



Learning is ACE

Astley Primary School



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Minutes of the LGB held at the school on 8th July 2025
on the school premises.

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	C Peacock	Clerk
G Pickhaver	Chair - Trust Appointed Governor	H Tinker	Staff
M Hodge	Parent Governor	K Light	Staff
F Anderson	Staff Governor		
H Pegg			
K Andrews			
C Newstead	Trust Appointed Governor		
Key:			
FSM	Free School Meals	AO	Alistair Ogle - 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 8 th July 2025 at 4.30pm at the school.			
Agenda no.	Item		
1	i. Apologies Apologies were received from K Cornish, which were accepted by governors Governors want to thank Karen after 12 years of commitment to governors.		

	ii. Quorate check Clerk confirmed the meeting quorate
2	i. <u>Governors' declaration of pecuniary and prejudicial interest relating to any item on the agenda</u> None declared ii. <u>Governors' annual declaration of pecuniary and prejudicial interest – (minute returns)</u> <u>None declared</u> CN arrived 16:40
3	School Performance, Teaching and Learning:- i. History Curriculum audit in January – VNET came in. Discussion about History, talk with pupils then observations of lessons. There was a clear sequence of learning, children could recall what they had learned. Good balance of teacher led and paired talk, children could relate new concepts to prior knowledge. Next steps – increase monitoring (has been doing this since) develop clear assessment framework. Help teachers know what to teach and when. By September all teachers will have a clear outline of what to teach in fewer lessons. Higher standard of presentation needed – across the school. This is ongoing but happening. History has moved to big books. Peer review has been done in a few schools. Focused on one area at each school. Looked at having a consistent approach. Impressed that we are already doing things and liked pupil voice, also resources from cornerstones. ACE history day. Everyone came in costumes. Theme was changes through time – moments that create significant change. Feedback from children was wonderful. Fun day. GP: what sort of changes were emphasised? HT: man on the moon, computers, phones, lightbulbs, suffragettes Gov: so hopefully in September you can meet with other schools JG: yes, that is coming. ii. P.E. GP thanked KL for organising sports day. Focus this year: staff development and CPD. Started the year with an audit. Staff not confident. Specialist (Annie from Real P.E.) came in and modelled good examples of lessons and bespoke guidance. Staff spoke with Annie about what they would like help with and then watched a lesson taught with their class so targeted to what each teacher needed. Lots of enrichment – external people coming in – karate, martial arts, cricket and archery. Curriculum development. Reviewed and passed knowledge on to next P.E. lead. Annie talked about repeating sports. At the moment a different sport each year so maybe revisit each sport twice throughout time at school. Lots of events throughout the year. Mixture of competitive and teamwork skills. Most children have been on one sports trip. Active week this year. Mindfulness Monday, Twinkle Tuesday, Wet and Wild Wednesday, Spectacular Sports Day, Fun Time Friday - Clockwork sports event and then rounders. Recognition and rewards – silver award. Next year trying for gold. Next year – offering enrichment opportunities, more visitors in. Currently, we take photos of P.E and use pupil voice. Assessment wheel comes out in September. Everyone can assess in the same way. Annie happy to come back to help assess and help show how to use the wheel. Curriculum implementation will be up to new PE lead. For new members of staff there is a 3-day refresher course which is good for staff who have never taught Real P.E. Make sure all staff are confident. Continue with active week each year. Gov: do we know who will be the next PE lead? JG: India – hand over on Friday afternoon GP: do you have a lot of sports within schools JG: no leagues anymore.

	KL: Other schools at the sports events, but not in competition directly. GP: have you had contact with any other PE leads in other schools KL: no, not really. JG: it is coming. iii. Geography JC not here and will be moving on to a new school. EH will be taking on Geography, hand over already planned. Report sent to governors.
4	SEND – report FA has been liaising with JC to hand over SEND 1 child attending SRB 4 days a week. 8 EHCP's – 1 in draft form 2 additional EHCP applications made. 5 EHCP annual reviews due now 1 child review brought forward due to concerns following panel EHCP coordinator invited to attend all 6 EHCP's – virtually attending 3 neurodevelopment referrals submitted. Thank you to MH (Gov) for help before the meeting. FA seeking advice from coordinator. Gov: in the news recently, EHCP's going – do you know anymore? FA: don't know any further information but Parents are trying to push some through quickly which is not really possible. Gov: in the last 6 years EHCP's have gone up about 70% Gov: SureStart centres are being started again. Gov: with the neurodivergent referrals, is that the same thing GP's do? FA: yes. Previous information is not clear, and data not collated in any clear form. MH shared a format that looks good. All key information shown. Shows child's area of key improvement/need. 48 children with pupil passports. All information now collated Gov: High numbers in Penguins, Dolphins and lions. Researched different ideas instead of pupil passport – will become SEND support plan. FA will adapt a template. Makes it very clear with assess, plan, do, review. Needs to be a big shift. Not been a big enough emphasis on teachers being responsible for the SEND in their class. GP: even though 2 classes are nearly 50% of the class. Gov: No differentiation? FA: some, but not all. Meeting with parents about what has been done and what will be done. Teachers will need to be clear on what the targets are and then have additional meetings with parents. Aware of what needs to happen, and it will. GP the role of the TA is important here. FA: TA's need to be directed more by the teachers. Lots of TA's know the needs better than the teachers. Gov: is that related to the areas of need in those particular classes? In a class with 50% different needs, how is that teacher expected to always be across all of them? FA: it is a really tricky job, but they are responsible for it happening. JG: Even if they are not doing it, they are planning it and seeing it and planning for the next session. Gov: saying that TA's have more of an idea, is that because they are being directed by the teacher? FA: It's more that they have worked with the children more and so know more, but that should be being fed back to the teacher. JG: A long time ago, every week would be looking at a folder with the work in. At the moment, TA's tweaking which is great, but the communication isn't happening.

	Gov: the teacher is responsible for all the learning in the class no matter what the needs are. Gov: If you hadn't taken on this responsibility now, how would it be picked up before, or should it have been picked up before? FA: parts were. But partly trusting it was being done. JG: It had been acknowledged and so the process was happening already. Gov: is something in place to check everything is happening? FA: it will be GP: is it possible to say how many are academic needs. FA: lots are related to learning, but some should relate to behaviour needs. At the moment the 48 are related to learning. Specialist support teacher – looked at the support plans and gave feedback. Flagged more issues – will be more clear Gov: we all came up against the same brick wall and not to know. This looks amazing, why haven't we done this before? Gov: sounds like you are starting up again. JG: we are. The 7 C's learning portfolio. Training will happen and will then be shared with staff. 7 learning themes – all beginning with C and a further 7 learning attributes – 49 in total. Identifies barriers and breaks them down and gives recommendations about what to do. Gov: not just about intervention but about implementation in the classroom. This will feed into the support plan. ZIP meeting – a chance to network and share. All about the screening intervention. We use WelComm. Needs to be done with reception and year 1. Comprehension, speech and sounds. Will be starting in September. Need to make sure the right intervention is happening. Ongoing meetings with parents. Meeting with class teachers – and giving feedback to new class teachers. FA and EH met with nursery staff regarding transition/handover. 1 child in bears starting with EHCP. Teams Around the School (TAS) talking through processes and paperwork. Providing extra guidance - 10 sessions in total through EPSS. GP: a bit worrying really. You've started this and got more than you thought you had. Let us know what you need resources etc FA thanked MH (gov), Governors all grateful for her expertise.
5	<u>Minutes of Meeting and Action points from LGB Meeting 13th May 2025 and matters arising</u> Proposed HP Seconded FA <u>Matters arising</u> Check Health and Safety policy received - ongoing Send OFSTED questions to governors. - actioned
6	Governor Questions Do we have any gaps on our Governing board? We need another parent governor and a couple of trust governors. We can ask Bears parents in the new year. Gov: have you ever put it out there? GP: yes Gov: do we need a skills audit GP: yes Gov: we need to know what skills we have JG: We can start this again in September. Gov: do you advertise in the Briston news for trust governor

	GP: we have before, about 3 years ago. Gov: should we do the skills audit first, so we know what we are looking for. Gov: we could do with a governor with premises/practical building experience. It is so difficult to get volunteers to do anything. People want to be paid for it.
7	Headteacher's Report (written) to include:- Attendance 94.7% for the year. Ofsted 11 areas to be inspected on. Alistair Ogle is current inspector and shares updates. Looking at attendance, heavily weighted on data. Still waiting for more info. Will share when this happens – there will probably be some governor training. GP: annoying that a whole half term will go by and nothing will happen. JG – it won't be best fit anymore; you must meet every requirement in that category to be 'secure'. Admissions 27 initially and now another 1 since report. Always getting transfers – which is good Staffing update – new class teams, announced on 23rd June. This week is ACE year ahead. Internally advertised 1:1 post. 2 applicants successful, but 1 chosen to leave. So still needing a 1:1 and will advertise externally. LL, FB and CS leaving. CS found PST challenging recently and things have changed. Tried to make things work but feels it is time to leave. Just DC in PST. Still all staffed in all classes. Safeguarding update – completed with HP and county council, had to do both SEF / SIDP – new format for next year – will share next year (or sooner if done) Curriculum leadership – lots of progress since this time last year, but more to be done. Premises – kitchen floor will be done. Also a mobile caretaker has been appointed who will come out to do all the jobs needed. DD does lots of stuff well. SATS results today – improved in every single area compared to last year. GLD been a good year – 69% Phonics still not where wanted. It is currently at 70% so going in the right direction. Showing improvement on last year. One year into the Wensum Hub and we can see a difference. Year 4 MTC – no pass mark, but 25/25 expected. This year 20.9 average score. 34% scoring 100%. FA has worked with KH but credit to KH for working so hard with the children. Maths is at 69% expected. Gov: well done to Kelly Best MTC score in the trust. Great start for year 5 Year 6 – In January the combined score for SAT's was not going to be where wanted, however, 39% got expected in Reading, writing and Maths. 61% reading 67% maths Moderated for writing. A rigorous process for LW. 100 is expected scaled score. Average for both reading and maths is above expected. Improving across the board. Gov: every item shows improvement from last year Gov: well done to everyone involved – EH, year 1 phonics, KH and LW LW is English and Reading lead – most schools have different leads for each. And also taught year 6. GP: can we thank all the staff? GP will write note to everyone. GP: thank you JG and FA for what you've done this year Gov: what is the class set up for September? Reception – EH Year 1 – FA and JD Year 2 – IB Year 3 HT Year 4 KH Year 5 JE Year 6 LW

8	<u>Finance</u> Now at approximately £4000 surplus.
9	<u>Developing Staff</u> Pathways training. Cyber training Traumatic Attachment Induction Procedure (TAIP)
10	<u>Safeguarding Audit</u> Reports due one week before 28.01.26 - safeguarding, SEND and pupil premium. Also one week before 06.05.26 - sports premium GP: This should be covered in our minutes in governor meetings.
11	i. Items to be disseminated to the Trust ii. Items disseminated from the Trust
12	<u>LGB Governance Items:-</u> i. Review of governor responsibilities Carry over to September ii. Governor visits MH met with FA, CN involved on school trip, year 5 behaved impeccably. Castle museum. LW, NG and parent helpers. The castle was well set-up and the class were brilliant and had the right balance. Enthralled by what each castle employee had to say. Of all trips, this was the best. GP also on school trip. iii. Governor training MH not sure where to find on the HUB. Directed to HFL on menu iv. Governor vacancies Karen leaving, Graham – 4 years have now come to an end. GP nominated to stay for another 4 years (FA, HP and JG all nominated). Gov: Is there was anything to delegate? nothing at the moment. v. Governor skill audit (feedback) Carry over to September Deep Dive Gov: good, enjoyed it. GP getting better. Good to chat to children as going round. Gov: afternoons invaluable. GP: also, morning sessions with FA and JG gives a focus on what to look at. Deep dive day next term – 11 th November 2025 Would like to continue with well-being days
13	<u>Policies to be adopted:-</u> i. Low Level Concern Policy ii. Synergy Disciplinary Procedure iii. Synergy Grievance Policy and Procedure iv. Charging and Remissions Policy v. Attendance Policy Received and noted
14	<u>Well-being</u> No feedback yet
15	<u>Chair's business / correspondence</u> Career's day.7 people in to talk about their jobs. Visits from Royal Navy, 3 nurses from Kings Lynn, Pet Journalist, Hairdressing and Police. Children listened for 90 minutes. At the end said that children could go and ask questions. Lots of children asked for information about Royal Navy. Lots interested in Sea Cadets. Given a company in the morning to design and make cakes and sell to parents at the end of the day – so children could see all jobs involved in making a product. Fire engine came in the morning. Took photos with a drone.

	JG – thanked GP for organising the day – worked really well. GP will write up what happened this year to help plan another next year.
16	Any other business GP thanked all the governors for all they have done over the year with time and effort they have contributed. JG also thanked everyone for being so supportive over the year Gov. thanked JG and FA for all that they do.
17	Date of next meeting:- 11th Sept, 25 th Nov, 27 th Jan, 24 th March, 19 th May, 7 th July Clerk to send revised dates out to everyone.
	* Documents on GovernorHub

Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
17	Send out revised dates	Clerk	ASAP