanda Reeve has proved a successful appointment and is allowing D Dent to begin to fulfil her caretaker role. Jane Storey (Estates) has spent time with DD reviewing role.

- Fire Alarms and system upgraded
- Window replacements for the front of school funded by DFC
- Signage in line with Trust awaiting installation
- Hall roof leak repaired
- Water heater in boys' toilet repaired
- Oil tank may need replacing at significant cost
- Drains neglected historically need significant amount of work

Meeting with R Watton to discuss maintenance and capital spending for next 12-18 months took place on 5th March (see Finance item 6).

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c Staffing:

Hannah Dagless is joining the team from Summer term onwards with some induction planned and opportunity to meet parents.

B Morant has passed her HLTA qualification and begins maternity leave in Summer term 2.

JG is completing NPQ facilitation (18 month course) and about to begin leading another cohort via Julian Teaching School Hub.

x3 ECTs are completing 2nd ECT induction year with training and weekly meetings with mentors.

Intervention timetabled every afternoon between Y1/2 , Y3/4 and Y5/6.

d SEF and SIDP:

Documents written and shared with staff and governors. **APS** works alongside these and monitors regularly. In addition SLT are sharing Book Browse feedback and collaborative working.

- ! RWI progress noticeable this half term with robust assessments and groupings
- ! Maths teaching and learning is more robust and in line with White Rose and monitored by **FA**
- ! English has adopted Pathways to Write for whole school monitored by **LW**
- ! Cornerstones implementation continues and staff growing in confidence
- ! Assessments / pupil progress meetings continue for summer term implementation
- ! PIVATS programme will begin working with pupils well below age related expected
- ! Intervention groups taking place
- ! Increase in SEND and EHCPs sees **JC** working with agencies and staff

JG reported message from recent Primary Academy Review meeting was very outcomes led and **JG** hopes to get feedback notes.

e Trust Update:

Synergy Well-being group met last week. No feedback yet.
Synergy ECT Conferences saw **LW** speak about her Astley and NPQ journey.

6. Trust Finance:-

JG had finance meeting on 12th March with Niki Goves. Budget setting for last year was completely inadequate. Budget meeting on 12th February due to more inconsistencies since previous meeting and prior to Christmas **APS** looking at £30,000 surplus but at meeting on 12th February were informed it was £40,000 deficit. A support staff restructure is needed although **APS** was told in the summer of 2023 that this would not be necessary. Recent staff members who have left have not been replaced due to uncertainty and with great frustration. **APS** informed of carry forward of £93,000 last year but at meeting on 12th February **L Lee** (CEO) informed **APS**

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<p>there is no longer a CFWD and the Trust is pooling reserves. School can apply for a small percentage (8%).</p> <p>JG reported to Govs her frustration at communication process around finance and feels generally uninformed and lacking support and information as a Headteacher. JG stated whole budgetary system has not been fit for purpose this year, and potentially the year before. We were always informed that we would be told if there was an issue.</p> <p>JG now wants to move forward with informed up to date information. This has been communicated with L Lee. CEO is very aware and has inherited situation but this does not solve the issues. JG questions where £93,000 has gone with APS in a position of no carry forward and in the red. Carry forward pooling was proposed as one of several options in the summer to Headteachers, but was never confirmed or communicated. HP supported that JG's good housekeeping is going to the benefit of others. APS is now being penalised for the errors made by others. GP agreed that the situation has not been put out to consultation. GP agreed that the situation has not been given up to consultation. JG has not been told this information but has had to ask to find out. JG has done what she was told to do and now cannot draw on money to fix the situation. Carry forward is so crucial to school budgeting. Top slice of schools budget in the Trust at 5% (soon to be 6%) is in payment for these services and misinformation.</p> <p>HP queried how the school budget would make up the deficit without its carry forward. JG stated that the Trust express that 'We are all one back account.' HP supported that these are historic problems within the Trust. JG stated that N Goves who has proved very reliable has been extremely thorough in recent 2hr meeting and process was helpful, going through budget line by line. There had been no budget of this type before. SW supported that there should have been quarterly updates to APS. There will be a £40,000 deficit this financial year and £65,000 next year. JG reiterated that this is frustrating and very difficult. SW asked if there had been any guidance from the Trust. JG stated that there had been none forthcoming and added that she now feels she has no trust that staffing decisions that were made should ever have been allowed. JG feels the situation that the school and leadership have been placed in is immoral due to the lack of consultation. Next step- NG will do a new forecast and they will meet again after Easter. Govs expressed concern for how this situation has manifested.</p>		
<p>Clerk leaves meeting 17:19 Clerk returns 17:23</p>		
<p>FA stated to Govs that she has expressed her desire to discontinue her Synergy Maths Leadership role in favour of working full-time as Deputy at APS as she feels she is needed in school with 18 months until Ofsted. In addition FA is not sure how valued the role is within the Trust. FA has been supporting Secondary Maths staff in addition to Primary which is not her role and has taken up a lot of time where Primary should have been her focus. FA has spoken to R Lord regarding this and he has been supportive of the idea. JG stated that currently the school cannot afford the extra x2 days a week for a full-time Deputy. HP supported that the school would be able to afford it if it had its surplus. RL had suggested a staffing restructure but this doesn't sit right with JG. SW stated that Synergy should fill the gap in the budget. GP supported there are large reserves of money in the Trust that are saved all the time and are subsidising other smaller schools. HP queried whether APS is subsidising roles that make other people's lives easier i.e. creating management posts out of pooled resources. Other costs to the Trust have increased such as appointing an HR specialist at the same time still employing School Choice.</p>		

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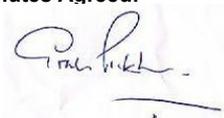
<p>Govs were in agreement that GP will write a letter to the Trust expressing concerns and copy in Natasha Hutchinson to discuss at Director level.</p> <p>JG will write her own letter to the Trust.</p> <p>In ACE news APS has been showcased as a positive beacon for CPD, interviewing both JG and LW and producing case studies.</p> <p>x13 extra curricular clubs across the school week run by staff and Active Education with additional half term clubs trialled recently.</p> <p>K Light was nominated and awarded the most recent 'Synergy Employee of the Month.' D Dent received the award last term.</p>	<p>GP</p>	<p>a.s.a.p.</p>
<p>7. Safeguarding:-</p> <p>HP to arrange a meeting to discuss Safeguarding. C Lord is looking at the Single Central Record and reviewing at present.</p>	<p>HP / JG / CL</p>	<p>a.s.a.p.</p>
<p>8. SEND:-</p> <p>J Coleman has reported no significant changes to last report but has produced an up to date SEND data report. SW flagged the higher level of need in Yrs 3 and 4 and questioned whether this ties in with the effect of the Pandemic years. JG supported that this is the case. Govs queried whether there were spaces in Special schools for pupils who needed them. JG pointed to large demand for places but also that these decisions must have the support of parents and is for them to instigate.</p>		
<p>9. PAN:-</p> <p>Pan is currently x30. JG stated that school is over subscribed but not by enough at this stage to warrant x2 Foundation Stage classes. 1st choice stood at x36 this round. KA stated that out of catchment pupils would apply if there were more places. KA had expressed concern for the potential loss of space for the onsite Briston Community Pre-school if the PAN increased in future. GP stated that under no circumstances will this happen. Pre-school onsite makes for smoother transition to Reception class and the handover is good. JG supported that it was not in their plans or intentions for any future increase in Pan to impact onsite Nursery.</p> <p>PAN to remain at x30.</p>		
<p>10.</p> <p>1. Items to be disseminated to the Trust – (see item 6)</p> <p>2. Items disseminated from the Trust – none</p>		

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<p>11. LGB Governance Items:-</p> <p>ii. Governor Visits: KC comes in regularly x2 weekly to read with pupils CN came in recently and listened to readers GP has been on many school trips / visits SW has been in to visit Bears class</p> <p>JG supported that there have been more parent volunteering to come in and listen to readers in school. LW is coordinating and each class has a folder for volunteers to marks off / make comments. JG stated Govs are welcome at any time to come in to school.</p> <p>Govs to write up visit forms and send to Clerk</p> <p>iii. Review of Governor Responsibilities: HP to become link Gov for Turtles Y3 Clerk to circulate updated Responsibility sheet</p> <p>iv. Governor Training: KC had completed more detailed training on Pupil Premium HP to complete all induction training a.s.a.p. (within 3 months of induction) JB has completed Safer Recruitment training, Safeguarding training and Introduction to Governance FA has completed Safer Recruitment training</p> <p>v. Trust Governor Vacancy Review: x1 Parent and x2 Trust Govs vacancies Constitution to remain at x12 Govs GP pointed to the valuable contribution of Parent Governors to the LGB.</p>	<p>Govs</p> <p>Clerk</p>	<p>a.s.a.p.</p> <p>a.s.a.p.</p>
<p>GP leaves meeting 17:40 GP returns 17:43</p>		
<p>12. Policies to be adopted by the LGB:-</p> <ol style="list-style-type: none"> 1. Code of Conduct for Staff 2. Procedure for Dealing with Allegations for Abuse against Teachers, Other Staff and Volunteers 3. Whistleblowing Policy and Procedure <p>Policies adopted Clerk to forward to office</p>	<p>Clerk</p>	<p>a.s.a.p</p>

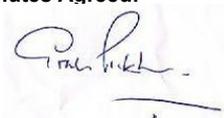
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<p>13. Wellbeing:-</p> <p>(See also item 5e)</p> <p>JG keen to know the outcome of the Synergy Well-being meeting. Focus on meeting agendas each week with question well-being related to provoke mindfulness.</p> <p>SLT cover Well-being Days for all members of staff at APS Programme of Staff Social events throughout the year.</p> <p>JG pointed to every individual as having a different notion of what Well-being means to them.</p>						
<p>14. Chairs Business / Correspondence</p> <p>GP would like to see the development of subjects getting together across the Trust to share / support best practice. JG supported that APS asked / suggested a buddy system with a comparable sized school in Trust but there has been no direction on this.</p>						
<p>15. A.O.B:-</p> <p>GP wished to highlight the great work of The Friends of Astley Primary to the benefit of APS and asked KC as Chair of The Friends to update Govs on recent events.</p> <ul style="list-style-type: none"> ! Xmas Fair raised approx £1386 ! Hot Chocolate Fridays after school £463.80 ! Upcoming Easter themed non-uniform day Wednesday 27th March for help raise money for a new Chicken Coop £216 and already ordered from Thaxters ! Maths resources funded for each classroom ! £100 per class for assistance with cost of school trips ! Easyfundraising £42.09 'money for nothing' (£249.02 since November 2022) ! Upcoming Friday 5th July Family Fun Day with Circus events and Festival on the field theme 						
<p>GP extended thanks to all</p>						
<p>Meeting closes 17:50</p>						
<p>Date of next meeting Tuesday 14th May 2024 at 16:30 on school premises.</p> <p>Next Subject Leader Reports and Link Governors:</p> <table border="1" data-bbox="143 1621 871 1711"> <tr> <td data-bbox="143 1621 555 1666">R.E</td> <td data-bbox="555 1621 871 1666">Emma Harrold</td> </tr> <tr> <td data-bbox="143 1666 555 1711">Life Skills</td> <td data-bbox="555 1666 871 1711">Emma Harrold</td> </tr> </table>	R.E	Emma Harrold	Life Skills	Emma Harrold		
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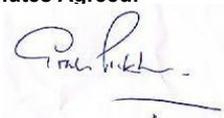


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Actions

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4 7.1 a and 8 and 7	HP to arrange a meeting to discuss Safeguarding.	HP / JG / CL	a.s.a.p.
6	GP will write a letter to the Trust expressing concerns and copy in Natasha Hutchinson to discuss at Director level.	GP	a.s.a.p.
11.2	Govs to write up visit forms and send to Clerk	Govs	a.s.a.p.
11.3	Clerk to circulate updated Responsibility sheet	Clerk	a.s.a.p.
12	Clerk to forward Policies adopted to office	Clerk	a.s.a.p.

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