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Batley Multi Academy Trust



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Minutes of Field Lane Junior Infant and Nursery School

Local Governing Board Meeting held on Wednesday 2 July 2025

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 2 July 2025, 5:30pm		
Location:	Field Lane Junior Infant & Nursery School		
Present:	Cat Macdonald (Chair of Governors) Rahimah Hussain (Governor) Majeed Mayet (Governor) Sanah Islam (Governor) Zakariya Basser (Governor) Abdul Passwala (Vice Chair of Governors)		
Apologies:	Tariq Sidat (Governor) Aneesa Kola (Governor) Kulsum Vahed (Governor) Jeanette Dent (Governor)		
Others in attendance:	Hilary Towers-Islam (Headteacher) Asif Lorgat (Deputy Headteacher) Mandy Williamson (School Business Manager) Sam Vickers (Chief Executive Officer) Alistair Milligan (Governance Professional)		
Quorum:	Any three of the Governors of the LGB, or, where greater, one third of the total Governors of the LGB	Quorum met:	Yes



Part A		
Item	Minutes	Action
1.	Welcome	
	The Chair opened the meeting at 5:43pm and thanked everyone for attending the final meeting of the academic year. This would also be the last LGB meeting for the Headteacher and School Business Manager (SBM).	
2.	Apologies for absence, consent, declaration of interest and AOB	
	Apologies had been received from Tariq Sidat, Jeanette Dent, Kulsum Vahed and Aneesa Kola in advance of the meeting, with consent. There were no declarations of interest and the meeting was quorate. There were no items declared under AOB.	
3.	Representation	
	An update was provided on current governor vacancies and terms of office. It was confirmed that Aneesa Kola was stepping down from her role at the end of the academic year. The Chair expressed gratitude to Aneesa for her contributions and wished her well for the future. Following the end of the academic year, there would be two vacancies; one co-opted and one staff.	
4.	Minutes of the last meeting	
	The minutes of the last meeting held on 19 May 2025 were agreed as a true and accurate record.	
5.	Matters arising from the minutes	
	One action was outstanding from the last meeting. The outstanding action was carried forward to the next LGB meeting.	
6.	Headteacher's Report	
	The Headteacher delivered a presentation to governors. Governors were invited to put forward any questions or comments during the presentation:	



- Governors were thanked for their support, dedication and positive impact to the school and Headteacher throughout the current academic year and over the Headteacher's tenure.
- Governors were updated on recent projects undertaken by the school. The Headteacher added that such projects epitomised the collective understanding of school staff and learners on their social responsibility to give back to the community. Projects included:
 - Parent research group by an external party. This involved 15 sessions which supported a variety of parents and improved confidence and involvement at the school. Funding is being sought to ensure this project continues.
 - RHS environmental diversity.
 - Flower Art - funding was obtained to support the development of environmental diversity.
 - Project Chatbooth - five learners delivered speeches at Leeds Beckett University.
 - Asda Sustainability Project.
 - Creative Unity Project.
- Nursery attendance data was separated from reception to year 6. Overall, reception to year 6 attendance remained strong, with religious observance impacts and national average comparisons presented. Strategies to continue improving attendance across the school were discussed.
 - With religious observance removed, the school's year-to-date attendance was 0.8% above the national average.
 - With religious observance removed, the school's year-to-date persistent absence was 5.6% under the national average.
 - Collaborative work with another school within the Trust family was underway to continue improving nursery attendance.
- Reception GLD was recognised as being lower compared to previous years. Reasons for this were explained, such as: some learners were in-year admissions, a higher number of summer born learners, and the correlation between attendance and GLD measures was made.
 - Governors were satisfied that the school had faced more challenging circumstances this academic year.
- Phonics performance was very strong with an average score of 37.9/40, with all learners achieving a score greater than 23.
- Key Stage 1 teacher assessment expected outcomes were reported as follows:
 - Reading - 77% (23% above the national average).
 - Writing - 70% (10% above the national average).
 - Maths - 77% (20% above the national average).



	○ Combined - 63% (10% above the national average). ● Key Stage 2 teacher assessment expected outcomes were reported. The Headteacher added that external moderators randomly chose learners to carry out a study with and agreed with 100% of the school's judgements: ○ Reading - 87% (40% above the national average). ○ Writing - 80% (7% above the national average). ○ Maths - 90% (23% above the national average). ○ Combined - 80% (7% above the national average). ● SATs results day was noted as Tuesday 8 July 2025. The Headteacher concluded the presentation with an update on future activities and a thank you to the whole board for their support during the Headteacher's career. The STAR values (Strength, Togetherness, Aspirations and Responsibility) were highlighted. Q: Were any reception learners non-verbal or do not speak English? A: Some learners were non-verbal and some did not speak English. They have developed motor speaking and/or English speaking skills over the academic year. Action: share the Headteachers powerpoint with governors.	Gov Pro
7.	Safeguarding	
	The Safeguarding report had been shared with governors in advance of the meeting. The Deputy Headteacher explained the 'Identify, Action, Impact' process. This highlighted the areas for improvement, allowed the school to decide the action to resolve the issue, and the impact once the resolution was found. As such, Field Lane's safeguarding practices were considered 'effective' by external bodies. The full report would be shared with governors once the feedback was received. Governors were invited to put forward any questions or comments. Q: Who will take over the Trust Strategic Safeguarding Lead role? A: Nothing has been confirmed yet. It is likely I will still be involved with safeguarding via the Trust's Safeguarding Network. We have a plan in place for the school in terms of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead.	



	A school visit had been completed by the safeguarding governor link (see item 12). Action: update governors with feedback from the external safeguarding report.	HT/DSL
8.	SEND	
	The SEND report was shared with governors in advance of the meeting. The Headteacher reported a focus on new learners coming into the school and provision-mapping for all SEND learners as they progress through the school. This was to be achieved by collating as much information as possible and involved home visits. In some instances, a second home visit had been arranged to ensure the school was fully prepared. Provisions were discussed and the school was prepared to continue their strong SEND offer to meet learners' needs. Considerations had been made with parental involvement, funding and early years providers to ensure SEND needs are met for those moving into the school at the start of academic year 2025/26. The Headteacher added that the school recently received a PINS (Partnerships for Inclusion of Neurodiversity in Schools) award which reflected the school's strong SEND offer. Governors were invited to put forward any questions or comments. No questions were asked and no comments were made.	
9.	Finance and Operations Update	
	The finance and site reports had been shared with the governors in advance of the meeting. The SBM highlighted key points before inviting governors to put forward any questions or comments: - Asbestos conditions survey was completed last autumn and no issues or concerns were raised. - HSE Control of Asbestos inspection was due on Wednesday 16 July 2025. - A review by the school and Trust on the next steps from the Conditional Survey is underway. - The Risk Protection Agency Health and Safety audit planned for 30 June 2025 will now take place next academic year. These audits will be taking place across all of the Trust family of schools.	



	The Chair thanked the SBM for the update and governors did not put any questions or comments forward.	
10.	Trust Update	
	The Trust on a Page document was shared with governors in advance of the meeting. The Headteacher discussed the continued collaborative work that had occurred across the Trust family of schools and highlighted key points: • 'How to' guides on different aspects of school e.g. behaviour for learning, safeguarding, and attendance. • Batley Breakfasts. • Trust visit to another out-of-area school. • New SIP and SEF template to be used from September. The Chair thanked the Headteacher for the update and governors did not put any questions or comments forward. <i>Sam Vickers (CEO) joined the meeting at 6:58pm.</i>	
11.	Governor Visits and Training	
	The safeguarding governor link provided feedback on their visit to the governors. A review of the SCR had also been completed. A change in the school's SCR ownership was discussed. The Headteacher advised governors that no decision had been made on where this responsibility would sit at a school level for the next academic year, but from a Trust perspective Sandeep Kaur of the People & Talent Team will continue to be the link. Action: Headteacher to designate SCR ownership.	HT
12.	Upcoming Events	
	Upcoming Events [Governors to note] • Batley Breakfast - Purlwell - Tuesday 15 July 2025 - 8:00am - 9:30am • New Chair and Vice Chair meeting (ALL) - Tuesday 15 July 2025 - 6:00pm - 7:30pm • Governance Conference - Saturday 18 October 2025 - 9:00am - 12:00pm - Venue TBC*	



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	<i>* Please note that the Governance Conference date has now changed to Saturday 18 October 2025, 9:00am - 12:00pm.</i>	
13.	AOB	
	The CEO acknowledged the Headteacher's dedication to providing a first-class education service to the Batley community - a commitment and contribution which started 37 years ago. The Headteacher's positive impact on staff, learners and the community was described as transformational and inspirational. The CEO summarised her work experiences with the Headteacher, and they highlighted some of their best memories together. The CEO expressed gratitude to the Headteacher on behalf of everyone connected with the Trust, who wished the Headteacher a happy retirement and the very best in her future endeavours.	
14.	Agenda, minutes and related papers	
	It was determined that part of item 6 would be excluded from the copy of the minutes that are available at the school. This information is withheld in accordance with the Freedom of Information Act. Nothing further was discussed and the meeting closed at 7:10pm.	
15.	Date of Next Meeting	
	Next LGB meeting: Monday 22 September 2025, 5:30pm	

Actions Arising from Minutes of 2 July 2025

Agenda Item	Date first raised	Matter arising from minutes	Action by	Notes	Action Complete
7.2. Safeguarding	19/05/2025	Share link with governors to new visit form	Gov Pro	Rolled out in due course	
6. Headteacher's Report	02/07/2025	Share the Headteachers powerpoint with governors.	Gov Pro		



7. Safeguarding	02/07/2025	Update governors with feedback from the external safeguarding report	HT/DSL		
11. Governor Visits and Training	02/07/2025	Headteacher to designate SCR ownership	HT		