



Learning is ACE

**Astley Primary School**  
**Minutes of the LGB held at the school on Tuesday 14<sup>th</sup> May 2024**  
**on the school premises.**

<b>Governors Present:</b>		<b>Other Persons Present:</b>	
J Goakes	Headteacher	E Harrold	Staff
G Pickhaver	Chair - Trust Appointed Governor	C Patten	Clerk
C Newstead	Vice Chair - Trust Appointed Governor		
F Anderson	Staff Governor		
J Blaker	Trust Appointed Governor		
K Andrews	Trust Appointed Governor		
K Cornish	Parent Governor		
S Warricker	Parent Governor		
H Pegg	Trust Appointed Governor		

<b>Key:</b>			
<b>FSM</b>	Free School Meals	<b>LL</b>	Louise Lee - CEO Synergy MAT
<b>RWI</b>	Read, Write, Inc	<b>PAN</b>	Pupil Admission Number
<b>SEN</b>	Special Educational Needs	<b>RW</b>	R Watton (Estates Manager)
<b>NOR</b>	Number on role	<b>RL</b>	R Lord (Executive Primary Head)
<b>SLT</b>	Senior Leadership Team		
<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>C Newstead was due to join by Teams but Clerk had technical difficulties connecting. Apologies to CN.</p>		
<p><b>2. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:-</b></p> <p>None</p>		
<p><b>3. School Performance, Teaching and Learning:-</b></p> <p>i. <b>Life Skills</b> (see Powerpoint *)</p>		

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<p><b>E Harrold</b> presented a Powerpoint to <b>Govs</b> explaining the introduction of new curriculum 'Scarf' - 'Safety, Caring, Achievement, Resilience, Friendship,' moto 'Wearing my Scarf.' 'Scarf' uses a spiral curriculum with RSE included -Lesson plans / resources -Assessment and Ofsted tools. Trialled in class with positive feedback - easy to use and children enjoying good lessons which are built on year to year.</p> <p><b>EH</b> has enhanced the curriculum with Anti-bullying Week, Odd Sock Day and x2 NCPCC initiative 'PANTS' workshop sessions for Y2 and Y6 to help reinforce children's safety from abuse.</p> <p>A recent learning walk was postponed and will be re-scheduled. <b>EH</b> has noted inconsistencies with teaching of PANTS so this is being addressed and monitored.</p> <p>Good evidence of live marking. Mostly good evidence of pupil voice and writing opportunities. Effective range of evidence in KS2 books.</p> <p>KS1 Big Books showed good quantity of work and some good evidence of pupil voice.</p> <p>Life Skills has lost its prominence in classes and more displays / posters are needed around school. Next steps include monitoring teaching and learning of new curriculum, explore 'SCARF' staff training opportunities.</p> <p>Knowledge harvest at the start of a topic needs to be consistent and implemented correctly.</p> <p><b>GP supported that on Governor visits pupil's knowledge of religion was impressive.</b></p> <p>ii. <b>R.E</b> ( see Powerpoint *)</p> <p><b>EH</b> trial of Cornerstones R.E. curriculum found it lacked elements of Theology and Philosophy. Norfolk agreed syllabus now introduced which provides better balance and multi-disciplinary. progressive approach, 'Engage, Express, Enquire, Explore, Evaluate.' All major world religions are covered by the time pupils leave <b>APS</b> with weighting in Christianity and big picture concepts to help staff teach. <b>EH</b> to complete pupil perceptions to evaluate the impact. Curriculum enhancements include the use of 'Soul Space,' assemblies and Harvest Festival.</p> <p>Big Book work shows good evidence of learning, expression and understanding.</p> <p><b>GP thanked EH for feedback to Govs.</b></p>											
<p><b>EH</b> leaves meeting at 16:51</p>											
<p><b>4. Minutes and Action points from LGB Meeting Tuesday 15<sup>th</sup> March 2024 and matters arising:-</b></p> <p>The Minutes of the meeting held on Tuesday 15<sup>th</sup> March 2024 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> <table border="1" data-bbox="145 1713 1145 1888"> <thead> <tr> <th>Agenda Item no.</th> <th>Status / Comments</th> <th>Action Owner / date</th> </tr> </thead> <tbody> <tr> <td>4 7.1 a and 8 and 7</td> <td><b>HP</b> to arrange a meeting to discuss Safeguarding.</td> <td><b>Meeting scheduled 4<sup>th</sup> June</b></td> </tr> <tr> <td>6</td> <td><b>GP</b> will write a letter to the Trust</td> <td><b>Actioned</b></td> </tr> </tbody> </table>	Agenda Item no.	Status / Comments	Action Owner / date	4 7.1 a and 8 and 7	<b>HP</b> to arrange a meeting to discuss Safeguarding.	<b>Meeting scheduled 4<sup>th</sup> June</b>	6	<b>GP</b> will write a letter to the Trust	<b>Actioned</b>	<p><b>HP / JG</b></p>	<p><b>4<sup>th</sup> June</b></p>
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4 7.1 a and 8 and 7	<b>HP</b> to arrange a meeting to discuss Safeguarding.	<b>Meeting scheduled 4<sup>th</sup> June</b>									
6	<b>GP</b> will write a letter to the Trust	<b>Actioned</b>									

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	expressing concerns and copy in Natasha Hutchinson to discuss at Director level.							
11.2	<b>Govs</b> to write up visit forms and send to <b>Clerk</b>	<b>Some Deep Dive feedback forms received. Govs are reminded to fill in feedback for all visits to school.</b>	<b>Govs</b>	a.s.a.p.				
11.3	<b>Clerk</b> to circulate updated Responsibility sheet	<b>Governor responsibilities to be item for LGB meeting 2<sup>nd</sup> July.</b>	<b>Govs</b>	a.s.a.p.				
12	<b>Clerk</b> to forward Policies adopted to office	<b>Actioned</b>						
<b>Matters arising:-</b>								
<p><b>JG</b> and <b>GP</b> both wrote separate letters to CEO <b>L Lee</b> regarding concerns for Trust Finance. Both letters have been circulated to <b>Govs (see item 6)</b>.</p>								
<b>5. Headteacher's Report:-</b>								
<p><b>JG</b> delivered a verbal report to Governors.</p> <table border="1" data-bbox="151 1019 630 1137"> <tr> <td><b>NOR</b></td> <td><b>208</b></td> </tr> <tr> <td><b>Attendance</b></td> <td>94.8% (this half term to date)</td> </tr> </table>					<b>NOR</b>	<b>208</b>	<b>Attendance</b>	94.8% (this half term to date)
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<b>Attendance</b>	94.8% (this half term to date)							
<p>Attendance at 94.8% is fine. Picture quite positive and tracking good. Many holiday requests recently to extend May half term due to affordability issues. New attendance procedure with more serious changes / increased fines from September. <b>JG</b> feels that currently most parents are honest and do communicate holiday absences with school. <b>GP</b> commented that it is still more viable for parents to pay the fine in relation to the savings made by going on a term time holiday.</p> <p>Persistent absentees are all largely connected to social, emotional and mental health issues. <b>PST</b> have instigated a 'Working with Worries' project with x1 family which involves calling parent/s regularly to discuss issues.</p> <p>School has x4 trained DSL's. Officially cases are down but this does not reflect the full picture of need. Local levels are set high and pupils / families are not meeting the threshold. There are specific cases which effect classes across the school with parental issues spilling into school life. X1 case is engaging with Inclusion team.</p> <p>x2 EHAPs x1 section 17 x1 Fixed Term Exclusion Several internal exclusions have taken place of which most have had a positive impact.</p> <p>Staff are completing 'Positive Behaviour Support Plans' and will need time to share</p>								

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and absorb information due to them being heavy detailed documents.

**Premises:-**

Windows on the front of the main building will be replaced by DFC.  
Easter overhaul of rubbish took place. Caretakers from other Trust sites assisted in the removal of rubbish under the stage. Issues of drainage are still outstanding.  
**JG** has requested that refurbishment of children's toilets in KS2 building as part of Synergy 5yr plan.

**Staffing:-**

**H** Dagless has settled well into Y2.

**B** Morant will begin maternity leave in June.

**J** Sayer will return with Special school experience to cover **B** Morant's maternity leave. Initially internally advertised. **JS** is a HLTA but cannot be paid this due to budget limitations. **JS** is very happy to return to **APS**.

**MB** is off on long term sick leave and remains very poorly.  
x3 **ECTs** are at the end of their 2<sup>nd</sup> induction year.

Staffing remains difficult with safeguarding and behaviour challenges. Y6 behavioural issues recently have meant **C** Peacock (**TA**) has been in the classroom every afternoon.

No decisions have been made regarding staffing for classes next year. There will be an extra **TA** role when **MB**'s role comes to an end at the end of the year - x30hrs.

**SIDP / SEF:-**

RWInc progress is really good and well resourced. In house training has been conducted regularly but school is now due external RWInc training at cost of £3,000. Costly but deemed necessary.

'Pathways to Write' has been implemented.

The use of Cornerstones curriculum sees confidence growing.

PIVATS is being used to track pupils well below expected levels. This is being trialled with Y4 at present. X2 **TA**'s and **L** Wreford have been trained in use.

**Ofsted:-**

OFSTED are scrapping their Deep Dive into subjects. **JG** anticipating more change to come with OFSTED. OFSTED's next visit will be to see if **APS** is still judged 'Good' in an ungraded inspection.

**Finance:-**

(see item 6)

Meeting today was postponed until Monday 20th. **JG** to feedback to **Govs** at next meeting 2<sup>nd</sup> July.

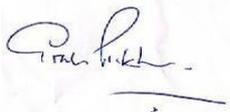
Book looks have not happened as regularly due to safeguarding / staffing issues.

Wrap-around Care has been proposed by Active Education as an alternative to the sports clubs currently offered to pupils. Active Education are putting together a proposal. This may be trialled initially as an after school provision.

On survey to parents this would average x12 pupils each session. To be viable this would need to be x8 pupils. Active Education have suggested a staff / pupil ratio of 1:20, but **JG** has concerns at such a low level of staffing. There would be no sports clubs unless they were run by staff. Plans are in early stages although Active Education have expressed their keenness. **HP** questioned whether Active

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<p>Education are safeguarding trained. <b>JG</b> supported that all Active Education staff are fully training. <b>HP</b> expressed concern that ratio proposed does not reflect an understanding of safe provision.</p> <p><b>GP</b> queried how SATS were progressing. <b>JG</b> felt that they had not gone so well on Monday with a difficult paper but the paper was better on Tuesday.</p>		
<p><b>JG leaves room 17:10 to lock away SATS papers</b></p>		
<p><b>6. Synergy Finance:</b></p> <p><b>GP</b> met with other <b>LGB</b> chairs and <b>CEO</b>, David Hicks, Natasha Hutchinson with other board directors. <b>DH</b> admitted that it has been a difficult time for trust finances. He restated that all schools' carry forward, which applies to most schools, will be centrally pooled and including the revised top slice from September 2024 schools will be under greater pressure.</p> <p><b>GP</b> had suggested in his letter to the CEO that the Trust should use its reserves to help schools in debt but the Trust will not do this. <b>GP</b> asked about BCR's which have not been regularly sent to schools. <b>DH</b> claimed that these have always been sent. <b>DH</b> has agreed to send monthly BCRs to Head and Chair of Governors.</p> <p><b>GP</b> had questioned <b>D Hicks</b> as to whether the Trust are going to safeguard money for projects they have carefully saved for. <b>DH</b> agreed.</p> <p><b>HP</b> challenged where the money has come from for newly created posts within the Trust i.e. HR role 'Director of People' and the new CEO Secondary Head and suggested that the Trust are creating a bigger pool of reserves.</p> <p><b>SW</b> questioned whether Governors are meant to monitor budget forecasting. <b>GP</b> supported that funding affects teaching and learning and currently <b>APS</b> needs more staffing. <b>GP</b> stated the belief that the Trust should be considered the servant of the school – not its master. <b>SW</b> supported that all schools in the Trust are different and therefore have different financial requirements.</p> <p><b>CEO</b> has informed <b>GP</b> that the new HR 'Director of People' is off on long term sick until September. HR firm are employed in addition to in-house HR. <b>HP</b> stated that this meant that the Trust are paying double. <b>GP</b> added that decisions are being made about <b>APS</b> finances that <b>Govs</b> / school have no opportunity to challenge e.g. top slice and pooling of underspend from schools. Schools are all obliged to show their figures to the Trust.</p>		
<p><b>JG returns 17:20</b></p>		
<p><b>HP</b> expressed that a multi-academy Trust should be run for the benefit of the children in the Trust and at present it seems it is all about what the Trust wants. <b>KA</b> supported that the Trust is run as a business and is all about money. <b>GP</b> stated that <b>Govs</b> entered into the Trust in good faith. <b>Clerk</b> directed <b>Govs</b> to consider whether their contract with the Trust has been broken. <b>SW</b> added that the Trust ought to run as a not-for profit company. Secondary schools should be run by Secondary interests and Primary schools by Primary interests. <b>JG</b> supported that have been lots of positives through joining the Trust but that recent financial issues have been saddening.</p> <p><b>GP</b> informed <b>Govs</b> that in his meeting with CEO, D Hicks and N Hutchinson it had been suggested that school should consider fund-raising for basic supplies. <b>APS</b></p>		

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<p>had gone from being in the black on entering into the Trust to being in the red within the first year and then into the black and then the red again with no explanation. <b>GP</b> believes these are paper-figures. <b>HP</b> supported that this is immoral. <b>GP</b> added that the Trust is in deficit 1.2 million on expenditure against income. <b>GP</b> feels the <b>Govs</b> should question whether the Trust is a not-for-profit company and the accuracy of account auditing. <b>JG</b> stated that the suggestion from <b>CEO</b> was that schools in the Trust do 'more for less'. <b>JG</b> stated that the school is yet to receive a BCR but she will forward to Chair when received.</p>		
<p><b>7. SEND (update):-</b></p> <p><b>JC</b> reports no updates except for increase in EHCPs with x2 more recently confirmed.</p>		
<p><b>8. Safeguarding:-</b></p> <p>Safeguarding audit scheduled for the 4<sup>th</sup> June.  <b>HP</b> has completed Role of the Safeguarding Link Governor.</p>	<p><b>HP / JG</b></p>	<p><b>4<sup>th</sup> June</b></p>
<p><b>9:-</b></p> <p>i. <u>Items to be disseminated to the Trust:-</u></p> <p><b>a Govs</b> have stated that the structure of communication with the trust is weak and that is essential for each school to have a single point of contact for leadership and <b>Govs</b> for issues such as training and general enquiries from which direction / support can be offered.</p> <p><b>b Govs</b> have requested monthly BCRs for <b>APS</b> from the Trust Finance team.</p> <p>ii. <u>Items disseminated from the Trust:-</u></p> <p><b>None</b></p>		
<p><b>10. LGB Governance Items:-</b></p> <p>i. <b>Governor Deep Dive</b> (review)</p> <p><b>Govs</b> reported the recent Deep Dive on 24<sup>th</sup> April as very positive and Clerk noted confident and swift return of many Deep Dive feedback forms.</p> <p><b>Govs</b> reported TA's / HTLA morale seemed high. <b>HP</b> noted <b>L Wreford's</b> exceptional work with phonics. The tour with pupils as a format had worked very well with children who were talkative and proud to discuss their experience of school. Pupils now seem more familiar with Governors coming round the school and appear to have a greater understanding of the role they have.</p> <p>ii. <b>Governor Skills Audit</b></p> <p><b>Clerk</b> has received most Skills audits but some too late to compile feedback for meeting. Results to be discussed at meeting on 2<sup>nd</sup> July.</p> <p>Having used new skills audit from The Key this time <b>Clerk</b> instigated discussion of what the <b>Govs</b> felt they wanted to discern / what skills were needed by LGB to</p>	<p><b>Clerk</b></p>	<p><b>2<sup>nd</sup> July</b></p>

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<p>direct future bespoke skills audits. This would register board's existing skills and direct future training. <b>KA</b> had suggested that they target certain areas that the <b>Govs</b> felt they needed more oversight of such as finance.</p> <p>iii. <b>Governor Visits</b>  <b>Clerk</b> noted how many visits Governors are making to school and the potential for written feedback to evidence visits as essential.</p> <p><b>Govs</b> to forward feedback to <b>Clerk</b>.  Current visit form is available on Governorhub *</p> <p>iv. <b>Governor Training</b>  <b>Govs / Clerk</b> have completed training in Exclusions and Handling Academy Complaints.</p> <p><b>Clerk</b> and <b>Govs</b> commented on the lack of communication / explanation regarding training.</p> <p>v. <b>Governor Vacancies</b>  <b>x1 parent</b>  <b>x3 Trust vacancies</b>  <b>KC</b> is nearing the end of her term of office as Parent Governor but is happy to extend to a further term. This could be changed to an application to Trust Governor at a future date if deemed necessary.</p> <p><b>Clerk</b> to update all areas.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>	<p><b>a.s.a.p.</b></p> <p><b>a.s.a.p.</b></p>
<p><b>11. Policies to be adopted by the LGB:-</b></p> <ol style="list-style-type: none"> <li>1. Synergy Expenses Claim Form *</li> <li>2. Synergy Online Safety Policy *</li> <li>3. Public-Sector Equality Scheme 2024 *</li> <li>4. Governors' Allowances and Expenses 2023 *</li> <li>5. Health and Safety *</li> <li>6. Exclusions *</li> </ol>	<p><b>Clerk</b></p>	<p><b>a.s.a.p.</b></p>
<p><b>12. Well-being:-</b></p> <p><b>JG</b> noted that since the last meeting in March there has been no further feedback on Well-being from the Trust or update of core.</p> <p>Well-being continues to be on the agenda for staff meeting discussion and Well-being days / events managed at a local <b>APS</b> level.</p>		
<p><b>13. Chairs Business / correspondence:-</b></p> <p>See items 4 and 6</p>		
<p><b>14. Any other business:-</b></p> <p>Friday 24<sup>th</sup> May is Maths ACE day and <b>Govs</b> are welcome to attend themed day 'Maths is Fun.' Staff to dress as numbers</p>	<p><b>Govs</b></p>	<p><b>24<sup>th</sup> May</b></p>

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<b>Date of next meeting:- Tuesday 2<sup>nd</sup> July 2024 at 16:30</b> on the school premises			
<b>Meeting closes 17:50</b>			
<b>Next Subject Leader Reports and Link Governors:</b>			
<b>History</b>	Heidi Tinker		
<b>P.E.</b>	Katie Light		
<b>Geography</b>	Julie Coleman		
* Governors please make contact with Subject Leads ahead of reports due (two weeks before meeting)			

### Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
<b>4 7.1 a and 8 and 7 and 8</b>	Safeguarding audit scheduled for the 4 <sup>th</sup> June.	<b>HP / JG</b>	<b>4<sup>th</sup> June</b>
<b>4.4.11.2</b>	<b>Govs to write up visit forms and send to Clerk</b>	<b>Govs</b>	<b>a.s.a.p.</b>
<b>10.2</b>	<b>Outstanding Governor Skills Audits to be returned to Clerk</b>	<b>Govs</b>	<b>2<sup>nd</sup> July.</b>
<b>10.3</b>	<b>Govs to forward all Governor feedback to Clerk.</b> Current visit form is available on Governorhub *	<b>Govs</b>	<b>a.s.a.p.</b>
<b>10.4</b>	<b>KC's term of office to be updated in all areas</b>	<b>Clerk</b>	<b>a.s.a.p.</b>
<b>11</b>	<b>Clerk to forward all policies to office</b>	<b>Clerk</b>	<b>a.s.a.p.</b>
<b>14</b>	Maths ACE Focus Day	<b>Govs</b>	<b>24<sup>th</sup> May</b>

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