



Learning is ACE

Astley Primary School



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Minutes of the LGB held at the school on 10th September 2024
on the school premises.

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	H Beard	Clerk
G Pickhaver	Chair - Trust Appointed Governor	C Peacock	Clerk
C Newstead	Vice Chair - Trust Appointed Governor	L Wreford	Staff
F Anderson	Staff Governor		
J Blaker	Trust Appointed Governor		
K Andrews	Trust Appointed Governor		
Key:			
FSM	Free School Meals	LL	L Lee - CEO Synergy MAT
RWI	Read, Write, Inc	RW	R Watton (Estates Manager)
SEN	Special Educational Needs	RL	R Lord (Deputy CEO (Primary))
NOR	Number on role	J Cla	J Claxton (Director of People)
SLT	Senior Leadership Team	Green text	Governor challenge / support
EYFS	Early Years Foundation Stage	Blue text	School response to challenge
MAT	Multi Academy Trust	Red text	Governor decision
LGB	Local Governing Board		
PST	Pastoral Support Team		
SEMH	Social, Emotional and Mental Health		
EHCP	Education, Health and Care Plan		* documents available on Govhub
PAN	Pupil Admission Number		

A Meeting of the Local Governing Body of Synergy Multi Academy Trust on
Tuesday 10th September 2024 at 4.30pm at the school.

Agenda no.	Item
1	<p>i. Apologies</p> <p>Apologies were received from S Warricker, H Pegg and K Cornish, which were accepted by governors</p> <p>ii. Quorate check</p> <p>Clerk confirmed the meeting quorate</p>
2	<p>i. <u>Governors' declaration of pecuniary and prejudicial interest relating to any item on the agenda</u></p>

	<p>None declared</p> <p>ii. <u>Governors' annual declaration of pecuniary and prejudicial interest – (minute returns)</u></p> <p>Clerk reminded governors to complete the annual declaration via Governorhub at the earliest opportunity</p>
3	<p><u>Governor's Code of Conduct</u> * – annual review and adoption by Governors</p> <p>Governors adopted the Synergy Code of Conduct</p>
4	<p><u>Minutes of Meeting and Action points from LGB Meeting 2nd July 2024 and matters arising</u></p> <p>Governors approved the minutes of the meeting dated 2nd July 2024, subject to minor amendments discussed at the meeting</p> <p><u>Matters arising</u></p> <ul style="list-style-type: none"> • The safeguarding audit has been booked • Governors reviewed the roles & responsibilities, which were agreed • CN's visit feedback has been completed • The policies have been shared with the school office • The synergy thank you event took place, which GP attended
5	<p><u>Election of Chair (conducted by Clerk)</u></p> <p>GP stepped forward for chair of governors. After a full discussion, CN proposed and KA seconded GP as chair.</p>
6	<p><u>Election of Vice Chair (conducted by (new) Chair)</u></p> <p>CN proposed and JB seconded HP as vice chair of governors, subject to confirmation from HP.</p>
7	<p><u>Admissions Policy / PAN September 2024</u></p> <p>The recommendation for PAN is to remain at 30. Governors agreed.</p>
8	<p>School Improvement, Teaching and Learning:-</p> <p>i. <u>Data:</u> End of Key Stage results from 23 / 24 End of Key Stage targets for 23 / 24 (Foundation Stage, KS1, KS2 Data Stories *)</p> <p>ii. Analysis of 2024 public examination outcomes (overall, SEND, disadvantaged, more able, boys and girls sub groups) *</p> <p><u>KS2</u></p> <p>JG shared that there was a recent visit from LL and RL in response to the KS2 data last academic year.</p> <p>The combined KS2 data was 29%, which means 8 pupils gained expected in RWS combined. This was a particularly challenging year and the class went through many changes and adaptations.</p> <p>The KS2 writing outcomes has dropped from last year. Across the board it is sitting around 43% compared to a national of 60%, which is disappointing to see. Governors asked how these results compared to last academic year. JG shared that last year was 42%, however that cohort showed better progress results.</p> <p><u>EYFS</u></p>

	<p>The EYFS outcomes have dropped slightly from last academic year, with overall GLD at 50%. There are a number of pupils within the class with speech and language difficulties, which the school is seeking support for.</p> <p>The phonics outcomes have improved from 47% last year, to 64%, following a big push of monitoring. There will be an emphasis on training this year, especially as there has been a new recruitment of staff. LW shared that pupils had to achieve 32 out of 40 to pass. There were few students who although did not achieve the pass rate, made substantial progress.</p> <p><u>KS1</u> After reviewing the outcomes from the non-compulsory SATS, maths was a key strength across the cohort.</p>
9	<p>Headteacher's Report (verbal) to include:-</p> <ol style="list-style-type: none"> i. SEF / SIDP Review ii. Ofsted iii. MAT Update iv. Finance Update v. Premises vi. Staff CPD vii. Safeguarding <p><u>Attendance</u> Overall attendance YTD is 96%. The main concerns in attendance last academic year was holidays taken during term time. Some applications have already been received for this year. JG shared that there have been changes to the statutory attendance guidance, including term time holidays of which this information has been shared with parents. There are new absence codes which will help with analysis.</p> <p><u>Safeguarding</u> There are 4 DSLs across the school and all annual training has been completed. The school works with external agencies, including social services but the school have sometimes found communication with these services difficult. One family with safeguarding concerns last academic year has now moved schools. Another pupil has sadly suffered sibling bereavement, and there is family agency involvement to support them.</p> <p><u>Behaviour</u> There is one pupil attending an SRB, and another place has been applied for.</p> <p>The new EYFS cohort have settled in well and learning behaviours are fantastic. There is one pupil with challenging behaviours however positive support plans have been implemented and will be reviewed regularly to ensure they are receiving appropriate support.</p> <p><u>Premises</u> There have been new windows installed across the front of the school. Issues with the ceiling have meant that two rooms within the school have had to close. An external surveyor will be coming to investigate the issue further.</p> <p><u>Staffing</u> There was a resignation from the school cleaner. The position was advertised and has been filled.</p> <p>NPQs are ongoing and JG is continuing the facilitation of the leadership.</p> <p><u>SEF</u> The SEF is being replaced by a SIP, which is similar but will be created with external support.</p> <p><u>Trust Update</u> The new MIS system, Arbor, was used on return in September. Although staff training was completed, it was not accessible until the first day back which brought challenge.</p> <p>IT has been challenging due to issues with laptops, photocopier and phones. Unfortunately,</p>

Astley have not been able to have anyone from Trust IT to visit the school yet, despite requests.

A new Chief Financial Officer (CFO) and Leader of People have been appointed within the Trust. They will be visiting the school over the next week to introduce themselves.

Finance

Due to financial constraints, any recruitment has been paused. The school is currently at a £98,000 deficit. **Governors shared this is concerning that senior leaders are not always kept up to date with the current financial position.** JG agreed and explained that there will need to be a restructure of the support staff in order to support the financial situation.

Governors discussed that lack of funding could be a contributing factor to the KS2 results.

Action plan from meeting with LL and RL

JG shared that the main priority is raising standards across the board. Class teachers have been changed to support this, and monitoring has improved.

The school SIDP priorities will remain the same, however it has been requested to have a RAG rating of each intent, which is reviewed every 6-8 weeks. This will be shared with governors when available.

JG shared there will be two additional plans for Maths & English, specifically for Year 6.

There is currently 1 TA across two classes. However, for the first part of the autumn term, both KS2 TAs will be working across 5&6.

The school vision was considered at the staff INSET day, with lots of ideas shared amongst staff. These ideas are currently being considered and will be brought to governors when complete.

Monitoring – A monitoring document has been created which shows an overview of how the school is monitoring the classes. Weekly learning walks will be completed. Unfortunately, these were not very frequent last academic year due to staffing and therefore will be a priority this year. The monitoring document will be shared amongst those completing the learning walks so that they can be updated each time with new feedback. 'Exit cards' will also be given to the TA as they leave the classroom, which will detail both excellent parts of their observations, and some things to improve on.

FA will be spending more of their Trust time at Astley, given that Astley is a priority for the Trust.

JG shared that RL will be providing more support this year with external monitoring. He will attend for an initial day where plans will be created, and then reviewed throughout the year and shared with governors.

Governors noted that it is positive to see a clear plan in place. Governors asked whether Synergy will feed back on any RAG ratings. JG shared that internal staff at Astley will monitor and the Synergy Trust team will visit to support with RAG rating.

Ofsted

Governors reviewed a document circulated at the meeting, 'The Big Listen'. which is a timetable of Ofsted changes. This timeline will be considered in preparation for Ofsted inspection expected at Astley.

Collaboration English

Governors were informed that Astley have fully adopted 'Pathways to Write'. They will be visiting the school and focusing on planning support. They will be working with three schools across the trust, and all teaching staff will get together to discuss. There are three planned sessions (October, February, June) to work together. An online folder has been created that can be accessed by all teachers within the collaboration, to enable the sharing of documents. The current focus is a story from Pathways. The same year group in each school will focus on the same story, which will help to establish baselines.

	<p>Phonics requires more progress and therefore Astley have bought in Wensum Hub, who will be visiting in October to audit areas for improvement. Staff have worked with Oxford University Press to create a budget plan which will be proposed to Wensum Hub for funding support.</p> <p>Read Write Inc training has been booked for November. The school will be required to close for one day for this.</p> <p>Governors asked what the homework expectations are for reading. The current homework is to read regularly, as any more than this was becoming overwhelming for pupils.</p> <p>Governors asked how progression is monitored between KS1 and KS2. They were informed that one part of the monitoring process includes coloured bands on reading books, so teacher can identify what books are appropriate for their class level and ensure each pupil is reading at their ability.</p> <p>Governors formally thanked staff for all of their hard work and progress.</p>
10	<p>Safeguarding Audit</p> <p>A Safeguarding audit has been booked</p>
11	<p>Risk Assessment</p> <p>A compliance register will be circulated from the trust and shared with governors when available.</p>
12	<p>LGB Governance Items:-</p> <p>Welcome to Cat, who governors approved to become clerk to governors of the board.</p> <p>i. Scheme of Delegation This is currently being updated and will be circulated when available</p> <p>ii. Annual Governance Statement * GP to complete annual governance statement</p> <p>iii. Governor Training – including 'Keeping Children Safe in Education 2024' * There has been no recent governor training</p> <p>iv. Governor Action Plan This is part of the school SIP</p> <p>v. Governor Deep Dive – to schedule The next Deep Dive is scheduled for 5th November 2024</p> <p>Governors discussed that there are still some positions available on the board. GP to write a letter to parents advertising the governor positions</p>
13	<p>Information disseminated from the Trust Board</p> <p>No information received</p> <p>Information for the Trust Board</p> <p>Nothing to be shared</p>
14	<p>Policies:-</p> <p>No policies to be reviewed</p>
15	<p>Well-being</p> <p>A well-being meeting was held at the end of last term, but there have been no further meetings organised. As a school, well-being amongst staff is prioritised.</p>
16	<p>Chair's business / correspondence</p> <p>No correspondence</p>
17	<p>Any other business</p> <ul style="list-style-type: none"> KA shared that they would like to spend more time with EH looking at baseline assessments. Governors supported this.
	<p>Date of next meeting:- Tuesday 12th November at 16:30 (on school premises) * Documents on Governorhub</p>

Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
12	GP to write a letter to parents advertising the governor positions	GP	asap
12	GP to complete annual governance statement	GP	asap