



Learning is ACE

Astley Primary School



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Minutes of the LGB held at the school on 11th September 2025
on the school premises.

Governors Present:		Other Persons Present:	
J Goakes	Headteacher	C Peacock	Clerk
G Pickhaver	Chair - Trust Appointed Governor		
M Hodge	Parent Governor		
F Anderson	Staff Governor		
H Pegg	Trust Governor		
K Andrews	Trust Governor		
C Newstead	Trust Appointed Governor		
J Blaker	Parent 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		
PAN	Pupil Admission Number		* documents available on Govhub
<p style="text-align: center;">A Meeting of the Local Governing Body of Synergy Multi Academy Trust on Tuesday 8th July 2025 at 4.30pm at the school.</p>			
Agenda no.	Item		
1	<p>i. Apologies</p> <p>Apologies were received from Sarah Warricker. Sarah also handed in her resignation and has stepped down as a governor.</p> <p>ii. Quorate check</p>		

	Clerk confirmed the meeting quorate
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>None declared</p>
3	<p>Governors Code of Conduct:</p> <p>Proposed by KA, seconded by HP.</p>
4	<p>Minutes of Meeting and Action Points from LGB meeting 8th July 2025 and matters arising:</p> <p>Proposed by FA, seconded KA.</p> <p><u>Matters arising</u></p> <p>Clerk to send out revised meeting dates - Actioned</p>
5	<p>Election of Chair</p> <p>HP nominated GP, seconded by JB</p> <p>GP accepted role as Chair of Governors</p>
6	<p>Election of Vice Chair</p> <p>HP nominated MH. GP confirmed it was to stand in if GP unavailable</p> <p>HP proposed, JB seconded. MH accepted.</p>
7	<p>Admissions Policy/PAN September 2025</p> <p>Pan is 30</p>
8	<p>School Improvement, Teaching and Learning:</p> <p>i. Data</p> <p>End of Key stage results from 24/25</p> <p>End of Key Stage targets for 24/25</p> <p>(Foundation stage, KS1 KS2 Data Stories *)</p> <p>No further results to add since last meeting.</p> <p>ii. Analysis of 2025 public examinations outcomes (overall, SEND, disadvantaged, more able, boys and girls sub groups) *</p>
9	<p>Headteacher's Report (verbal) to include:</p> <p>i. SEF/SIDP Review</p> <p>ii. Ofsted</p> <p>iii. MAT Update</p> <p>iv. Finance Update</p> <p>v. Premises</p> <p>vi. Staff CPD</p> <p>vii. Safeguarding</p> <p>SIP review – SI from VNET_came in to look at every area of school which included new Ofsted framework. Overall impressed with the improvement in every area. Shows a sustained picture across the school. Lots of areas still to work on.</p> <p>Clerk to send out to governors when report is done.</p> <p>What Ofsted need to see is that data is better in the books than what we are showing. Now focus on monitoring and what is in the books. SIDP fed into this.</p> <p>7 areas in SIDP will look at regularly and update.</p> <p>Attendance in line with national. Need to be ready with commentary. New Ofsted framework - everything rated as: needs attention, expected or strong, also urgent improvement or exceptional. Safeguarding will be met or not met. In most areas the school is starting at</p>

	<p>expected. Not clear if limiting judgement. Personal development and well-being is strong. More in the next meeting. Gov: Training available on HFL – 4 free places. Ofsted due maybe January. Leadership and governance (now naming governors instead of management) GP: Will you add the sheet to the SIDP? JG: Lets look at the sections of the framework and then see how it fits and if we need to add. Alistair to design a toolkit that can be RAG rated for this.</p> <p>Positive start to the year. New staff – new teachers and a new 1:1. Learning behaviours feel positive. Big push on behaviour last year and still doing this. Feels fresher.</p> <p>New kitchen floor. GP: Any major premises issues? JG: No, and the trust now have a mobile caretaker just for the primary schools. Will be able to do small handyman jobs. IT have a new filtering software system.</p> <p>GP: Does the new sign in remember you? JG: Not sure. Every trust school has been updated, and it is still very new.</p> <p>Finance. GP: Will we need to do more monitoring? JG: We get financial reports with a commentary down the side. Now won't get this due to workload so onus back on us to do this. Gov: Will they be more on the ball with what money we have? JG: No, we are responsible, but we have had a little training. Gov: What percent do we need to contribute to the trust? JG: This is in the handbook. We were told that the £4500 surplus from last year would go if not spent. Informed them the money is allocated.</p> <p>Training – Online through the National College. Statutory training, but staff aware, lots of training needed and will be part of their appraisal. GP: Do you foresee any expenditure this year that might be challenging? JG: We have a child starting with significant needs. Not started yet and not at any school. On panel for complex needs school. Gov: You can push for extra funding from the panel and contact previously in care team. FA: Not met her yet but will be back a year. Moved house. Went to a school with 6 children in the class. Incontinent, won't eat or drink in school, sight issues. We need an additional member of staff to take her in. Gov: Does she have an EHCP? FA: Yes, but really out of date now. A challenge we weren't anticipating. From the beginning school have said we can't meet her needs without additional staff. Gov. if parents consent you can get 'previously cared for' help.</p>
10	<p>Safeguarding Audit</p> <p>JG and CL and HP carried out audit today and now needs typing up. Lots of actions but mostly for JG. A few changes - was one statement, now several. Needs to be typed and returned to the school. LC from county called today to book a safeguarding audit on 20th October. Walk round, look at CPOMs, talk to children, look at records. Look at evidence of governance.</p> <p>GP: training went well, seemed better staying together the whole time.</p>
11	<p>Risk Assessment:</p> <p>Risk register done in October 2024, Will redo next month.</p>

12	<p>LGB Governance Items:-</p> <ul style="list-style-type: none"> i. Scheme of Delegation ii. Roles and Responsibilities iii. Annual Governance Statement * iv. Governor Training – including ‘Keeping Children Safe in Education 2025’ * v. Governor Action Plan vi. Governor Deep Dive – to schedule <p>The Handbook says we need 4 trust governor and a maximum of 2 parent governors. MH not listed as a parent governor so currently no parent governors. MH and JB to take on role as parent governors.</p> <p>The handbook says we can have: 6 trust governors, 2 parent governors and 2 staff governors plus the head.</p> <p>We can ask for another trust governor.</p> <p>JG to put on advertiser next week.</p> <p>A Governor has a friend who may be interested but worried about the responsibility.</p> <p>Roles and responsibilities – all allocated to a class. 3 compulsory roles Pupil Premium, Safeguarding and SEND.</p> <p>SEND - MH</p> <p>Pupil Premium – MH</p> <p>Safeguarding - HP</p> <p>Sports premium – JB</p> <p>Attendance – HP</p> <p>English - HP</p> <p>Maths - KA</p> <p>GP: Have we achieved much by having English and maths?</p> <p>FA: Meeting with governors has been useful, and governors can see more during the deep dive day.</p> <p>Well-being – CN</p> <p>Website – JB</p> <p>Premises – GP</p> <p>Review – JG</p> <p>Annual governance statement – GP to discuss with Clerk. Statement to go on website.</p> <p>Safeguarding training. All governors to complete.</p> <p>Online version for KA and MH. Everyone to fill in from and do quiz</p> <p>GP: Anyone who would like to do training?</p> <p>HP, GP, MH and CN would like to do Ofsted training.</p> <p>Lots on National College – JG to check if can access.</p> <p>Safer recruitment – done last year.</p> <p>Action plan.</p> <p>Revision of plan from last year and then add to SIDP. Training and finding new recruits and monitoring.</p> <p>Deep dive. 11th Nov. Remembrance in the playground to still take place.</p> <p>JG – will have more info from Ofsted, so part of the day can be talking about that.</p> <p>Spring term Deep Dive Day – Tuesday 10th Feb</p> <p>Summer term Deep Dive Day – Tuesday 21st April</p>
13	<ul style="list-style-type: none"> i. Information disseminated from the Trust Board none ii. Information for the Trust Board none
14	<p>Policies:</p> <ul style="list-style-type: none"> i. Code of Conduct for Governors and directors 2024 * ii. Synergy Governance Handbook 2023 * iii. Supporting Pupils with Medical Conditions 2023 * iv. Trust Strategic Improvement Plan 2023 to 2024 *

	v. Safeguarding Policy * vi. Synergy Finance Policy * Trust handbook – clerk to send to governors. Noted as received
15	Well-being Gov: not heard anything that needs to be shared No more staff well-being days. GP wondered about contacting trust to put viewpoint across. FA: well-being basket with snacks and drinks for staff to help themselves/contribute to. Gov: do you have regular socials? JG: HT is trying to organise social events.
16	Chair's Business / Correspondence none
17	Any other business none
17	Date of next meeting:- Tuesday 25 th November 2025 at 16:30 (on school premises) Meeting finished at 17.32
	* Documents on GovernorHub

Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
9	Send out SIP review when completed	JG and Clerk	Asap
12	Annual governance statement	Chair and Clerk	Asap
12	HFL Ofsted training – 4 places	Clerk	Asap
14	Trust handbook sent to governors	Clerk	Asap