



Learning is ACE

Astley Primary School
Minutes of the LGB held at the school on 13th March 2023
on the school premises.

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	C Patten	Clerk
G Pickhaver	Chair - Trust Appointed Governor		
C Sexton	Vice Chair - Trust Appointed Governor	J Dart	
F Anderson	Staff Governor	S Holness	
C Newstead	Trust Appointed Governor		
K Cornish	Parent Governor		
S Warricker	Parent Governor		
A Nash	Associate Governor		
A Seager	Associate 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
1. Consideration of Apologies:-			
Apologies were forwarded from K Andrews due to commitments with degree study.			
Apologies accepted by Governors.			
F Anderson to join the meeting late due to Maths Training course in school			
2. Governor's Declaration of Pecuniary and Prejudicial interest relating to any item on the Agenda:-			
None			

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3. School Performance, Teaching and Learning:-

i. Science and Outdoor Learning

JD presented oral report on progress to **Govs**.

JD explained how Great British Science Week would be incorporated in to the weekly learning themes for pupils in school.

Recent pupil questionnaires had returned positive feedback and enjoyment of Science. Some mentioned wanting the chance to conduct more experiments.

Pupils were encouraged to think about different jobs that may incorporate Science as a subject.

AS and **JD** had performed a Book Browse which included scrutiny of Forest Schools books. **JD** noted that pupils were recording information from very memorable learning experiences and are using scientific vocabulary.

JD explained to **Govs** that Science Cornerstones Curriculum had been used for initial assessments. The curriculum is noted to be very aspirational and elements have been taken and used with years 3,4 and 5. **JD** felt assured that Cornerstones will cover the core science areas and fits in well with the existing elements of the ACE curriculum.

x1 pupil had won a £50 Amazon Gift voucher for school through the Norwich Science Festival. **JD** welcomed suggestions as to how this money could be spent.

JD informed **Govs** that Dr Alex Perry – Stem Engagement Coordinator would be advising on the delivery of Science at Astley.

GP queried the progress with the school pond. **JD** acknowledged that this had been more challenging since J Riches had left the school, however there is funding for equipment. Willow trees have been planted. The willow tunnel on the field has been cut to half the size and hazel has been cut in Forest Schools lessons with the assistance of H Crawley last week for pupils to understand the principle of coppicing

AN supported that **JD** should not underestimate how much key stage 2 pupils get out of Forest Schools involvement. The experience is invaluable and offers good cultural capital which other settings struggle to offer their pupils.

GP expressed thanks to **JD** for his feedback to **Govs**.

ii. Primary Languages

GP began by expressing thanks to S Holness for everything she has done for Astley ahead of her leaving after Easter.

SH discussed recent European Day of Language. The school has access to PLM (Primary Languages Network) which provides a good scheme of work and helps teachers in the delivery of foreign language lessons, offering a good scaffolding of support even where there may be a lack of personal language knowledge. A rolling programme of CPD is offered via Zoom session training which is convenient for staff to access at their own pace.

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Book Browse was conducted with **SH** and **JG** and attainment has been raised with impressive writing.

iii. **Music**

Recent Music Focus Day had used Charanga through Norfolk Music Hub using a theme of plastics, using songs, lyrics, posters about pollution and creating music about helping the planet. All pupils made instruments out of recycled materials.

Pupils are practising for a House Team Music Competition and Adam Darricott will judge the performances that pupils will record.

CS discussed upcycling festival through the church which **JG** may wish for the school to be involved in.

GP questioned whether many Astley pupils were playing the piano. **JG** explained that Ronnie Jones is in school for x3 days a week to teach pupils for private lessons across all year groups. **JD** supported that Y3 also learn to play the steel pans and Ukulele.

GP gave thanks to **SH** on behalf of **Govs**.

iv. **Predicted Outcomes in the summer's national tests / assessments**

JG pointed to data in Primary Academy Review in Minutes for 30.2.23. 60% current combined score for Reading, Writing and Maths which is a 10% increase (new data upcoming).

v. **Report on Progress of Disadvantaged pupils and predicted Outcomes**

Clerk to put on agenda for next meeting 22nd May.

Clerk

22nd May

JD and **SH** leave meeting at 16:56

4. Minutes and Action points from LGB Meeting 30th February 2023 and matters arising:-

The Minutes of the meeting held on 30th February previously circulated were discussed as an accurate record.

Proposed: **CS**

Seconded: **KC**

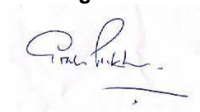
Action Log:-

Agenda Item no.	Status / Comments	Action Owner / date
3 6.2	Govs to take the opportunity to go back to staff and ask what staff expectations are of Governor / subject lead engagement in order to make support more defined.	Closed (see Deep Dive Feedback item 10)
3 9.1	Guidelines need to be established for online searches for short-listed candidates.	Ongoing Awaiting Trust feedback

JG / Trust a.s.a.p.

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7.1	Clerk to circulate new date for Deep Dive 13 th March 12:30	Actioned		
8	CS to meet JG on 9 th March for 2 nd Safeguarding meeting of the year.	Actioned (see item 6)		
10	14th March 19:00-21:00 'Knowing Your School and Ofsted' Online access. Govs who have not received log-in instructions via email to contact Clerk immediately.	Upcoming 14th March 19:00-21:00	Govs	14th March
11	Policies adopted to be forwarded to Office	Actioned		
Matters arising:-				
(see actions listed)				
5. Headteacher's Report *:-				
JG delivered a written report to Governors: (see written report)				
FA arrives at 17:12				
i. Staffing Update				
SLT secondment process has begun in response to growing needs in school with LLR , LW and SD all taking part. LLR has just completed her period of secondment and the process is working well. She has taken to the responsibility by storm with instant impact and immediate benefit to all.				
AN supported that this is good experience for staff to see what's is involved in SLT role. JG added that no decision had been made as to whether there would be x1 or x2 SLT 's appointed. AN responded that having too many members of staff on SLT can make decisions at committee level more challenging. Permanent post/s to be offered in September 2023.				
V Pearson (TA) has left. M Sayer (HLTA) leaving at Easter S Holness leaving Easter or just after. AS will go into Y3 class x2 days a week after Easter to help cover after SH has left and to provide stability for class.				
x2 new members of staff appointed to help in Bears and EHCP 1:1 – Victoria Bamford and Sarah Ellis.				
Structure of classes for new school year to be decided with retention of ECTs and E Harrold returning in September.				
ii. Planned staffing structure to meet requirements of the new curriculum for next year				
(see above)				
iii. Behaviour and Exclusions				

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Large increase in Safeguarding this term has been very challenging and mostly derived from family context / emotional issues. DSL's are working hard to facilitate / oversee meetings. External agencies have cancelled at short notice which has added challenge. **AN supported that there is currently not enough external provision to support and this is very challenging.**

Small number of class behaviours (especially emotional) are having a negative impact. PST are working hard on this and communication with parents is strong including PST attendance at parent meetings.

x11 pupils with specific behaviour / risk plans shared and updated regularly.
x2 suspensions (temporary exclusions) this year to date due to physical behaviour towards another pupil.

iv. **SEF / SIDP**

(see item 5.5)

v. **Ofsted / Quality of Education**

x2 sessions with Cornerstones curriculum to be fully adopted in September 2023. **JG** keen to continue Astley's strength in curriculum leadership. Simon Hickton (Cornerstones CEO) is also offering a governor information session.

ACE curriculum is well established and continues to develop under curriculum leadership. ACE mentoring and monitoring continues with regular peer observation / reflection on personal teaching practice and proves to be a very powerful and impactful tool.

AS is trialling a potential new direction for the Trust via 'The Literacy Curriculum' (locally founded). x3 teachers are currently trialling this for the Trust. More information to follow.

Live report writing has begun and assessments completed. Pupil Progress meetings take place at the end of spring term.

vi. **MAT update**

CEO Rob Martlew is retiring at the end of the school year due to family commitments. Job will soon be advertised.

GP supported that RM will be a great loss to Synergy.

vii. **Finance and Monitoring Report**

Finance Monitoring Report noted as received.

Actual budget spend to date is in track with healthy carry forward. Fair amount of extended sick pay and supply cover have been an unexpected costs this year. Discussion of keeping ECT's at budget meeting.

Full budget review meeting at the end of March – Governor / Chair invited to attend.

a Attendance

New focus / procedure / incentives and rewards to improve attendance were

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explained to **Govs** and have seen 10% drop in persistent absenteeism and a general drop in lateness / unauthorised absence. Phone call is made initially and is more impactful. Letter to parents / carers with statistics on absenteeism also very impactful. **SW** and **KC** met with **CL** during the afternoon's Deep Dive session and found **CL** to be very focused on the project of getting attendance up and lateness down. Pupils are more aware of the impact of their lateness and incentives are encouraging attendance.

b Premises

Ocean Room refurbishments ongoing but now near completion.

Ongoing 5 years of snagging issues including leaks to Hastings building and weeds on the new grass. R Watton has been in touch with NPS and is awaiting response.

Legionnaires issue ongoing.

6. Safeguarding:-

1. Monitoring of safeguarding Policy and checklist

CS discussed with **Govs** Safeguarding Written Report *

C Lord wanted to feel more confident with Single Central Record in terms of details for personnel. **CL** to meet with J Bridges.

CS noted that as discussed in recent Deep Dive feedback meeting impact of covid is still felt and reflected in safeguarding issues within school. **AN** supported this is a nation wide problem. Resources are not available or extremely stretched for early intervention at the right time and in the right way. **AN** stated that the external support system 'is creaking.'

CS to conduct full audit 20th October at 11a.m.

CS – full Safeguarding Audit 20th October at 11 a.m.

7. SEND update:-

JC completing INDES profiles for all SEND pupils.
Pupil Premium Strategy in hand.

8. Website Compliance:-

SW has begun to undertake updated compliance checklist for website compliance and will report back to **JG / Clerk** when complete.

SW / Clerk a.s.a.p. / JG

9. Well-being:-

JG reported that questions are devised each week for staff by L LeRose to present at TA/HLTA and teacher meetings. These are a route in to discussion of well-being. **CN** asked whether this is having an impact. **JG** responded that this gives TA and HLTAs especially a focus and forum for discussion, recognising and acknowledging that staff need support and reminding them of the need to commit to action. **CN** supported that this also give opportunity for staff to acknowledge how far they have come as well.

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10. Governor Deep Dive:-

Deep Dive Feedback notes:

Staff attended Governor Deep Dive feedback session after school with and **GP, CS, SW** and **KC**. **GP** had thanked staff for the work that they do and for working as a collegiate approach. Staff offered that they felt solid on their team approach with their strength in communication. Despite many challenges that the pandemic brought the team got stronger in transition from lockdown and beyond.

GP had questioned how hard pupils found it to come back to face-to-face school life. Staff responded that the effects are now being felt with regards to children's regulation and they believe the effects will be felt for the foreseeable of the emotional impact. Research supports this local experience. Academic progress has been lost alongside loss of emotional development. Staff are doing all they can to close the gap but the gap is moving along with each cohort. Each child has undoubtedly lost a key element of their learning.

Governors who attended Deep Dive reported to LGB that their experience in school for the afternoon Deep Dive had been positive.

As discussed during Deep Dive feedback session with staff, **Govs** decided next step was to link a Governor to each class in school. This would enable each Governor to provide support and discuss curriculum and progress for their cohort.

JG suggested the following allocation of Governors to classes:-

Bears **KA**
Lions **CS**
Tigers **FA**
Turtles **KC**
Dolphins **CN**
Penguins **GP**
Sharks **SW**

Maths (**SW**) and English (**KC**) link Governors are still to track subjects.

Clerk to amend Governor responsibility sheet to reflect changes.

Clerk

a.s.a.p.

AN leaves meeting at 17:23

11. LGB Governance Items:-

i. Governor Visits

(See item 10)

Clerk stressed the importance of **Govs** filling in visit forms as vital Ofsted evidence. **Clerk** queried whether the current Governor Visit form was onerous/relevant to fill in. **Govs** felt that not all sections were relevant. **Govs** agreed that they would write their own summary of visits until an updated form is devised.

ii. Governor Training

'Governance by Enquiry' VNET course attended online by **KC**.

Discussed the need for diversity on LGB. This led to discussion of issue of recruitment of any member of Governing Boards. Suggestion that LGB try head-

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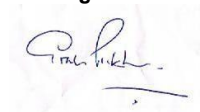
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<p>hunting approach and LinkedIn approach to recruitment.</p> <p>GP was aware of a supply teacher that may be interested in becoming a Governor. GP / KC to investigate.</p>	GP / KC	a.s.a.p.
<p>Governors reminded of the upcoming Trustwide Governor training - Tuesday 14th March 'Knowing Your School and Ofsted.'</p> <p>All Govs should have emails with course materials and links.</p>	All Govs	14th March 19:00-21:00
<p>iii. Governor Vacancies</p> <p>x3 Trust and x1 Parent Governor vacancy</p>		
<p>12.</p> <p>i. Items disseminated by the Trust</p> <p>None</p> <p>ii. Items to be disseminated to the Trust</p> <p>Govs awaiting guidelines for online searches for short-listed candidates (see item 4 / 3 / 9.1)</p>		
<p>13. Policies to be adopted by the LGB:-</p> <ol style="list-style-type: none"> 1. Procedure for Dealing with allegations of abuse against Teachers, other Staff and Volunteers* 2. Harassment and Bullying Policy * 3. Anti-bullying Policy * 4. Code of Conduct for Staff * 5. Attendance Policy * 6. Behaviour Policy * <p>All policies adopted with the exception of Attendance to be submitted at next meeting.</p>	Clerk / CL	LGB Meeting May 22nd
<p>14. Chair's Business / Correspondence:-</p> <p>None</p>		
<p>15. A.O.B:-</p> <p>Next Deep Dive arranged for 22nd May afternoon only. Clerk to disseminate.</p> <p>Meeting closes 17:33</p>	Clerk	a.s.a.p.
<p>Date of next meeting Monday 22nd May 2023 at 16:30 on school premises.</p>		

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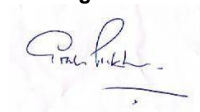
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Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
3.5	Report on Progress of Disadvantaged pupils and predicted Outcomes to be on agenda for next meeting 22 nd May.	Clerk	LGB Agenda for 22 nd May
	CS to conduct full Safeguarding Audit 19 th October at 11a.m.	CS	20 th October 2023
4 / 3 / 9.1 & 12.2	Guidelines need to be established for online searches for short-listed candidates.	Trust / JG	a.s.a.p.
10	Clerk to amend Governor responsibility sheet to reflect changes.	Clerk	a.s.a.p.
11.2 a	GP / KC to investigate potential new Trust Governor	GP / KC	a.s.a.p.
11.2 b	Governors reminded of the upcoming Trust-wide Governor training - Tuesday 14 th March 'Knowing Your School and Ofsted.' All Govs should have emails with course materials and links.	Govs	14 th March 19:00 - 21:00
13 a	Policies to forwarded to office	Clerk / website / office	a.s.a.p.
b	Attendance Policy to be submitted at next meeting.	C Lord / Clerk	22 nd May

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