



Learning is ACE

**Astley Primary School**  
**Minutes of the LGB held at the school on 30<sup>th</sup> October 2023**  
**on the school premises.**

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

Key:			
<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>SEND</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		

Agenda items	Action	Date
<p><b>1. Consideration of Apologies:-</b></p> <p><b>FA</b> joined meeting remotely due to training commitments and sent apologies for late participation.</p> <p>Apologies were forwarded from <b>A Nash</b> who is unable to attend meetings for the foreseeable but is available for consultation.</p> <p><b>GP</b> welcomed all to meeting and introduced <b>J Blaker</b> as prospective Governor. Application has been made to Synergy for <b>JB</b> to be appointed as a Trust Governor and <b>clerk</b> is awaiting approval from the Board.</p> <p><b>JB</b> introduced herself to the <b>LGB</b> and informed them that she has lived in Briston all her life and has x2 children with one already attending <b>APS</b> in Y2. She has worked</p>		

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<p>for Break Charity and worked with the Local Authority. She has been a Children's Centre manager in Norwich and whilst she has one child at pre-school age is volunteering at a charity in Norwich.</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. English</p> <p><b>L W</b>reford presented verbal feedback to <b>G</b>ovs. English at <b>APS</b> is below national percentage-wise for attainment. Staff are looking at ways to help English improve. Synergy are looking at a new scheme of work with potential to roll out across the Trust.</p> <p>'Literacy Tree' 'Pathways for Write.'</p> <p>Both these schemes take the onus off staff to write content and allow for adaptation in relation to planning. <b>LW</b> has trialled schemes in Spring / Summer term and staff are now trialling this term with a view to following x1 scheme after Christmas.</p> <p>Phonics results have dropped significantly. Resources for classes were missing or incomplete so <b>LW</b> has addressed this. Changes in staff and new staff recruitment has meant that knowledge of what should have been in place was missing or information as to how to use resources was lacking.</p> <p>Friends have kindly bought book-band books to accompany the Big Cat scheme. This had now enabled progression of Big Cat reading throughout the school and helped to reduce any stigma over book banding. Colours continue and are consistent. Each class has an information leaflet with Big Cat suggested Bands to assist a formal ½ termly approach to book allocation. Pupils' reading is listened to according to scale and checks on progression are made.</p> <p><b>CN</b> questioned whether assessment of reading progress could be fed back to parents. <b>LW</b> responded that there are arguments for and against this approach. Letters have been used previously but caution and balance is also needed and staff must be pressure aware. <b>LW</b> acknowledged that staff need to share to parents but need to look to reduce the potential opportunity for comparisons. <b>CN</b> supported that SEND pupils will require a different <b>approach</b>. <b>GP</b> supported that his visits in school to observe phonics groups in progress showed a great deal of pupil engagement and skilled leadership by staff. <b>JG</b> agreed that phonics results had always been strong until last year. <b>LW</b> acknowledged that more information may be needed for parents regarding phonics learning in school and staff will look for additional parental support through homework. Parent volunteers to listen to readers are very much needed. <b>SW</b> supported that as a previous volunteer assisting with reading it</p>		

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<p>was fascinating to see the progress that pupils made. <b>LW</b> acknowledged that there is not the capacity for staff to listen to all pupils read in class. <b>GP</b> suggested this was an area that Governors could help with by coming in to school to listen to pupils. <b>SW</b> supported that parents needed to listen to pupils at home also.</p>		
<p><b>F Anderson</b> joins meeting via Zoom at 16:20</p>		
<p><b>GP</b> questioned whether the Cornerstones curriculum was an opportunity for developing English where English in school is not an end in itself but is linked to all subjects. There has been a grammar heavy focus but pupils need to enjoy English and reading. <b>LW</b> agreed that there are reasons as to why attainment in English is down but pupils need to enjoy reading. Thanks to the Friends the school library has assisted pupils in finding the right books for this.</p> <p><b>GP</b> thanked <b>LW</b> for her feedback to the <b>LGB</b>.</p> <p>ii. Maths</p> <p><b>F Anderson</b> gave verbal report to Govs.</p> <p><b>FA</b> explained that since September Marvellous Maths is taught for 15 mins after lunch every day for focus on fluency. KS1 use 'Fluency Bee'. Feedback on this has been good although staff in KS1 have noted that the activity takes longer than 15 minutes after settling from lunch-break but resources and activities are good. Printed resources can also be sent home.</p> <p><b>FA</b> to conduct further monitoring in classes to see Marvellous Maths in action.</p> <p>KS2 use 'Fluent in Five' and resources are easy to adapt and stretch arithmetic skills. A Maths audit in Spring / Summer revealed that methods are not fully used. This ½ term has been going well and <b>FA</b> looking to see impact from assessments.</p> <p>Maths Overview is on its 5<sup>th</sup> edition and has been further adapted. Full objectives are covered and mapped out. White Rose resources are released periodically. Pre and post assessments are quite lengthy exercises so need adapting by staff. Y4 are trialling comparison between White Rose and NFER tests. KS2 have Maths of the Day and x1 weekly Active Maths. <b>FA</b> has made clear that this must be adapted from ambitious White Rose curriculum to meet all needs including SEND pupils.</p> <p>The recent Multiplication guide sent home to pupils has a unique link for Maths resources. Maths ACE Focus Day in July '23 saw staff dressed up as dominoes. Big games were borrowed from the Maths hub and pupils played these in the hall. Open Morning saw pupils and families play games such as Snakes and Ladders. In feedback some pupils reported that they had never played Snakes and Ladders or other board games and wanted to play more at home. Issue with feedback form sent to families meant that not everyone was able to respond to questionnaire.</p> <p><b>FA</b> has now completed 4<sup>th</sup> year of Mastery Maths Programme which is shared with staff across the school. <b>FA's</b> NPQSL has been submitted and is awaiting results.</p>		

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<p>Staff Twilight training on multiplication and division has been delivered. Next steps include more monitoring. <b>JG, R Lord</b> and <b>FA</b> will be looking at Maths books. A fluency 'flash-back' form is built in daily to each Maths lesson. Maths information evening is planned for parents to share methods and push support from home. <b>FA</b> will monitor the use of Maths resources shared out to all classes and monitor lesson structure, live marking and adaptive teaching to meet all needs. Whilst lessons need to be ambitious they also need to meet all needs. Synergy Maths Calculation Policy is almost complete and will be shared with all. There will be a Maths Focus Day again in March / May 2024.</p> <p>In her Maths Primary leadership role <b>FA</b> has been connecting with the secondary schools in the Trust to gather feedback on Y6 transition.</p> <p><b>GP</b> thanked <b>FA</b> for her verbal feedback to <b>Govs</b>.</p>																									
<p><b>4. Minutes and Action points from LGB Meeting 25<sup>th</sup> September 2023 and matters arising:-</b></p> <p>The Minutes of the LGB meeting held on 25<sup>th</sup> September 2023 previously circulated were discussed as an accurate record.</p> <p>Proposed: <b>KC</b> Seconded: <b>SW</b></p> <p><b>Action Log:-</b></p> <table><tr><th>Agenda Item no.</th><th>Status / Comments</th><th>Action Owner / date</th></tr><tr><td><b>6</b></td><td><b>Govs</b> to consider role and propose / nominate candidate at next <b>LGB</b> meeting 30<sup>th</sup> October.</td><td><b>Clerk / Govs</b> (see item 7.3)</td></tr><tr><td><b>7</b></td><td><b>Clerk</b> to add Pan discussion item to agenda in March.</td><td><b>Clerk</b> (March 2024)</td></tr><tr><td><b>9</b></td><td><b>Clerk</b> to forward subject leader roles to <b>Govs</b> for reference</td><td><b>Clerk</b> actioned</td></tr><tr><td><b>9</b></td><td>Twilight training on 14<sup>th</sup> November will include second part of 'Step-on' training.</td><td><b>Clerk / Govs</b> Information actioned and clerk to send reminder</td></tr><tr><td><b>11.1</b></td><td><b>Clerk</b> to update and distribute Governor Responsibility sheet.</td><td><b>Clerk</b> actioned</td></tr><tr><td><b>11.2</b></td><td><b>Govs</b> to return to item 11.1 Governor vacancies after <b>GP</b> has had discussion with potential candidates</td><td><b>Clerk / GP</b> actioned (see item 7.3)</td></tr></table>			Agenda Item no.	Status / Comments	Action Owner / date	<b>6</b>	<b>Govs</b> to consider role and propose / nominate candidate at next <b>LGB</b> meeting 30 <sup>th</sup> October.	<b>Clerk / Govs</b> (see item 7.3)	<b>7</b>	<b>Clerk</b> to add Pan discussion item to agenda in March.	<b>Clerk</b> (March 2024)	<b>9</b>	<b>Clerk</b> to forward subject leader roles to <b>Govs</b> for reference	<b>Clerk</b> actioned	<b>9</b>	Twilight training on 14 <sup>th</sup> November will include second part of 'Step-on' training.	<b>Clerk / Govs</b> Information actioned and clerk to send reminder	<b>11.1</b>	<b>Clerk</b> to update and distribute Governor Responsibility sheet.	<b>Clerk</b> actioned	<b>11.2</b>	<b>Govs</b> to return to item 11.1 Governor vacancies after <b>GP</b> has had discussion with potential candidates	<b>Clerk / GP</b> actioned (see item 7.3)	clerk	March 2024
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			clerk	Reminder before 14 <sup>th</sup> November																					

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11.6	<b>Govs</b> scheduled all day Deep Dive on Monday 6 <sup>th</sup> November.	<b>Clerk / GP / JG</b> actioned (see item 7.4)						
<b>Matters arising:-</b> (see items listed)								
<b>5. Headteacher's Report:-</b>								
JG delivered a written report * :-								
<table><tr><td>NOR</td><td>216</td></tr><tr><td>Attendance</td><td>95.48%</td></tr></table>			NOR	216	Attendance	95.48%		
NOR	216							
Attendance	95.48%							
<p>JG reported attendance a more positive picture with a difference in response from parents showing a marked improvement.</p> <p>CL and JG to meet tomorrow and track certain families. Low attendance most often linked to Safeguarding and social and emotional health issues.</p> <p>Advert for Site Manager closing date 3<sup>rd</sup> November. Synergy Estates have organised a site visit this week for new signage for the front of the school. School also to have number of replacement windows.</p> <p>x1 member of staff absent until Christmas with covered arranged internally. Teachers PDRs are now complete. ECTs PDFs are conducted termly and due Nov / Dec. They continue to have weekly progress reviews.</p> <p>JG excited for number of staff undertaking NPQs.</p> <p>S Holness in school to cover for staff on Tues, Weds and Thurs this week to enable Curriculum Leadership meetings.</p> <p>Training on Cornerstones is continuing its journey and Curriculum Leads are developing. Progress is being seen.</p> <p>There are to be changes to Homework procedures and JG to forward information to Governors which will include reading records and certain requirements. There are to be no sanctions but rewards for homework completed. Homework will be taken in on Wednesday and sent out on Wednesday. Additional optional work will still be made available. JG explained that staff know pupils well and will encourage not punish and promote Homework Club to those who have not completed work.</p> <p>JG plans to send Homework information to parents on Friday with plans to begin on Wednesday 8<sup>th</sup> November. CN queried how long staff would expect pupils to spend on Homework. JG supported that she can add suggested upper time limit for tasks. Staff setting homework should not be a significant amount of extra planning.</p>								

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<p>Resources should be readily available, simple and easy to implement. <b>LW</b> supported that staff are looking for excitement and engagement. Homework will be available to look over during Open Mornings each Friday with teachers.</p> <p>Trust Heads meeting this Wednesday 1<sup>st</sup> November with feedback to follow.  <b>LW</b> is now a fully trained DSL.  Staff will continue Step-on in Twilight Training 14<sup>th</sup> November at 15:30. <b>Govs</b> are invited to attend.</p> <p>Behaviour Policy has now been finalised and circulated to all staff and <b>JG</b> believes it is a true live reflection of <b>APS's</b> day to day culture.  x1 fixed term exclusion this term for 1 ½ days.  x1 CADS referral</p>		
<p><b>LW leaves meeting at 16:55</b> to attend Phonics information evening  <b>GP</b> stated that the Chairs Trust Group meeting saw discussion of re-modelling how Trust Finance is organised.</p> <p><b>JG</b> discussed the meeting attended by <b>JG, GP</b> and <b>C Lord</b> and architects submitting planning proposal for building work for 179 houses on land surrounding school. This would involve a new road being built and the old road being used as access to school site. <b>GP</b> added that Duncan Baker was at the Parish Council meeting that he attended. <b>GP</b> stated that plans are ambitious and the developers will have to sell every single home in order to afford the new road required.</p>		
<p><b>6. SEND update:-</b></p> <p>Governors approved SEND policy reviewed and circulated by <b>J Coleman</b>.</p> <p>Proposed: <b>SW</b>  Seconded: <b>KC</b></p> <p><b>Clerk</b> to forward to office</p>	Clerk	a.s.a.p.
<p><b>7. LGB Governance Items:</b></p> <p>i. <b>Review of Governor Responsibilities</b></p> <p><b>J Blaker</b> to take on responsibility for Safeguarding. <b>JB</b> to liaise with <b>JG</b> and <b>C Lord</b>. <b>JB</b></p> <p><b>SW</b> to sit on panel with <b>GP</b> for Headteacher appraisal.  <b>CN</b> to be responsible for Well-being  <b>Clerk</b> to update all areas.</p> <p>ii. <b>Governor Action Plan</b></p> <p><b>GP</b> reiterated that Govs have their own targets in relation to the SIDP / SEF which</p>	Clerk	a.s.a.p.

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are linked to these objectives.		
<p>iii. <b>Governor Vacancies – Vice Chair Election</b></p> <p>Discussion of Vice Chair role amongst <b>Govs</b>.  <b>CN to take on Vice Chair as interim role.</b>  <b>Clerk</b> to update all areas.</p> <p>Proposed: <b>KA</b>  Seconded: <b>JG</b></p> <p><b>Clerk</b> informed <b>Govs</b> that <b>J Blaker's</b> application to the Trust has been made. Clerk has contacted Clerk to Trust who is waiting for Trust approval. <b>JB's</b> DBS is being processed. <b>Clerk</b> to update all areas when processed and completion of Governor application requirements and training.</p> <p><b>KC</b> suggested the <b>LGB</b> make a call-out to the high schools in the Trust for Governor recruitment for particular interest in making links for school transition. Clerk to make contact with high schools in the Trust.</p>		
	Clerk	a.s.a.p.
	Clerk to update all areas	a.s.a.p.
	Clerk	a.s.a.p.
<p>iv. <b>Governor Visits</b></p> <p>a. <b>KC</b> had a meeting with <b>LW</b> (subject Lead) about English and will come in to school to observe English with Y4 on 1.11.23</p> <p><b>KC</b> also to join as parent helper on Thursday 2<sup>nd</sup> November for Cross Country sports trip. <b>GP</b> accompanied Y6 to Langham Dome and to Greshams for 'Crucial Crew'.</p> <p><b>Clerk</b> reminded <b>Govs</b> to complete a monitoring form to return for Ofsted evidence.</p> <p><b>JB</b> to take on responsibility for Governor link with Tigers class and will make contact with <b>E Haynes</b> regarding reading help, trips and class visits.</p> <p>b. <b>Deep Dive:</b></p> <p><b>JG</b> to forward Governor Deep Dive schedule according to areas of interest submitted by <b>Govs</b> including:-</p> <p>Pupil Q&amp;A  Tour of school  Spending time in <b>Gov's</b> classes  Curriculum observation  RWInc  Discussion with Support Staff  <b>GP / CN</b> to catch up regarding Vice Chair role.  Maths catch up for <b>SW</b></p>		

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<p><b>CN</b> Pastoral catch-up.</p> <p><b>FA</b> suggested an informal catch-up with staff after Deep Dive day rather than formal meeting. Gobs decided that each Gov would conduct informal feedback to their classes.</p> <p><b>Clerk</b> to forward schedule when complete.</p> <p>v. <b>Governor Training</b></p> <p><b>GP</b> is due to refresh Safer Recruitment. This can be done via The Key as an online course.</p> <p><b>JG / Clerk</b> to check for access for Governors.</p> <p><b>Clerk</b> advised additional Gobs (at least x2 total) required to take this training and <b>Gobs (KC, SW and CN)</b> expressed interest in doing this.</p>	<p><b>Clerk</b></p> <p><b>Clerk / JG</b></p>	<p>a.s.a.p.</p> <p>a.s.a.p.</p>
<p><b>8. Policies to be adopted by the LGB:-</b></p> <ol style="list-style-type: none"> <li>1. Collective Worship Policy September 2023 *</li> <li>2. Confidentiality Policy September 2023 *</li> <li>3. Educational Visits Policy September 2023 *</li> <li>4. Intimate Care Policy September 2023 *</li> <li>5. Positive Handling Policy September 2023 *</li> <li>6. Single Equality Policy September 2023 *</li> <li>7. Behaviour Policy *</li> </ol> <p>Proposed: <b>CN</b> Seconded: <b>SW</b></p>	<p><b>Clerk</b></p>	<p>a.s.a.p.</p>
<p><b>9.</b></p> <p><b>1. Items to be disseminated to the Trust:-</b> None</p> <p><b>2. Items disseminated from the Trust:-</b> 'Link Governor Descriptors' forwarded from the Trust have been forwarded to <b>Gobs</b>.</p>		
<p><b>10. Well-being:-</b></p> <p><b>CN</b> is now Well-being Link Governor. <b>JG</b> reaffirmed that Well-being is on the agenda at <b>APS</b> for every staff meeting every week and well-being is promoted to staff and pupils within the school to staff and pupils in many ways. Synergy Trust distributed questionnaire regarding Well-being to all staff and <b>APS</b> mindful of the question 'How does this affect Well-being?'. Each member of staff at <b>APS</b> get a Well-being which is covered within school. <b>JG</b> believes that <b>APS</b> is the only school in the Trust which currently do this. <b>SW</b> questioned whether there was any</p>		

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centralised or online support for staff. <b>JG</b> responded that there are central lines of contact for Health and Well-being / Mental Health support through the Trust.			
Synergy Coaching and Well-being Group meetings are attended by x1 member of staff from each Trust school. Structure of the meetings are currently under review by CEO Louise Lee. <b>JG</b> suggested <b>CN</b> could attend these meetings. <b>JG</b> stated that <b>APS</b> is already an outstanding school in the Trust for the support it offers.			
<b>11. Chair's Business / correspondence:-</b>			
None			
<b>12. A.O.B:-</b>			
<b>JG</b> offered additional Trust information regarding the new DSL network fronted by Dan Kennedy and based at RHSC to offer DSL professional support in their role and to set up buddy system.			
<b>Meeting closes</b> at 17:29			
<b>Date of next meeting Monday 15<sup>th</sup> January 2024 at 16:30 on school premises.</b>			
<b>Curriculum subject reports on Art and Computing from Elly Haynes and Lilly Wreford.</b>			
<b>Next Subject Leader Reports:</b>			
Art	Elly Haynes		
Computing	Lilly Wreford		

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## Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
4.7	Pan discussion for LGB Meeting on March 15 <sup>th</sup> 2024	Clerk	15 <sup>th</sup> March '24
4.9	Twilight Training 'Step-on' 14 <sup>th</sup> November at 15:30 in the school hall. All <b>Govs</b> welcome	Clerk reminder	Before 14 <sup>th</sup> November
6	Clerk to forward adopted SEND policy to office	Clerk	a.s.a.p.
7.1	a JB to liaise with <b>JG</b> and <b>C Lord</b> regarding Safeguarding link governor role	JB	a.s.a.p.
	b Clerk to update all areas	Clerk	a.s.a.p.
7.3	a Clerk to update all areas	Clerk	a.s.a.p.
	b Clerk to instigate call out to Trust high schools for staff governor recruitment	Clerk	a.s.a.p.
7.4	b Clerk to circulate Deep Dive schedule when complete	Clerk	a.s.a.p.
7.5	Clerk / <b>JG</b> to research access the The Key for Governor on line training for Safer Recruitment	Clerk / <b>JG</b>	a.s.a.p.
8	Clerk to forward all adopted policies to office	Clerk	a.s.a.p.

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