

Minutes of Field Lane Junior, Infant and Nursery School Local Governing Board Meeting
Held on Wednesday 16 November 2022, 6:00pm

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 16 November 2022, 6:00 pm		
Location:	Field Lane Junior, Infant and Nursery School		
Present:	Cat Macdonald (Chair of Governors) Abdul Passwala (Vice Chair of Governors) Ruth Hirst Denise Clark Rahimah Hussain (Remote) Sanah Islam Majeed Mayet		
Apologies:	None		
Others in attendance:	Hilary Towers-Islam (Headteacher) Asif Lorgat (Deputy Headteacher) Mandy Williamson (School Business Manager) Elaine 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

Item	Minutes
1.	Chair's Welcome
	The Chair opened the meeting and thanked all for attending.
2.	Apologies for absence, consent and declaration of interest
	There were no apologies for absence or declarations of interest. The meeting was quorate.

3.	Representation
	<p>The Chair outlined the position with regard to current vacancies on the Board.</p> <ul style="list-style-type: none"> • The position of Parent Governor had been advertised. One application had been received. A pen portrait will be circulated to Governors and an invitation to the applicant to attend the next LGB meeting as an observer. Following Governor approval, the parent will be formally invited to join the Board. • After discussion, it was agreed that a current Co-opted Governor would convert their representation to a Parent Governor. This individual put forward their application at the time of the recruitment of the Parent Governor listed above. Governors APPROVED this. • A pen portrait was shared with Governors for a prospective Co-opted Governor. Governors APPROVED this and opened an invitation for them to attend the next LGB meeting as an observer. • Two members of support staff had expressed an interest in the Staff Governor vacancy. A ballot will be arranged to elect a second Staff Governor.
	<p><i>Action and deadlines</i></p> <ul style="list-style-type: none"> • Prospective Parent Governor pen portrait to be circulated to Governors before LGB on 15 March 2023, 5:00pm. <i>Person responsible: Governance Professional</i> • Invitation to be sent to both prospective observers to attend LGB on 15 March 2023, 5.00pm. <i>Person responsible: Director of Compliance & Governance (Trust)</i> • A ballot to be arranged in school for election of Staff Governor. <i>Person responsible: School Business Manager.</i> <p><i>Deadline: Before the next LGB. SBM to confirm the successful candidate to the Director of Compliance & Governance who will extend an invitation to the successful candidate to attend the next LGB.</i></p>
4.	Minutes of the last meeting
	<p>The minutes of the last meeting held on 28 September 2022 were agreed as a true and accurate record, and were signed off by the Chair.</p>
5.	Matters arising from the minutes
	<p>All matters arising had been resolved or included on the meeting's agenda for further discussion.</p>
6.	Headteacher's Update and Governor Questions
	<p>The Headteacher's Report had been circulated prior to the meeting and the HT highlighted key developments and potential risks. Governors were invited to share any feedback/comments or ask any questions.</p> <p>In addition, the HT shared an update from the recent Trust Headteachers' Meeting.</p>



	<p>A specialist team is to be set up within the Trust to share expertise and good practice. A meeting has been arranged to begin the process. The HT explained that Field Lane School had already agreed to share expertise in areas such as SEND, Early Years, Maths, HR and Health & Safety. In addition, staff had offered expertise in several other areas.</p> <p>Headteachers had been consulted on future Trust holidays, with any comments to be submitted by December 2022 with a view to submitting these to the LA before the March 2023 deadline.</p>
	<p><i>Discussion and Challenge</i></p> <p>Governors noted the continuous efforts by all staff to ensure the school continues to operate as a great school. The HT noted that all Governors were welcome to complete learning walks in school to observe the continuous good practice delivered by staff. Governor monitoring visits had recently been conducted by two Governors. (See agenda item 11.)</p> <p>Q: What impact has the arrival of several new children after the start of autumn term had in relation to SEND provision and staffing?</p> <p>A: Welfare calls had been made to all families to ensure they were aware of support available. After these conversations, plans had been made for any support required. The school is now at capacity in all year groups, except Nursery.</p> <p>Governors noted that some parents/carers had expressed their gratitude for the support given by all staff at Field Lane School.</p> <p>Governors commended the staff for their willingness to share expertise within the Trust.</p> <p>It was noted that the recent two week October holiday trial had been met with a mixed reception from schools and parents/carers. HTs had discussed this at the recent Trust Heads network meeting. Governors were in agreement with the Trust's stance that the learners' needs should be at the heart of any future decision making with regards to term dates.</p>
7.	Summary of SEF and SIP
	<p>The HT had shared the documents with Governors online. A concise version of the SEF had been made available in the Governor folder on G Drive.</p> <p><i>Discussion and challenge</i></p> <p>Governors discussed the distinctive strengths of the school. The HT highlighted developing strengths and priorities for improvement and welcomed a request for further consideration of these areas at a future meeting.</p> <p>Q: Have we the evidence to back up these strengths and is it possible to attach hyperlinks to access the evidence?</p> <p>A: Yes, we have the evidence. The sources of evidence are listed in the right hand column on the SEF. It is possible to look at adding hyperlinks in the future.</p> <p><i>Actions and deadlines</i></p> <p><i>All Governors to read and be familiar with the concise SEF summary document.</i></p>

8.	Finance Update and Governor Questions
	<p>The SBM had shared a financial report prior to the meeting. Governors were invited to table their questions.</p> <p><i>Discussion and challenge</i></p> <p>The Chair asked for clarification on the number of staff absences due to Covid in autumn term. The SBM explained the number of Covid related absences in relation to the total absences. The HT confirmed that staff absence was a concern but that the Trust had offered support, including an additional teacher until the end of term to reduce any impact on learning.</p> <p>Q: How will the new reception area be funded?</p> <p>A: The reception area upgrade, including the new signing in system and additional storage is to be funded by the Trust through DFC. It is hoped that the work will be completed over Easter 2023.</p>
9.	Safeguarding Update
	<p>The HT reported that there was no further update since the last Safeguarding review presented at the September meeting.</p> <p><i>Discussion and Challenge</i></p> <p>Q: Is it likely that any more children will require a CIN or TAF in the near future?</p> <p>A: There may be a need for some pre-TAF meetings, with the possibility of families being signposted to support which would not necessarily lead to a TAF.</p> <p>Governors noted their concern for the welfare of the HT in supporting more families on TAFs at present. The HT added that the SEND coordinator was supporting her with the additional workload involved.</p>
10.	Compliance and Governance
	<p>Policies for Approval</p> <ul style="list-style-type: none"> Supporting Pupils with Medical Conditions Governors approved the policy Attendance Policy Governors approved the policy Behaviour Policy Governors approved the policy SEND Policy Governors approved the policy Accessibility Policy Governors approved the policy



	<ul style="list-style-type: none"> Relationships and Health Education Policy <p>Governors approved the policy</p> <p>The Chair confirmed that in addition to a Health & Safety walk due to be undertaken in school, the Trust would complete an independent Health and Safety audit.</p> <p>PAN for 2024-25 PAN approved by Governors for 2024-25.</p> <p>The initial number of nursery places available for the 2024/25 school year will be 30*. The initial number of reception places available for the 2024/25 school year will be 30. The initial number of Year 1 places available for the 2024/25 school year will be 30. The initial number of Year 2 places available for the 2024/25 school year will be 30. The initial number of Year 3 places available for the 2024/25 school year will be 30. The initial number of Year 4 places available for the 2024/25 school year will be 30. The initial number of Year 5 places available for the 2024/25 school year will be 30. The initial number of Year 6 places available for the 2024/25 school year will be 30. (*15 admitted to a morning session, 15 admitted to an afternoon session - 30 hour placements also available and included in these numbers.)</p>
11.	Governor Visits
	<p>Reports on Governor visits to school had been shared with all Governors prior to the meeting. Governors reflected on recent visits to school to observe Smart time activities in KS2, a parent phonics meeting in KS1, and ongoing provision in Foundation Stage. Governors noted that the visits had been very positive and confirmed that the school was providing the best education possible for all its children and that this mirrored the HT reports made to Governors.</p> <p>Following the staff survey, pupil interviews had also been conducted to gain an insight into the child's perspective of school life. It was noted that this had been a useful exercise as a reminder of the importance of listening to the voice of every child. The feedback from children will be shared with all staff.</p> <p>The HT thanked the Governors for taking time to complete the visits and reports.</p>
12.	Feedback on Staff Wellbeing Survey
	<p>Governors conducted a staff wellbeing survey during summer term 2022. The results had been shared with Governors prior to the meeting. Governors reported that feedback received was very positive overall. The evidence collated clearly demonstrated the impact of staff on children's learning. Collaboration was a recurring theme noted by staff through teamwork and community in which all staff felt supported by both SLT and their colleagues. Governors had identified focus areas for follow up and future discussion from the survey. It was agreed to share the results with all staff.</p>
13.	Governor Training (HT2)

	<p>Governors were reminded of the following training courses:</p> <ul style="list-style-type: none"> • Unconscious Bias Training - Tuesday 22 November 5-6pm at Field Lane School. • Ofsted Readiness Training - Tuesday 6 December 6-8pm Lecture Theatre, Batley Girls' High School.
	<p><i>Discussion and challenge</i></p> <p>Governors who attended the recent Safeguarding and Data Protection course shared feedback and offered suggestions for future Governor training.</p> <p>Q: Will the Ofsted Readiness training be available to view online? A: This is unlikely, as the training is being provided by an external training company.</p>
	<p><i>Actions and deadlines</i></p> <p><i>Governance Professional to liaise with Trust Director of Compliance & Governance about future Governor training requests and report back at the next LGB.</i></p>
14.	Any Other Business
	<ul style="list-style-type: none"> • A Governor shared a handy credit card sized mental health card which can be kept in a wallet or purse, produced by KMC and containing a range of local support networks and contact details. Governors agreed it was a useful aid to share with families and staff. • Governors agreed to complete a learning walk in February prior to the next LGB meeting due to be held in March 2023.
	<p><i>Actions and deadlines</i></p> <p><i>A PDF version of the mental health card to be emailed to SBM in order to share with Governors, teachers, families within the Trust and BBEST.</i></p> <p><i>SBM to arrange a date in February 2023 for the learning walk and to advise all Governors of the date.</i></p>
15.	Agenda, minutes and related papers
	<p>It was determined that no part of the minutes be excluded from the copy that is available at the school.</p> <p>The meeting was closed at 7:45 pm.</p>
16.	Next meeting: Wednesday 15 March 2023, 5:00pm