

Minutes of Field Lane Junior, Infant and Nursery School Local Governing Board Meeting
Held on Wednesday 15 March 2023 - 5:00 pm

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 15 March 2023 – 5:00pm		
Location:	Field Lane Junior, Infant and Nursery School		
Present:	Cat Macdonald (Chair of Governors) Ruth Hirst Denise Clark Rahimah Hussain Sanah Islam Majeed Mayet		
Apologies:	Abdul Passwala (Vice Chair of Governors) Sam Vickers (Trust CEO) Elaine Milligan (Governance Professional)		
Others in attendance:	Aneesa Kola (Prospective Co Opted Governor) Amna Qureshi (Prospective Staff Governor) Tariq Sidat (Prospective Parent Governor) Hilary Towers-Islam (Headteacher) Asif Lorgat (Deputy Headteacher) Mandy Williamson (School Business Manager)		
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
	<p>There were no declarations of interest. The meeting was quorate.</p> <p>It was noted that Sam Vickers, CEO of the Trust, was unable to attend the meeting today as she is attending the LGB of another school within the Trust.</p> <p>Action: Sam Vickers to be invited to a future meeting to provide an update to Governors on the vision of the Trust.</p>
3.	Representation
	<p>The Chair welcomed the three prospective Governors to the meeting. It was noted that their pen portraits had previously been circulated to all Governors.</p> <p>It was agreed to take a vote at the end of the meeting to confirm if the prospective Governors would be formally asked to join the LGB.</p>
4.	Trust Update (Trust CEO)
	Deferred to the next meeting.
5.	Minutes of the last meeting
	The minutes of the last meeting held on 17 November 2022 were agreed as a true and accurate record, and were signed off by the Chair.
6.	Matters arising from the minutes
	All matters arising had been resolved or included on the meeting's agenda for further discussion.
7.	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>SEND. It was noted that the number of children with EHCPs had recently increased, leading to significant time implications for completion of paperwork alongside parental assistance.</p> <p>An excellent beliefs session had taken place in school earlier that day with representatives from the various faiths attending; Buddhist, Sikh and Humanist. In addition, St Michael's School, Wakefield will visit in the near future to talk about their Christian beliefs following Field Lane's visit to St Michael's school last year.</p> <p>Attendance. Attendance has improved in line with national figures. Dips highlighted last term in the report were due to two instances of viruses. Governors discussed the October half term break</p>



and shared comments to be shared at school and Trust level. Parents who had received letters last term due to their child's poor attendance have been invited into school to discuss this. Those meetings had now taken place and had proved to be very useful and informative.

Parental Engagement survey – 118 responses

It was confirmed that a Governor had attended some Early Years interviews with parents and the survey results echoed the discussions that had taken place.

There are some issues to be addressed around Class Dojo, Tapestry and communication. It was agreed this would be raised at the next Standards Committee.

Action: Agenda item to be raised on next Standards Committee agenda (Gov Pro)

Discussion and Challenge

Q: Do we need to consider a further possible increase in SEND pupils with regards to next year's reception cohort?

A: Yes, however, as it stands, there are no students with recognised SEND, although this does not mean that additional needs will not be identified once the children start school. A number of children with additional needs from Nursery will be moving up to Reception.

Q: How many of the admissions are from outside catchment?

A: We have more children from within the catchment area this round.

Q: Does the twinning still take place?

A: We undertake some collaboration with Robbertown and St Michael's schools.

Q: How soon do we go back to parents whose children hit an attendance trigger?

A: This is reviewed every term. Each child is monitored and should there be a cause for concern appropriate action will be taken such as a letter, telephone call or further monitoring.

Q: Is the majority of absence due to illness?

A: Yes, and trends are identified.

Q: What qualifications does a SENDCo require?

A: The professional qualification for SENDCos is the National Award for Special Educational Needs Coordinator (NASENCO). It is a postgraduate course awarded by an accredited provider.

A newly appointed SENDCo who has not held the role (either in your school or any other mainstream school) for more than 12 months must achieve the National Award in SEN Coordination within 3 years of being appointed.

This is outlined in paragraph 6.85 of the SEND Code of Practice. A SENDCo who was in post before 2008 is not required to hold the National Award, as this was when the legislation came into effect. This has to be a teacher appointment.

Q: Will the School still continue to have capacity to support the increasing numbers of children with SEND?

A: Yes

	<p>Q: Will the work with the University of Bradford focus on gross and fine motor skills in developing an assessment for mobility? A: It will.</p> <p>Q: How has the increased support in EYFS been facilitated? A: A colleague is supporting EYFS in the afternoon from an agency at the moment as a suitable candidate was not selected following interview. In addition, there has been additional support through increased TA hours.</p>
8.	Finance Update
	<p>The SBM had shared the documents with Governors online prior to the meeting.</p> <p>A recent Health and Safety walk round was completed in school by HT, SBM and the Governor with responsibility for H&S. The areas identified have been fed into the 5-year premises plan and areas of greater/critical need have been passed through to this year's SCA process (Schools Condition Application) to request Trust support on funding these areas. The outcome of these applications has not yet been confirmed.</p> <p><i>Discussion and challenge</i></p> <p>Q: What are the implications for school showing as RED on the SIP for teaching and learning? A: The RAG rating is red due to the staffing budget. It was explained that this was due to a highly experienced and skilled staff on pay scales reflective of this. In addition the majority of pupils have EAL and additional TA support is required with teaching and learning in every class. Where possible over time the school has tried to recruit replacement staff within the budget set rather than like for like.</p>
9.	Safeguarding Update
	<p>The HT and Governor with responsibility for Safeguarding met to discuss safeguarding within school. The report presented to Governors is in the new Trust wide format.</p> <p>It was noted that the new format works well and gives Safeguarding a generic focus across all schools. Work is presently being undertaken on the definition of bullying. There are a small number of cases of bullying, which are being addressed with pupils and parents. Often this relates to friends falling out rather than to bullying.</p> <p>The DHT explained that face to face and online training as a staff group had taken place. An audit was completed to check staff's knowledge on Safeguarding and understanding of the KCSIE document. A survey was sent to all staff to complete with the document available to refer to. A further survey will be undertaken to check staff knowledge from memory.</p>
10.	Ofsted Meeting – summary of discussions
	<p>The above meeting had taken place and it was noted that this had been useful preparation for an Ofsted inspection. The concise SEF was circulated to Governors at the meeting and the Governor</p>

	<p>Guide has been made available on G drive. These should be in front of attendees at the next meeting.</p> <p>The HT identified that all Governors need to know about strengths and areas of improvements.</p> <p>SEND on a page is being drafted and will be shared with all Governors. Action: Document to be shared on G Drive</p> <p>Leads were identified to support with key areas:</p> <p>SEND – Denise Clark/Amna Quresh/Abdul Passwala Safeguarding – Sanah Islam/Aneesa Kola Parental Engagement – Amna Qureshi/Tariq Sidat/Rahimah Hussain Early Years – Denise Clark/Rahimah Hussain</p>
	<p><i>Discussion and Challenge</i></p> <p>Q: How far will Ofsted refer back? A: Data wise to 2019, as that is the last published data. We have a lot of good data since then and need to look at greater depth and explain our plan moving forward.</p>
11.	Compliance and Governance
	<p>Policies for Approval</p> <ul style="list-style-type: none"> ● Equality Information and Objectives (2022/2023) Governors approved the policy ● Anti-Bullying Governors approved the policy ● SEN Information Report Governors approved the policy ● Biting Policy (Appendix to Behaviour Policy) Governors approved the policy <p>Policies approved by the Trust circulated to LGB for information:</p> <ul style="list-style-type: none"> ● Freedom of Information ● Admissions
12.	Governor Visits/Training
	<p>Training completed - Unconscious Bias Training - Tuesday 22 November 5-6pm at Field Lane School. It was recognised that the training delivered by Field Lane Chair of Governors was outstanding and suggested that the training should be offered to all our family of schools as a baseline for all staff and Governors to attend.</p>

	<p>Action: To recommend Unconscious bias training to the Trust.(Gov Pro)</p> <p>Governor visits</p> <p>Numerous Governor visits had taken place recently including visits to Early Years, a review of school in action to look at School in Sanctuary award, a planning meeting in Lower Key Stage 2, review of the new website and key vocabulary and a visit to Nurture Group (looking at life skills and had a trip out to the shop).</p> <p>The following areas were identified by Governors on walks around school:</p> <ul style="list-style-type: none"> ● Key Stage 1 - continuous provision ● Year 4 - recapping science experiment ● Year 5 - creative writing and talking to children. It was obvious they had prepared and discussed. It was really comprehensive and seeing in practice was good. ● Year 6 - work on common noun and intervention groups ● Watched PE lesson ● Saw use of the playground and donations from Sports Premium and Batley Bulldogs. ● Looked at sensory funding ● EYFS library visit ● Engagement with children about lunches ● Meeting with Headteacher regarding baseline assessment. <p>Governors spoke to the SENDCos to review IEPs – school is flexible to release a SENDCo from their original role to focus on this review.</p>
13.	Any Other Business
	<p>Field Lane's Batley Breakfast – Tuesday 18 April 2023</p> <p>Governor appointments</p> <p>It was agreed by all that the Prospective Governors would start the official enrolment process to become a Governor.</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 7:45pm.</p>
15.	Next meeting: Wednesday 14 June 2023 at 6:00pm