

Batley Multi Academy Trust
Minutes of Field Lane Junior, Infant and Nursery School Local Governing Board Meeting
Held on Wednesday 14 June 2023 - 5:30 pm

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 14 June 2023 – 5:30pm		
Location:	Field Lane Junior, Infant and Nursery School		
Present:	Cat Macdonald (Chair of Governors) Ruth Hirst Denise Clark Rahimah Hussain Sanah Islam Majeed Mayet Abdul Passwala Amna Qureshi		
Apologies:	Aneesa Kola (Prospective Governor)		
Others in attendance:	Tariq Sidat (Prospective Governor) Hilary Towers-Islam (Headteacher) Asif Lorgat (Deputy Headteacher) Mandy Williamson (School Business Manager) Sam Vickers (Trust CEO) 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. The CEO was welcomed to the meeting, in attendance, to provide a Trust update.



2.	Apologies for absence, consent and declaration of interest
	Apologies had been received from Aneesa Kola with consent. There were no declarations of interest and the meeting was quorate.
3.	Representation
	<p>The new Staff Governor was welcomed to the meeting.</p> <p>An update was provided on current Governor vacancies. Appointment of Co-opted (x1) and Parent Governors (x1) would be confirmed on completion of identification checks.</p>
4.	Minutes of the last meeting
	The minutes of the last meeting held on 15 March 2023 were agreed as a true and accurate record, and were signed off by the Chair.
5.	Matters arising from the minutes
	<p>All matters arising had been resolved or included on the meeting's agenda for further discussion other than the following:</p> <ul style="list-style-type: none"> Governors thanked the SEND leaders for the SEND on a page document that had been created and confirmed its value when they had been interviewed during the recent SEND review. Issues around Class Dojo, Tapestry and communication, would be raised at a Standards Committee meeting due to take place in July. Invitations would be sent to all Governors. <p>Action: Agenda item to be raised on Standards Committee agenda (Gov Pro)</p>
6.	Trust Update
	<p>The CEO thanked Governors for the invitation to the LGB meeting.</p> <p>The CEO explained their decision to attend LGB meetings regularly to ensure a dynamic approach to communication between all stakeholders, and for Trust updates to be shared effectively to provide a network for driving improvements, and further collaborations across the Trust family of schools. The longer term vision was shared and reassurance was offered in terms of every school continuing to have its own identity within the Trust.</p> <p>The Trust-on-a-Page document providing a summary of each term was shared and highlights of the good work taking place across the Trust was discussed:</p> <ul style="list-style-type: none"> Joint funding to create a SEND hub at BGS to support young people and recruitment of a Trust SENDCo to lead a team, including Speech and Language therapists and Educational Psychologists for all Trust schools to access.



	<ul style="list-style-type: none"> • CFO appointed to commence in September following the retirement of the present CFO. • Deputy Headteacher from Field Lane appointed as Strategic Safeguarding lead across the Trust family of schools. • Ongoing leadership development at all levels to upskill staff and improve wellbeing in order to develop succession planning and keep quality staff within the Trust family of schools. • Collective partnerships and collaboration, including SMART Academy to be extended to include KS3 and Primary to provide a curriculum offer for children with challenging behaviour and 'Stronger Together' networks for parents/carers. • Longer term vision to include a post 16 solution, offering a college experience for the young people of Batley in addition to BG6 at BGHS, and to offer an adult education facility for the community. This will be developed as a Batley College model. <p>The CEO shared upcoming events for Governors:</p> <ul style="list-style-type: none"> • LGB Chair and Vice Chair meeting with Trust board Chair and Vice Chair on Tuesday 4 July, 6:00pm - 8:00pm • Governor conference on Saturday 23 September 2023 - official invitation to follow. <p>The Chair thanked the CEO for an informative update and Governors acknowledged the ongoing support provided by the Trust.</p>
7.	Headteacher's Report and Governor Questions
	<p>The Headteacher's Report had been circulated prior to the meeting and key developments and potential risks were highlighted by the Headteacher. Governors were invited to share any feedback/comments or ask any questions.</p> <p>SATs The Headteacher updated Governors on the process followed. A Governor had visited during SATs and reported that the children had been well prepared and relaxed during the assessments.</p> <p>Assessments Preliminary teacher assessments looked positive with lower ability children having made particularly good progress.</p> <p>Attendance Governors noted that attendance had improved to just below national average and had been at 98% over the last few days. PA had reduced from 27% to 17.9% since last year through a concerted staff team effort using the 'team around the family' approach to help understand families' individual circumstances. It was noted that though extremely successful, this was a time consuming process.</p> <p>Curriculum Governors were due to receive the third edition of the termly curriculum newsletter. The Headteacher explained plans to develop a more creative curriculum across the school next year following research undertaken.</p>



	<p>Staffing</p> <ul style="list-style-type: none"> • Current SENDCo was due to leave in summer. • Advert for ECT to replace Deputy Headteacher, whose role would be changing significantly next year, to incorporate a strategic safeguarding role alongside supporting teachers in developing teaching and learning at Field Lane school.
	<p><i>Discussion and Challenge</i></p> <p>Questions were raised about the impact of the Deputy Headteacher taking on the new Trust safeguarding role. It was confirmed that the Trust would offer support for the time that was spent on the safeguarding role. Though the DHT would no longer be teaching in the classroom, the impact gain would be measured through support provided to teachers and the new SENDCo.</p>
8.	Finance Update
	<p>The SBM had shared the documents with Governors online prior to the meeting.</p> <p>Results of the Ofsted staff survey had been placed in the LGB folder. Results were excellent across the board. 100% of staff enjoyed working at the school and were proud to work there.</p> <p>Budget forecast for 2022-23 showed a deficit due to agency spend, maternity leave and unexpected premises costs.</p> <p>A volunteer from the LGB was requested to be responsible for School Food Standards in light of recent changes in DfE guidance. A School Nutrition Action Group (SNAG) would be created and a Governor representative on the SNAG group looking at school food being provided had been requested. Action: <i>Interested Governors to contact the Headteacher.</i></p>
9.	Staffing 2023-24
	Covered in the Headteacher's Report.
10.	Safeguarding Report
	The Safeguarding report had been shared with Governors prior to the meeting. The HT briefly talked through the report noting the areas of strength and those areas to improve which were being worked on.
11.	SEND Report
	<p>Governors were updated on the recent SEND review and it was reported that the reviewer commented on the excellent quality of provision and teaching seen. A clear indication of next steps was shared with the HT. The document would be shared with all Governors once published. Action: <i>Headteacher to share this.</i></p> <p>The model for SEND would change from September to a team approach which would provide greater flexibility and less reliance on 1:1 support which in turn would help support the budget.</p> <p>Nurture Group will be renamed following consultation with the staff and children who use the</p>

	facility.
12.	Compliance and Governance
	<p>SEND Policy - an interim review had taken place with an amendment to some wording. A full review of the policy will take place in September 2023.</p> <p>Action: Headteacher and SLT to review based on the suggestions from the external SEND audit.</p>
13.	Governor Visits/Training and Feedback
	The Governor Visits guidance had been shared in the Governor folder and Governors were reminded to complete the report after every school visit and share at the next meeting.
14.	Any Other Business
	<ul style="list-style-type: none"> • Healey's Batley Breakfast – Tuesday 11 July 2023, 8:00am - 9:30am Healey J, I & N School. • SIP has been updated in the Governor folder. Governors were asked to read the latest evaluation. A date would be confirmed for a SIP meeting before the end of summer term. <p>Action: Governors to read the updated SIP and share any questions with the Headteacher.</p>
14.	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 7:15 pm.</p>
15.	Next meeting: To be advised