



*Learning is ACE*  
**Astley Primary School**



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Minutes of the LGB held at the school on 13th May 2025  
on the school premises.

<b>Governors Present:</b>		<b>Other Persons Present:</b>	
J Goakes	Headteacher	C Peacock	Clerk
G Pickhaver	Chair - Trust Appointed Governor	L Wreford	Staff
F Anderson	Staff Governor	E Harrold	Staff
K Cornish	Parent Governor		
J Blaker	Trust Appointed Governor		
K Andrews	Trust Appointed Governor		
<b>S Warricker</b>			
M Hodge H Pegg C Newstead			
<b>Key:</b>			
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	<b>Governor challenge / support</b>
EYFS	Early Years Foundation Stage	Blue text	<b>School response to challenge</b>
MAT	Multi Academy Trust	Red text	<b>Governor decision</b>
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 13<sup>th</sup> May 2025 at 4.30pm at the school.**

Agenda no.	Item
1	<p>i. <b>Apologies</b></p> <p>All Governors present.</p>

	<p>ii. <b>Quorate check</b></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</p> <p>ii. <u>Governors' annual declaration of pecuniary and prejudicial interest – (minute returns)</u></p> <p>None</p>
3	<p><b>School Performance, Teaching and Learning:-</b></p> <p>i. RE</p> <p>Updated vision document. R.E includes Philosophy, Social Science and Theology. All information is on the website. Trialled cornerstones, but it didn't work so returned to previous curriculum. Now a good balance of questions that are progressive bringing in Theology for KS2. 'Big Picture' – clear learning objectives.</p> <p>Using big books to show students work.</p> <p>GP – is that still the Norfolk syllabus</p> <p>EH – Yes, it is.</p> <p>Gov – What was Synergy's response? They like all schools teaching the same thing.</p> <p>JG – They didn't mind.</p> <p>Develop displays and using an enquiry approach. Find what the students already know (knowledge harvest)</p> <p>Gov – do you then repeat that?</p> <p>EH – yes, you do at the end of the topic.</p> <p>ii. Life Skills</p> <p>Updated vision document. All on website.</p> <p>Moved away from old curriculum. Did online training. Spiral curriculum – themes are repeated throughout from Years 1 to Year 6. All online for teachers – easy for planning and resources.</p> <p>This year made new document. All LO's identified clearly with what to teach and the order. Life skills taught throughout the year. Enhancements – anti bullying week, odd socks day, PANTS and careers day (with GP). Monitoring with 'big books.' Not a heavily recorded subject due to lots of role play and conversations.</p> <p>School council fits in with Life skills. Making a newsletter – encourage school council to be more active in school to have things to add to the newsletter.</p> <p>Training for staff – new members of staff. Making sure teachers understand and are clear what they need to do. Finding out other views and doing a knowledge harvest. Involving the school community when reviewing school policies.</p> <p>EH left - 16:43</p> <p>iii. Computing</p> <p>Using Teach Computing – not new. Been doing this for a couple of years. Cornerstones don't have a computing curriculum. Barefoot on cornerstones is a link to a different resource – but they don't have all the topics. Cornerstones are aware.</p> <p>Every year group has 6 units to cover over the year.</p> <p>All the lesson files have PowerPoints and lesson objectives from Foundation stage to KS2. Programming looks different from year 1 to year 6 but still about becoming familiar with the coding language.</p> <p>Resources are expensive. BBC offering a grant. After a successful application the school has micro-bits. Looking at coding skills.</p> <p>Mixture of Teachers and HLTA's teaching children. Working on having a consistent approach to getting children to learn and practise skills for themselves.</p> <p>Lots of work with Synergy. New phone systems put in. Staff iPads updated – all staff have a working iPad. Docking stations, that all leads are plugged into – new laptops will be able to use the ports (rather than unplug leads to plug into their laptops individually).</p> <p>Resources in classes – new iPads in classes. Just under 1 iPad per child. Not enough for every</p>

	<p>child in school to have access to 1 each.      Synergy working better to add Apps to all iPads.  <b>Gov</b> – at what point do you emphasise the seriousness of how you treat computing with online safety.  <b>LW</b> – It is part of most lessons, plus internet safety days. Also EH plan – drip fed throughout Life skills as well as in the Advertiser, any issues are flagged. Crucial crew cover internet safety (with year 6) impactful as delivered by a police officer.</p> <p>LW left – 16:54</p>
4	<p><b><u>Minutes of Meeting and Action points from LGB Meeting 11<sup>th</sup> March 2025 and matters arising</u></b></p> <p>Proposed by HP seconded by KC.</p> <p><b><u>Matters arising</u></b></p> <p>none</p>
5	<p><b><u>Governor Questions</u></b></p> <p>Questions that have arisen after deep dive day. Added to the agenda to look at questions that may arise with OFSTED. Looking at the document 'questions OFSTED may ask'</p> <p>JG – How does your school ensure consistent behaviour management      GOV – behaviour management policy.</p> <p>JG - also reports on behaviour. What is our approach to behaviour and how things are dealt with. Use evidence from Governor learning walks on a DDD.</p> <p>GP – staff all know what the policy is and are being consistent. Children realise it is the same approach all over the school.</p> <p>JG – Also, for example JD does forest school for year 1 and 2 and is on CPOMs for both so aware of all behaviour for both classes.</p> <p>Poster – be ready, show respect, try your best.</p> <p>Deep Dive day – 10<sup>th</sup> June. Booked in with Governors.</p>
6	<p><b><u>Headteacher's Report* (verbal) to include:-</u></b></p> <ol style="list-style-type: none"> <li>1. SIDP / SEF (update)</li> <li>2. Ofsted (update)</li> <li>3. Budget update</li> </ol> <p>Attendance – Good picture in relation to National.      National 94.6 % Astley are 94.5% and without under 5's (who do not have to stay) in line with national at 94.7%. Positive profile given and rewards incentives help. Lots of unauthorised time off recently, up to 4 days.</p> <p>Below national for persistent absentees</p> <p>Safeguarding – only 2 EHAPs running.</p> <p>Behaviour- improvement in behaviour expectations. RL has done learning walks. Some specific needs still. Challenging behaviour for one child. Imminent risk of PEX. Seeing some success after engagement with family. Time consuming but worth it. Challenging with having enough staff. Some classes have no TA in the afternoons also making interventions harder. 3 expectations having a positive impact - child friendly and very clear.</p> <p><b>GOV</b> – its consistent then for the children</p> <p>Some work needed for modelling 'what is respect'</p> <p>Staff update – challenging with social emotional mental health issues. When 1 staff member is off it creates a challenge for other staff covering.</p> <p><b>GOV</b> – will staffing changes make things harder with less staff.  <b>JG</b> - it will affect support staff – lots of cost for 1:1's.</p> <p><b>Gov</b> – do the trust not support with that  <b>GP</b> - they have a deficit of 500000 so trying to sort that.  <b>GOV</b> – goes against what we were told when joining.</p> <p>One TA off for a prolonged time. FA now looking after SEND. BM returning from maternity, part time as TA. JS to stay permanently.</p>

	<p>SATs – Year 6 did papers in September. Reading – 22% at expected, last week 79% at expected. Maths 9% at expected, last week 73% SATs moderator arrived on day 1 of SATs. Lots of things can throw the results. The class have had an exceptional attitude, and lots of hard work from year 6 staff.</p> <p>Pupil progress meetings – all done for last term. Slightly different this term as based on assessments. Ranking the scores, the ones just below expected are the focus group – working well.</p> <p>English – pathways to write – working with Greshams Village and Cromer Junior. Working well. Overwhelming before Christmas, but now improvements seen.</p> <p>Phonics – still seeing improvements. Monitoring is developing – CPD every week as meeting for half an hour and JS working in afternoons. Progress looking good.</p> <p>CN arrived – 17:15</p> <p>Maths – FA reviewed maths with teachers. Why move on if students haven't got the hang of things.</p> <p>Curriculum leads – big improvements, but hard to find the time. Need more time.</p> <p>SEND – FA overseeing.</p> <p>Trust update – new premises manager. Seems knowledgeable about schools.</p> <p>OFSTED. – due to come in soon. (probably in December as programming being paused in September) New framework coming in in September. SEND and Data will be a huge focus</p> <p>Finance. – in September 2024. Trust deficit required major re-structuring of finances. Although deficit for 2025-26, includes BM and JS – all approved.</p> <p>Premises – new phones – but when internet doesn't work, neither do the phones. Need a new kitchen floor because otherwise we will not get the hygiene certificate. Asked for a fence to stop access on to the field. To prevent time wasting when students run onto the field and staff need to follow. Toilets are huge priority to sort. Hopefully on the 5-year plan being made by premises manager.</p> <p>Fire in the kitchen yesterday (due to new all day breakfast item on menu). Needs fire alarms to be linked across the buildings so that when an alarm goes off all buildings are aware.</p> <p>Gov – how will staffing affect numbers of children  <span style="color: green;">JG – it will affect support staff</span>  <span style="color: green;">Gov – so if you are already struggling, that will create more problems?</span>  <span style="color: blue;">JG – all SEND budget goes on 1:1 and does not cover the cost. Children with EHCP's with little or no support.</span>  <span style="color: green;">GP – there's a statutory responsibility there.</span>  <span style="color: blue;">JG - they never write EHCP's saying they need 1:1 any more</span></p>
7	<p><b>Synergy Finance:-</b></p>
8	<p><b>Synergy Chairs meeting report</b></p> <p>14 schools represented. Some chairs represent more than one school.</p> <p>New Chair of the board – James McAdam. Lots of experience with business. NH has stepped down.</p> <p>All chairs asked to say something about what the issues are at the moment both good and not so good - Finance and recruitment for governors and SEND funding.</p> <p>Alistair – gave a profile of teaching career. Different attitude, better relationship now.</p>
9	<p><b>Safeguarding</b></p> <p>Gov met with JG and CL – update on audit from autumn term.</p> <p>Clerk has copy. Everything ongoing. Lots more training done for staff.</p>

10	<p>1. Items to be disseminated to the Trust</p> <p>none</p> <p>2. Items disseminated from the Trust</p> <p>Clerk – received email to cancel a meeting on the 14<sup>th</sup> May</p>
11	<p><b>LGB Governance Items:-</b></p> <ul style="list-style-type: none"> <li>i. Governor Deep Dive (review) Date agreed for 10<sup>th</sup> June (will look at behaviour). Need to fill in feedback form from last DDD.</li> <li>ii. Governor Skills Audit Needs to be done in September.</li> <li>iii. Governor Visits</li> <li>iv. Governor Training Risk management course coming up.</li> <li>v. Governor Vacancies 3 vacancies.</li> </ul> <p>Gov – is it parent governors needed? GP – we have plenty but need to make sure we have skills covered</p>
12	<p><b>Policies to be Adopted:-</b></p> <ul style="list-style-type: none"> <li>1. Synergy Expenses Claim Form *</li> <li>2. Synergy Online Safety Policy *</li> <li>3. Public-Sector Equality Scheme 2024 *</li> <li>4. Governors' Allowances and Expenses 2023 *</li> <li>5. Health and Safety *</li> <li>6. Exclusions *</li> </ul> <p>Noted as received Clerk to check if health and safety has been received.</p>
13	<p><b>Well-being</b></p> <p>Gov asked – how are SATs going and staff wellbeing JG – SATs going well. SENDCo is a lot - FA synergy role has lessened and at Astley more. Gov – can we keep you here. FA - hopefully. RL clear that FA needed here.</p> <p>GOV – are we aware of what we need moving forward. JG – people, time. In leadership when people feel stressed it has a knock-on impact on SLT. SLT care about wellbeing – but hard not having any wellbeing care from above.</p>
14	<p><b>Chair's business / correspondence</b></p> <p>None</p>
15	<p><b>Any other business</b></p> <p>FA – Maths ACE day on Monday if anyone would like to pop in. Focus on measurement, time and money. Also focus on being active. Activity in classes in the morning.</p> <p>GP – went to a conference. Involved Christian teachers, home educators and schools. HP – could September meeting be before the 18<sup>th</sup> JG – proposed Thursday 11<sup>th</sup> September 2025</p>
	<p>Date of next meeting:- <b>Tuesday 8<sup>th</sup> July 2025</b> at 16:30 (on school premises) * Documents on Governorhub</p>

### Summary of Agreed Actions

Agenda item no.	Agenda Action	Action owner	Target date
12	Check if Health and Safety policy has been received	Clerk	
5	Document 'questions OFSTED may ask' to be sent to governors	Clerk	