

**Minutes of Field Lane Junior Infant and Nursery School Local Governing Board Meeting held on  
Wednesday 28 September 2022, 5:30pm**

Field Lane Junior Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 28 September 2022, 5:30 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 (Joined at 6:15pm) Anisa Ashraf		
Apologies:	Mohammed Seedat Majeed Mayet Asif Lorgat (Deputy Headteacher)		
Consent to absence:	Mohammed Seedat Majeed Mayet Asif Lorgat		
Others in attendance:	Hilary Towers-Islam (Headteacher) Mandy Williamson (School Business Manager) Elaine Milligan (Governance Professional)		
Quorum:	3	Quorum met:	Yes

## Part A

Item	Minutes
<b>1.</b>	<b>Welcome and Appointment of Chair and Vice Chair</b>
	<p>The Chair opened the meeting and welcomed all to the first LGB meeting of the 2022-23 academic year.</p> <p>The roles of Chair and Vice Chair were due for re-election.</p> <p><b>Decisions made</b></p> <p>It was unanimously agreed to re-elect Cat Macdonald as Chair of the Governing Board for a term of one year.</p> <p>It was unanimously agreed to re-elect Abdul Passwala as Vice Chair for a term of one year.</p>
<b>2.</b>	<b>Apologies for absence, consent and declaration of interest</b>
	<p>Apologies had been received from Mohammed Seedat, Majeed Mayet and Asif Lorgat, with consent.</p> <p>No declarations of interest were declared for this meeting.</p> <p><b>Action and Deadline</b></p> <p>Declaration of Interest forms were shared at the meeting and completed by Governors. SBM to contact a Governor not present for their completed form.</p>
<b>3.</b>	<b>Representation</b>
	<p>The Chair outlined the requirements for the composition of the Governing Board in line with the Trust's Terms of Reference.</p> <p>The Chair reported that two Governors whose terms of office were due to expire, (Anisa Ashraf and Mohammed Seedat), had both offered their resignations. The Chair added they would both be missed and thanked them on behalf of the Governing Board for their support and contribution to the Board.</p> <p>The Chair noted the following vacancies on the Governing Board:</p> <ul style="list-style-type: none"> <li>One vacancy for a Staff Governor.</li> <li>Three vacancies for Parent Governors.</li> </ul>



	<p><b>Action and deadlines</b></p> <p>SBM to make arrangements for Parent and Staff Governor posts to be advertised before the next LGB in November.</p> <p>GP to update the Governance tracker on expiry of terms of office on receipt of written confirmation from MS and AA.</p>
<b>4.</b>	<b>Review of Committees and Governor Links</b>
	<p>After discussion about the requirements of the Trust and school in terms of sub-committees, it was agreed to maintain the Curriculum Standards sub committee and establish a Link Governor for Finance and Premises.</p> <p><b>Decisions made</b></p> <p>The Curriculum Standards sub committee members were agreed as follows:</p> <ul style="list-style-type: none"> <li>• Ruth Hirst</li> <li>• Denise Clark (Vice Chair)</li> <li>• Rahimah Hussain</li> <li>• Sanah Islam</li> <li>• Abdul Passwala</li> </ul> <p>The following meeting dates agreed:</p> <ul style="list-style-type: none"> <li>• Wednesday 16 November 2022, 5.00 pm</li> <li>• Wednesday 15 March 2023, 5:00 pm</li> <li>• Wednesday 14 June 2023, 5:00 pm</li> </ul> <p>The following Link Governors were approved by Governors:</p> <ul style="list-style-type: none"> <li>• Finance and Premises - Cat Macdonald</li> <li>• Safeguarding - Sanah Islam</li> <li>• SEND &amp; Disadvantaged Pupils - Abdul Passwala</li> <li>• Quality of Education - Abdul Passwala</li> <li>• Personal Development - Majeed Mayet</li> <li>• Leadership &amp; Management - Cat Macdonald and Sanah Islam</li> <li>• Early Years - Denise Clark and Rahimah Hussain</li> </ul> <p><b>Action and Deadline</b></p> <p>Election of Curriculum Standards Chair to be discussed at next LGB as Governor proposed for Chair (RH) would not be eligible due to being a member of teaching staff.</p>
<b>5.</b>	<b>Minutes of the last meeting</b>




	The minutes of the last meeting held on 29 June 2022 were agreed as a true record, and signed off by the Chair.
<b>6.</b>	<b>Matters arising from the minutes</b>
	<p>All matters arising had been resolved with the exception of the following:</p> <ul style="list-style-type: none"> <li>● Meeting to review RSE curriculum - arranged for 13/10/2022, 5:00 pm.</li> <li>● Invitation to Healey Chair of Governors to discuss recent Ofsted inspection. Referred to Trust and awaiting response.</li> <li>● NSPCC online training - Request by SBM for Governors to forward certificates on completion of courses.</li> <li>● Feedback on staff wellbeing survey undertaken by Governors.</li> </ul> <p><b>Action and deadlines</b></p> <ul style="list-style-type: none"> <li>● SBM to email details of RSE blended meeting to relevant Governors</li> <li>● Governors to send certificates to SBM on completion of NSPCC online courses.</li> <li>● GP to add agenda item for feedback to be provided to Governors on staff wellbeing survey at November LGB.</li> </ul>
<b>7.</b>	<b>Headteacher's Update</b>
	<p>The Headteacher's Report was circulated prior to the meeting and the HT highlighted key developments and known strategic risks. Governors were invited to share any feedback/comments or ask any questions.</p> <p>Governors commented on how the updated format of the Trust HT's report provided the relevant information in a clear, concise manner.</p> <p>The HT noted the following key points:</p> <ul style="list-style-type: none"> <li>● School Website: It was reported that the new school website was due to go live on Monday 3 October 2022. Governors were updated on the key information to be included over time and shown how to navigate the website. The HT noted how supportive the company had been during the design process and advised that all classes would be introduced to the website during the next week.</li> <li>● Nursery: There had been greater take up of nursery places than expected and nursery would shortly be full, resulting in a positive impact in terms of funding. Consideration was being given to staffing ratios to ensure legal requirements would be met.</li> <li>● Attendance is now over 95%. School has been able to show how Eid specifically impacts on the annual data.</li> <li>● SEND: The SENDCos were in the process of completing all applications and My Support Plans to meet necessary deadlines. In addition, SENDCos would be providing support to</li> </ul>



	<p>parents through SEND parent groups. A BBEST initiative was due to offer Team Teach training for parents in school with translation for parents who required it.</p> <ul style="list-style-type: none"> <li>• People: The HT noted that staffing absence in the first three weeks of term had again had a major impact, leading to additional costs and delays in interventions and subject leadership time.</li> <li>• Parental Engagement: Governors were updated on the recent Maths workshop. Over 40 parents had attended and feedback from parents had been excellent.</li> </ul> <p><b>Q: How will the additional time needed by SENDCos to meet the deadlines be covered/financed and has this impacted on teaching time?</b> A: SENDCos do have time out of class but they would normally spend some time teaching interventions. Other staff have covered those interventions, which is not ideal, but was necessary in the short term to meet the deadlines.</p> <p><b>Q: Is the recent staff absence a blip or potential trend?</b> A: Sickness absence included COVID and D&amp;V, both of which had also affected pupil absence.</p> <p><b>Q: Will any classes get additional support, e.g. if they have high numbers of children with SEND, over and above targeted interventions?</b> A: Due to budget constraints it is difficult to cover and absorb any gaps. The Trust has offered some additional support for 1 day a week.</p> <p><b>Q: Is the Safeguarding Report a follow up to the external review by the Trust?</b> A: Yes.</p> <p>Congratulations were offered to Zainab Motara on behalf of the Governors on being accepted to the NPQLT (National Qualification for Leading Teaching).</p>
<b>8.</b>	<b>Data Analysis Update</b>
	<p>Impact 2022, a powerpoint presentation providing an overview of data analysis for 2021-22, had been shared with Governors prior to the meeting.</p> <p>The Headteacher highlighted key results from the data.</p> <ul style="list-style-type: none"> <li>• Y1 Phonics check results were excellent</li> <li>• Maths results had been good.</li> <li>• Progress measures had shown school was significantly above national average.</li> <li>• Lower attainers had made good progress, higher attainers had not made as good progress.</li> </ul> <p><b>Q: What areas would be the main focus for this year?</b> A: There will be a focus on high attainers to ensure there is no coasting, a whole school focus on handwriting and a focus on reading and writing, especially for boys. School intends to use</p>



	<p>research on attitudes to learning undertaken by UBHS, in which results have shown good impact. A focus on work with parents on the periphery will continue. A case study of the work carried out at school was presented by the CEO at the Trust CPD day as an example of outstanding practice.</p> <p>Governors congratulated the whole school team for the impressive results achieved. It was noted that the analysed data had now been fed into the SIP.</p>
<b>9.</b>	<b>SEF and SIP</b>
	<p>The HT provided an update. The SEF and SIP had been transferred to the Trust format. Both still required some refinements and work was ongoing and would be made available to Governors on G Drive shortly. Governors were reminded that the SIP was a working document that would continue to be updated throughout the year.</p>
<b>10.</b>	<b>Ofsted Governor Guide</b>
	<p>The Ofsted Governor Guide would be shared with Governors following completion. It would include relevant school data and provide evidence that Ofsted would expect Governors to be able to discuss during an inspection.</p>
<b>11.</b>	<b>Finance Update</b>
	<p>The SBM had shared a financial report and five year budget forecast prior to the meeting. Governors were invited to table their questions.</p> <p>It was explained how the Trust was supporting schools to find ways to make savings and efficiencies across all areas of the budget. In order to control costs, all spending in school had to be authorised by SLT. An overspend was anticipated due to the uncertainty of fuel prices, but on a positive note, an overpayment of VAT on fuel had been identified, which would recoup some funds.</p>
<b>12.</b>	<b>Compliance and Governance</b>
	<p>The following documents were shared with Governors at the meeting.</p> <ul style="list-style-type: none"> <li>● Code of Conduct</li> <li>● Terms of Reference</li> <li>● Scheme of Delegation</li> <li>● Skills Audit</li> <li>● 2022 Academy Trust Handbook  05e Academy Trust Handbook 2022.pdf</li> <li>● Governor Privacy Notice</li> </ul> <p>It was important that all Governors read and understood all documents carefully, particularly the Terms of Reference and Scheme of Delegation as these documents set out the roles and responsibilities of the Board. They also show how and when the Trust can support the school in certain areas, for e.g. appointment of staff.</p>



	<p><b>Action and Deadlines</b></p> <ul style="list-style-type: none"> <li>• Code of Conduct - signed confirmation slip to be returned to school by 12 October 2022.</li> <li>• Terms of Reference, Scheme of Delegation, Academy Trust Handbook (2022) and Governor Privacy Notice - Governors to read and become familiar with the documents. Any questions to be referred to the GP or DCG.</li> <li>• Skills Audit - completed Skills Audits to be returned to school by 12 October 2022.</li> </ul>
<b>13.</b>	<b>Safeguarding Update</b>
	<ul style="list-style-type: none"> <li>• <b>KCSIE 2022</b> - Part One to be read by Governors prior to attending safeguarding training at UBHS.</li> <li>• School Safeguarding Report had been shared with Governors.</li> </ul>
<b>14.</b>	<b>Governor Training (HT1)</b>
	<p>The GP updated Governors on the proposed Governor training programme to be provided by the Trust. Up to three training sessions will be offered each half term either online or in person.</p> <p>Training for HT1 are as follows:</p> <ul style="list-style-type: none"> <li>• Ofsted readiness training (details tba)</li> <li>• Safeguarding</li> <li>• Data Protection</li> <li>• </li> </ul> <p>The Governors were advised at the meeting that they were required to attend a 2 hour training session covering safeguarding and data protection, delivered at the Jo Cox Conference Centre at Upper Batley High School on one of the following dates.</p> <ul style="list-style-type: none"> <li>• Tuesday 27 September - 5:30pm - 7:30pm</li> <li>• Thursday 6 October - 5:30pm - 7:30pm</li> <li>• Thursday 13 October - 5:30pm - 7:30pm</li> </ul> <p>Given the extremely short notice, Governors were unable to attend the available dates due to prior commitments. The GP explained that the focus on specific Governor safeguarding training was in line with KCSIE 2022. In addition, there had been requests from Governors for the Trust to provide Governor training.</p> <p>Governors appreciated the intentions but asked for their concerns regarding short notice events and requested flexibility around attendance (remote virtual options to be made available for example) and more understanding around expectations of the number of courses Governors, in a voluntary role, might be expected to attend to be noted.</p>

	<p><b>Actions and deadlines</b></p> <p>The GP agreed to raise Governors' concerns with the Trust Director of Compliance and Governance and report back with a response.</p>
<b>15.</b>	<b>Policies</b>
	<p>The GP advised that the Trust has engaged Browne Jacobson to provide a review of Trust policies. Updated policies would be shared with schools in due course.</p> <ul style="list-style-type: none"> <li>Supporting Pupils with Medical Conditions Policy had been circulated to Governors for comments and amendments were noted.</li> <li>Attendance Policy had been circulated for comments to be emailed back to SBM by 5 October 2022.</li> </ul>
	<p><b>Actions and deadlines</b></p> <p>Policies sent to Governors for comments would be tabled for approval at next LGB.</p>
<b>16.</b>	<b>AOB</b>
	<ul style="list-style-type: none"> <li><b>Summary of Ofsted Handbook changes September 2022.</b> An update on changes to the Ofsted Handbook was shared with Governors for their information.</li> </ul> <p>The meeting was closed at 7:45 pm.</p>
<b>17.</b>	<b>Agenda, minutes and related papers</b>
	<p><i>It was determined that some part of items 7, 11 and 16 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.</i></p>
<b>16.</b>	<b>Next meeting: Wednesday 16 November 2022, 6:00 pm</b>