



Learning is ACE

Astley Primary School



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

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	C Peacock	Clerk
G Pickhaver	Chair - Trust Appointed Governor	L Wreford	Staff
H Pegg	Vice Chair - Trust Appointed Governor	R Lord	Trust deputy CEO
F Anderson	Staff Governor		
J Blaker	Trust Appointed Governor		
S Warricker	Parent Governor		
C Newstead	Trust Appointed Governor		
K Cornish	Parent 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		
PAN	Pupil Admission Number		* documents available on Govhub
A Meeting of the Local Governing Body of Synergy Multi Academy Trust on Tuesday 12 th November 2024 at 4.30pm at the school.			
Agenda no.	Item		
1	<p>i. Apologies</p> <p>Apologies were received from K Andrews, 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>Chair reminded governors to complete the annual declaration via Governorhub at the earliest opportunity.</p>
3	<p><u>Minutes of Meeting and Action points from LGB Meeting 10th September 2024 and matters arising</u></p> <p>Minutes accepted – FA proposed, JG seconded</p> <p>Item 12.2 GP has completed annual governance statement – now online – Actioned</p> <p>Item 12.4 letter to parents regarding available governor positions not actioned. See item 7</p> <p><u>Matters arising</u></p> <ul style="list-style-type: none"> • None
4	<p>School Performance, Teaching and Learning:-</p> <p>i. English *</p> <p>ii. Maths</p> <p><u>Maths:</u></p> <p>Friends have provided funds for new resources. JG and FA said a huge thankyou to the Friends. Calculation policy is still under review. Each class to use the policy and create a relevant version for their year.</p> <p>Early morning work focus: KS2 - times tables KS1 - White Rose 1 minute maths EYFS - Numberblocks.</p> <p>TT Rockstars encouraged – lots of games available.</p> <p>FA spoke about SATs and focus is on specific topics. Teachers in KS2 to fill gaps. Current focus is the 4 operations, Governor asked if this will be rolled out to other year groups. JG confirmed it will be.</p> <p>Maths booklets used in classrooms -TA's and T's to use live marking to direct children to try reasoning questions. Governor asked is there anyway the children can continue the work in the booklet rather than stopping when they have run out of time. KH is trialling children going back to previous lesson before Teacher models the next part of the current lessons.</p> <p>Assessment pre-end trackers have been introduced this year, FA to discuss with T's.</p> <p>Mastering number is now used in KS1 and EYFS instead of fluency bee. FA, JD, KL and EH have been on a course and can now use in the classroom.</p> <p>GP commented that year 6 were all keen and energetic today.</p> <p><u>English</u></p> <p>RWI Phonics – LW has assessed all children and put information in staff drive for all RWI teachers to know individual needs for the group they teach.</p> <p>Wensum Hub will be delivering staff training over 2 days. Day 1 – all staff, day 2 – RWI teachers. Lots of advice given – longer lessons, sitting in a 'V' and addressing misconceptions immediately,</p> <p>KS2 reading - Big reading is no more. Time now spent on reading, focussing on fluency and ability to understand. Children are split according to what stage they are at. Lessons to match need – speed sounds and improving fluency and comprehension.</p>

	<p>72% of children have moved up reading groups within the last 2 months. Year 3 and 4 focus to move them through the groups. Identify children struggling in foundation and start addressing immediately.</p> <p>Daily reading should be 20 minutes by teachers. Now moved to the end of the day. Having maths or spelling in the morning helps focus the children as they come in in the morning.</p> <p>LW spoke in more detail about the Wensum Hub and the benefits for the school including advice, training and funding for resources.</p> <p>Writing – pathways to write. Now introduced to school. Key focus to improve writing in the school by going back to basics. Working with Cromer Junior and Gresham Village. Files can be shared within the 3 schools using pathways to write – encourage collaboration.</p> <p>Governor asked when parents listen to children read, is there any way of sharing the information given out to help them listen in the best way. Misconceptions are related more to the phonics and so impact directly on decoding. There is scope for getting the information out, but for now its about getting the children to enjoy reading, daily.</p> <p>Finding the right books for children is very important. Lower ability readers shouldn't be stuck with year 1 books</p>
5	<p><u>Headteacher's Report</u></p> <p><u>Staffing update</u> <u>Quality of education</u> <u>Improving outcomes for disadvantaged pupils</u> <u>Behaviours and exclusions</u> <u>Ofsted</u> <u>SEF/SIDP</u> <u>MAT update</u> <u>Premises</u> <u>Finance monitoring report</u> <u>Anonymised appraisal report</u> <u>Safeguarding</u></p> <p>JG shared a written report prior to meeting. Highlighted: Attendance currently a positive. Higher than national average.</p> <p>Quality in education – SIDP. JG, RL and FA have RAG rated plans. Pleased with impact in year 6 - improvements in maths and reading and general monitoring. Key developments with cornerstones and PIVATS - ongoing</p> <p>Curriculum audit took place yesterday – a really useful experience and purposeful. RL added – lots going on and many priorities. Good to audit now to give time to make changes.</p> <p>OFSTED - Regional improvements for standards of excellence (RISE) is a new DFE update from next September.</p> <p>GP asked regarding budget – are we still getting BCR's? New CFO started at the beginning of the academic year. September figures due imminently. GP asked why the overspend was the same at the beginning and the end. RL replied it is carried through so that the school remains neutral – the amount will stay the same, no better or worse. GP asked if any GDPR issues? No Any racial issues arising? No JG thanked FA and LW for all their hard work particularly with Maths and English, Governors also added thanks.</p> <p>Year 6 wall still not painted.</p>
6	<p><u>SEND – policy review</u></p>

	<u>None</u>
7	<p>LGB Governance Items:-</p> <ul style="list-style-type: none"> i. Review of Governor Responsibilities ii. Governor Action Plan iii. Governor Vacancies:- Vice Chair election iv. Governor Visits v. Governor Training_ <p>Welcome to Helen as Vice chair.</p> <p>Maria Hodge – applied to be a parent governor but, has an issue with childcare and will think about it and possibly start in January.</p> <p>CN in every Friday to do maths with year 6. GP reminded all to keep a record of visits.</p>
8	<p>Policies to be adopted:-</p> <ul style="list-style-type: none"> i. Collective Worship Policy September 2023 * ii. Confidentiality Policy September 2023 * iii. Educational Visits Policy September 2023 * iv. Intimate Care Policy September 2023 * v. Positive Handling Policy September 2023 * <p>Single Equality Policy September 2023 *</p> <p>Policies are noted.</p>
9	<ul style="list-style-type: none"> i. Items to be disseminated to the trust ii. Items disseminated from the Trust
10	<p>Scheme of delegation</p> <p>Next meeting governors will go through the document.</p>
11	<p>Follow-up from deep dive day</p> <p>Clear values seen in the school. Lots of respect throughout.</p> <p>Looked at how ACE learner behaviours were being used by all staff and seen in morning assembly.</p> <p>Lack of afternoon TA support is concerning but, acknowledged this is due to funding.</p> <p>TA and HLTA meeting both said a strength was the sense of belonging.</p> <p>More support needed in year 3 and 4.</p> <p>KS1 have 1:1 provision but not in KS2.</p> <p>Not enough PD courses at times.</p> <p>Cornerstones – teachers concerned as needing to adapt to differentiate.</p> <p>Staff all happy being here.</p> <p>Governor said it was nice to be familiar faces to staff and children. Everyone made governors feel welcome.</p>
12	<p>Well-being</p> <p>Prior to the meeting, JG queried what should be discussed for this agenda item, Trust Clerk to confirm at a later date.</p> <p>CN – the wellbeing group is starting up again.</p> <p>Staff questionnaire – 27 responses so far. Happy at work – 100%</p> <p>Name was optional – 3 stayed anonymous.</p> <p>What makes you happy – the children, staff positivity, chance to follow passion, support.</p> <p>Improve wellbeing – some mentioned lots happening at one time/needing more time (but somethings can't be rearranged).</p> <p>Staff spread thin.</p> <p>Feel valued – only 1 person didn't.</p> <p>100% know where to get help and support</p> <p>Lots of gratitude and positivity.</p> <p>SLT can now follow up where needed.</p>
13	<p>Safeguarding</p> <p>HP – audit carried out with CL and JG</p>

	<p>Governors need to look at Keeping Children Safe In Education – only 4 have said they have read it through. JB has read but hasn't signed. CP to update governor hub.</p> <p>Alternative dates to be offered for training suggested for those who can't come on SDD.</p> <p>Safeguarding policies from Synergy to be ratified</p> <p>Main policies to be looked at: Safeguarding, Prevent and Online</p> <p>Audit taken with children and staff on playground - all knew who to talk to.</p>
16	<p>Chair's business / correspondence</p> <p>None</p>
17	<p>Any other business</p> <p>RL – Governors all aware of all that is happening – Trust is trying to support the school. Seeing the trajectory over the year will be really important.</p> <p>Resources not available as wished but lots of time being given to support (including FA being at Astley more) Good to see work with other schools happening.</p> <p>Assure local governing board that the right steps are being taken.</p> <p>Governor asked about funding per pupil. RL hopes it will be 10% per student. Positive so far that pay increases fully funded. NI changes also been funded. Not sure what budget announced funding will make it into the schools. Significantly underfunded compared to 10 years ago.</p> <p>Meeting closed at 18:20</p>
	<p>Date of next meeting:- Thursday 16th January at 16:30 (on school premises) * Documents on Governorhub</p>

Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
2	Governors to complete annual declaration	Governors	asap
10	Go through scheme of delegation – next meeting	Governors	Jan 16 th 2025
13	Update Governor Hub regarding JB reading KCSIE	Clerk	asap
13	All governors to read KCSIE document and amend Governor Hub	Governors	asap
13	Look at safeguarding, Prevent and Online policies from Synergy.	Governors	Jan 16 th 2025