



Learning is ACE

Astley Primary School
Minutes of the LGB held at the school on Monday 15th November 2021
(on the school premises)

| Governors Present: | | Other Persons Present: | |
|--|--|-------------------------------|--|
| J Goakes | Headteacher | C Patten | Clerk |
| G Pickhaver | Chair - Trust Appointed Governor | | |
| J Meara | Vice Chair - Trust Appointed Governor | J Coleman | Assistant Head / SEND |
| F Anderson | Staff Governor | R Lord | Executive Primary Lead |
| C Sexton | Trust Appointed Governor | | |
| C Newstead | Trust Appointed Governor | | |
| A Nash | Associate Governor | | |
| A Seager | Associate Governor | | |
| S Warricker | Parent Governor | | |
| K Cornish | Parent 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 Lead) |
| 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 |
| | * documents available on Govhub | | |
| | | | |
| Agenda items | | Action | Date |
| 1. Consideration of Apologies:- | | | |
| T Hopper K Andrews Proposed: SW Seconded: CS GP welcomed F Anderson as new Staff Governor i. Governors welcomed Richard Lord, Executive Primary Lead to the meeting | | | |
| 2. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:- | | | |

Minutes Agreed:

Date:

Astley Primary School is a member of the Synergy Multi Academy Trust
Registered Office: Whitwell Road, Reepham, Norwich, Norfolk, NR10 4JT

| None | | | | |
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| 3. Minutes and Action points from LGB Meeting 13th September 2021 and matters arising:- The Minutes of the meeting held on 13 th September 2021 previously circulated were discussed as an accurate record. Proposed: SW Seconded: KC Action Log:- | | | | |
| Agenda Item no. | Status / Comments | Action Owner / date | | |
| 5 / 3 / 3 / 4 / 10.1 | Govs encouraged to forward ideas for x2 Trust Govs to GP . Particular interest in Premises would be desirable x2 Trust Governors – advert to go in Briston Parish Magazine and Briston Facebook page. JG to advertise for potential candidates in Astley Advertiser | Govs - Ongoing actioned actioned | | |
| 10.2 | Clerk to update lists for Governor Responsibilities and make Govs / staff aware | actioned (see item re. SEND / Primary languages) | | |
| 5 / 15 | Pupil Premium Report to Govs for September | actioned (see item 7.2) | | |
| 11.1 | Final Equality and Diversity Policy * | actioned | | |
| 11.2 | Safeguarding Policy September 2021 * and Safeguarding Addendum 2021 * | actioned | | |
| 12 | Ofsted focus areas each meeting to begin 15 th November and advised by JG | actioned (see item 9.2) | | |
| 13 | Updated SIDP and SEF to be forwarded to Govs when received | actioned (govhub*) | | |
| 15 | Full Safeguarding Audit arranged for the 5 th October | actioned (see item 4.2) | | |
| 19.1 | Visit of Duncan Baker MP 27 th September Clerk to forward details / schedule and seek attendance confirmations. | Actioned | | |
| 19.3 | R Lord to attend next LGB Meeting on 15 th November. | actioned | | |
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Minutes Agreed:

Date:

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| <p>Matters arising:-</p> <p>AN to take on responsibility for Primary Languages. Clerk to inform S Holness.</p> | Clerk | a.s.a.p. |
| <p>4. Synergy Scheduled Items:-</p> <ul style="list-style-type: none"> i. SIDP * / SEF * agreed and forwarded to all staff and Governors. Disseminated in September. ii. Safeguarding Policy and Audit * <p>CS submitted complete Safeguarding Report to school in the Autumn term and explained that any actions from her audit are checked later in the new year (typically February). The audit changes regularly with new legislation. NCC highlight these changes. CS expressed thanks to KC for huge input. All areas are complete. CS highlighted the challenge of balancing the legal obligation to disseminate increasing amount of Safeguarding information to staff in a timely and digestible form. AN suggested the use of weekly or termly Safeguarding email drop to all staff with a read receipt/acknowledgement for tracking and compliance.</p> <p>Safeguarding Policy received in July and fully updated with all legal requirements. JC touched on most areas in whole staff annual Safeguarding Training in September.</p> <p>Safeguarding Policy received:- Proposed: SW Seconded: FA</p> <p>CS acknowledged the need for emphasise on Mental Health Training for all staff, not just specialist Pastoral Support.</p> <p>CS noted that the work of the Pastoral Support Team is impressive and invaluable and could become a model for the rest of the Trust. There is the need to know specific effects and benefits on school and pupils. JG supported the need to conduct an evaluation.</p> <p>Safeguarding Audit Actions:-</p> <ul style="list-style-type: none"> a) Update pack for contractors and volunteers b) Online risk assessment to be completed c) Links with Mental Health and Safeguarding require Evaluation of Pastoral Support Team d) A Seager due to update Multi-agency Training (17th November 2021) | | |
| <p>5. School Performance, Teaching and Learning:-</p> <ul style="list-style-type: none"> i. Maths * <p>FA delivered a written report to Governors *. AN acknowledged impact of disruption on Maths due to previous Covid-19</p> | | |

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Lockdowns. Typically Yr's 5 and 6 hit hard due to lack of consistent regular reminders of method. **Govs** acknowledged the enormous amount of work evidenced in **FA's** report to **Govs**.

JM questioned whether the arrangement of Maths lessons in the school day worked well for pupils. **FA** responded that Maths at the end of the day was a stand alone lesson with different objectives to earlier, but pupils responding well, applying methods and learning objectives are built in.

SW questioned the uptake for online resources since the return to school. **FA** responded that staff are able to see who logs on to TT Rock Stars but also acknowledged that this resource needs a further push as still a valuable addition to pupil learning. **JG** and **AS** supported that there is also Homework Club and inter-class competitions to reinforce Maths methods. **AS** suggested that consistent parent involvement makes significant difference, but pupils without this support should not be disadvantaged. **JG** agreed that teachers could schedule a reminder session for pupils in class. **CN** suggested that some games with timed elements can be intimidating for some pupils. **FA** pointed to many options for Maths games to suit all pupils. **GP** challenged whether pupils recognised the use of cross-curricular Maths, such as in Science and Active Week. **FA** acknowledged that this hadn't been monitored but could be.

GP thanked **FA** for detailed report.

ii. English *

AS presented a written report to Govs *

Previous year's data based on teacher assessment.

Early indication of the influence of deep reading skills.

GP queried whether there was a comparative issue with boy's reading. **AS** responded that the school holds a wide range of books which appeal across the board to make reading exciting and engaging. **JG** and **FA** agreed that boy's engagement with reading is comparable to girls. **RL** supported that it is also possible to exploit boy's competitive side. **AS** agreed that the Reading Spine means a range of genres and areas of interest for all.

AN challenged how the school caters for avid readers. **AS** explained that beyond a certain stage at the top of the spine pupils become 'free readers'. The school along with L LeRose have a large range of reading material, with thanks to the Friends of Astley Primary for supporting this.

GP expressed thanks to **AS** for comprehensive report.

iii. Report on Improving Outcomes for Disadvantaged Pupils *

Pupil Premium Strategy Report in progress (see item 7.2)

6. Headteacher's Report:-

JG delivered a written report to Governors *:

| | |
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| NOR | 204 |
| Attendance | 93.15% |

Minutes Agreed:

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| SEND | 13% | | |
| FSM | 45 | | |
| <p>School events have continued and expanded in relation to balanced risk. JG feels this balance is right at present. Attendance, although low, is in line with national average. Illness has had greater impact on attendance and was a real problem at the beginning of term.</p> <p>JG expressed excitement for the programme of staff development and qualifications. On 18th November the school will hold a VNET curriculum session. This session will involve book browse and talking to pupils.</p> <p>Recent Governor Deep Dive was invaluable. Evidence recorded and distributed to staff and Governors.</p> <p>JG acknowledged the effectiveness of and need for more robust way of evaluating the impact of the Pastoral Support Team.</p> <p>David Hicks, Finance Lead from the original NNAT to visit school on Tuesday. 17% Budget spent and further details to discuss and disseminate. New finance link Governor KA.</p> <p>SW queried what would happen if the school needed to exceed the current capacity for Pastoral Support. JG acknowledged that this is under ongoing review.</p> <p>JM noted that staff expressed the ongoing need for curriculum planning time and queried whether they would continue to be supported in this. JG responded that staff will continue to have this time available to them.</p> <p>GP expressed thanks to JG for report.</p> | | | |
| <p>7. SEND:-</p> <p>i. Policy and Audit *</p> <p>Complete and updated.</p> <p>ii. Pupil Premium Report *</p> <p>JC presented written report to Governors and is in the process of writing new Pupil Premium Strategy Report but is already noticing attainment is low, however, 100% of pupils met phonics screening. Parent engagement in DB Primary good.</p> | | | |
| JC leaves meeting 17:30 | | | |
| <p>8. Safeguarding Audit:-</p> <p>(See item 4.2)</p> | | | |
| <p>9. Ofsted:-</p> <p>i. Update</p> <p>Ofsted imminent. Astley not working to Ofsted but continues to be ready.</p> | | | |

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| <p>ii. Ofsted Focus Area</p> <p>JG has distributed Governor Deep Dive's 'Big Book of Comments' for Governors to reference and add to.</p> <p>JG explained that in response to request from Governors in last LGB meeting, she would introduce an area for discussion for each meeting.</p> <p>Govs engaged in discussion of the meaning of 'Cultural Capital' as including 'general knowledge', 'what pupils know other than what is taught' and 'people and events that have shaped society'. JG explained the concept as 'a golden thread, rather than an expectation,' and that this needed to be supported by finding ways to show Cultural Capital. AN supported this by citing the example of the Reading Spine as cultural capital in context. GP supported that cultural capital all encompassed the readiness to cope and survive in the society in which we live. AN added that it could also include the ability to be inquisitive to acquire knowledge and a thirst for knowledge.</p> | | |
| <p>10. Governor Deep Dive Feedback:-</p> <p>See follow-up overview submitted *</p> <p>Staff feedback stated a desire to make Governor links more secure. GP would like to see all areas of the curriculum covered over the next 2 years. CN thanked staff and JG for focusing Governor skills. GP suggested another Deep Dive during next half term. Governors still requested to submit personal feedback via the Governor template for visits and submit to Clerk to be compiled on Govhub,</p> <p>GP reminded Govs of the Governor visits protocol and to ensure visits were cleared with JG and staff before coming in to school.</p> <p>KC flagged VNET training 30th November 'What should Governors expect from Ofsted.' This training could use school as a venue as is after school. Governors to contact clerk or KC a.s.a.p. if they would like to share training opportunity.</p> | <p>Govs / Clerk</p> <p>Govs / Clerk</p> | <p>a.s.a.p.</p> <p>a.s.a.p.</p> |
| <p>11. LGB Governance Items:-</p> <p>i. Governor Visits</p> <p>In addition to Deep Dive (see item 10), Astley welcomed Duncan Baker MP to school for the afternoon on the 27th September. Successful visit of school, pupil engagement, parent contact and staff discussion. Event received publicity in EDP online, Briston and Community News and Holt Chronicle. Duncan Baker also messaged thanks regarding the event on his Twitter feed.</p> <p>ii. Governor Training - New training providers Herts and Norfolk Norfolk Governance available via Governorhub, including access to many resources. Govs reminded of GDPR briefing/training online. Clerk to resend information.</p> <p>iii. Governor Vacancies (see item 3 (5.3.3.4. 10.1))</p> <p>iv. Review of Governor Responsibilities – recent change of JM to SEND means Primary Languages to be adopted by AN. Clerk to ensure S Holness is aware and to update all references.</p> | <p>Govs / Clerk</p> <p>Clerk</p> | <p>a.s.a.p.</p> <p>a.s.a.p.</p> |

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| <p>12. MAT Update</p> <p>RL updated Govs with Trust news. x15 schools in the Trust. x3 Secondary (x1 through Primary to Secondary). All schools engaged with the Trust and this has brought other elements of specialism e.g. Finance (David Hicks) and expertise in GDPR (Jane Storey). Support will be available for any queries. SENTRY now available and expanded. CEO Rob Martlew anticipates a period of consolidation with focus on developing a clearer long term vision for the Trust as a whole with input from all levels; teachers, support staff and Governors. This to be communicated Trust-wide later in the year.</p> <p>The Trust plan to maximise to full effect the opportunity for re-engaging in face-to-face professional development which has already proved successful and of benefit to all staff across the Trust. Much of this professional training will look to take place at Astley due to favourable facilities such as space/parking and its central location within the Trust.</p> <p>RL finished with particular note of continued warm welcome at Astley with its positive atmosphere.</p> <p>GP thanked RL for joining Govs at Astley.</p> | | |
| <p>13. Items to be disseminated to Synergy Trust:-</p> <p>None reported.</p> | | |
| <p>14. GDPR:-</p> <p>No breaches to report</p> <p>i. Update:- KH has taken on GDPR at Astley. x2 training sessions to be completed and one complete to date. Jane Storey to visit to assess progress with GDPR compliance.</p> <p>ii. Training:- GDPR covered in all staff Safeguarding Training in September. (see also item 11.2)</p> | | |
| <p>15. Premises:-</p> <p>(see item 6 - Headteacher Report *)</p> <p>JG stated that the library area is now a priority in addition to the old mobile site. JG would like to see some kind of sensory garden in this area in future.</p> | | |
| <p>16. Finance Update:-</p> | | |

Minutes Agreed:

Date:

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| (see item 6) | | |
| In the black. | | |
| 17. Policies for Ratification:- i. Health and Safety Policy * ii. Finance Policy * GP stated that policies are pre-approved by the Trust and therefore only require adopted by Astley. Proposed: JG Seconded: JM | | |
| 18. Correspondence:- None | | |
| 19. Any other business:- AN stated that whilst she is unable to commit to full Trust Governor role at present, she is happy to assist by coming in to talk to staff on any curriculum matters. | | |
| Meeting closes 18;00 | | |
| Date of next meeting Monday 17th January 2021 at 16:30 on school premises. | | |

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Summary of Agreed Actions

| Agenda item no. | Agenda Action | Action owner | Target date |
|-----------------------------|--|-----------------------------------|-----------------|
| 5 / 3 / 3 / 4 / 10.1 | Govs encouraged to forward ideas for x2 Trust Govs to GP . Particular interest in Premises would be desirable | Govs | a.s.a.p. |
| 3 | AN to take on responsibility for Primary Languages. | Clerk to inform S Holness. | a.s.a.p. |
| 10 a | Govs still requested to submit personal feedback via the Governor template for visits. And submit to Clerk to be compiled on Govhub. | Govs / Clerk | a.s.a.p. |
| b | KC flagged VNET training 30 th November 'What should Governors expect from Ofsted.' This training could use school as a venue as is after school. Governors to contact clerk or KC a.s.a.p. if they would like to share training opportunity. | Govs / Clerk | a.s.a.p. |
| 11.4 | Govs reminded of GDPR briefing/training online. Clerk to resend information. | Clerk / Govs | a.s.a.p. |
| 11.5 | Review of Governor Responsibilities – recent change of JM to SEND | Clerk / JM | a.s.a.p. |

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