



**Batley Multi Academy Trust**  
**Minutes of Field Lane Junior Infant and Nursery School**  
**Local Governing Board Meeting**  
**Held on Monday 9 October 2023, 5:00pm**

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Monday 9 October 2023, 5:00pm		
Location:	Field Lane Junior Infant & Nursery School		
Present:	Cat Macdonald (Chair of Governors) Abdul Passwala (Governor) Ruth Hirst (Governor) Denise Clark (Governor) Rahimah Hussain (Governor) Sanah Islam (Governor) Majeed Mayet (Governor) Tariq Sidat (Governor) Aneesa Kola (Governor)		
Apologies:	Amna Qureshi (Governor)		
Others in attendance:	Hilary Towers-Islam (Headteacher) Asif Lorgat (Deputy Headteacher) Mandy Williamson (School Business Manager) Sam Vickers (CEO of Trust) 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	
<b>1.</b>	<b>Welcome</b>	
	<p>The Governance Professional opened the meeting at 5:10pm and welcomed everyone to the first meeting of the 2023/24 academic year. The Governance Professional thanked everyone for attending the rescheduled date.</p> <p>Tariq Sidat and Aneesa Kola were welcomed to their first meeting as Governors.</p>	
<b>2.</b>	<b>Apologies for absence, consent and declaration of interest</b>	
	Apologies had been received from Amna Qureshi, with consent. There were no declarations of interest and the meeting was quorate.	
<b>3.</b>	<b>Appointment/Re-election of Chair and Vice Chair</b>	
	<p>The Governance Professional confirmed that the Chair of Governors and Vice Chair of Governors had agreed to put themselves forward for re-election in their respective roles.</p> <p>It was agreed that Cat Macdonald would continue as Chair of the LGB for the 2023/24 academic year.</p> <p>It was agreed that Abdul Passwala would continue as Vice Chair of the LGB for the 2023/24 academic year.</p>	
<b>4.</b>	<b>Representation</b>	
	<p>An update was provided on current Governor vacancies. It was confirmed that current vacancies included one co-opted and one parent governor with no terms of office due to expire until December 2024.</p> <p>Governors agreed that further consideration of future governor requirements would be revisited following completion of skills audits to highlight additional skills required to improve the Board's overall effectiveness.</p>	



	<b>Action:</b> Governors to complete the skills audit and return to the Governance Professional as soon as possible.	Governors
<b>5.</b>	<b>Sub Committee Membership and Governor Links Confirmation</b>	
	<p>It was agreed that a Curriculum, Standards and Progress sub committee would be elected, with Finance, Site (H&amp;S) and Premises becoming a standing agenda item on the full LGB agenda, rather than a sub committee.</p> <p><b>CSP:</b>  Abdul Passwala (Chair)  Denise Clark (Vice Chair)  Ruth Hirst  Rahimah Hussain  Sanah Islam  Aneesa Kola</p> <p>Additional named link governors were proposed and agreed as follows:</p> <p>Safeguarding - Sanah Islam (&amp; Aneesa Kola supporting)  SEND - Cat Macdonald  Behaviour &amp; Attendance - Amna Qureshi (<i>to confirm agreement</i>)  Equality, Diversity, Inclusion and Wellbeing - Ruth Hirst  EYFS - Denise Clark and Rahimah Hussain  Pupil Premium/Disadvantaged - Tariq Sidat &amp; Cat Macdonald  Finance - Tariq Sidat &amp; Cat Macdonald  H&amp;S/Premises/Food &amp; Nutrition - Abdul Passwala  Online Safety &amp; Cyber Security - Sanah Islam (&amp; Asif Lorgat, in Deputy Head capacity)  Personal Development/PSHE - Majeed Mayet  Quality of Education - Aneesa Kola &amp; CSP sub committee</p>	
<b>6.</b>	<b>Minutes of the last meeting</b>	
	The minutes of the last meeting held on 14 June 2023 were agreed as a true and accurate record	
<b>7.</b>	<b>Matters arising from the minutes</b>	
	Nothing to report	



<b>8.</b>	<b>Governance</b> <i>(for information and/or completing)</i>	
	<p>Governance documents had been shared prior to the meeting. The Governance Professional referred to the updated 2023 Academy Trust Handbook, Scheme of Delegation and Terms of Reference, all important governance documents which all were required to read and understand.</p> <p>Governors would be familiar with the Scheme of Delegation (tabular format), this version is available on the school and Trust website, and Governors were also provided with a more detailed, prescriptive document that included the Terms of Reference (following previous feedback from Governors) - this had been through three rounds of consultation: Trustee, Chairs and Vice Chairs and at the Governance Conference.</p> <p>Paper copies of the code of conduct, skills audit and the conflict of interest policy and forms had been shared with Governors at the meeting for completion and return to school or to the Governance Professional as soon as possible. Much of the information collected at the beginning of the academic year is statutory and published online.</p> <p><b>Action:</b> Packs of Governance documents to be shared with those governors not present at the meeting for completion.</p>	Governance Professional
<b>9.</b>	<b>New Guidance (DfE)</b> <i>(for information)</i>	
	<p>The following documents had been shared with governors prior to the meeting for information:</p> <ul style="list-style-type: none"> <li>• <i>Early Years Framework</i></li> <li>• <i>Exclusions/Suspensions Guidance</i></li> <li>• <i>Keeping Children Safe in Education</i></li> <li>• <i>Ofsted Framework 2023</i></li> </ul>	
<b>10.</b>	<b>Ofsted Inspection</b>	
<b>11.</b>	<b>SEF and SIP</b>	



	<p>Both documents had been shared with governors prior to the meeting. The Headteacher explained key points, highlighting areas of strength and those for improvement for the coming academic year.</p> <p>Areas noted for development in the SIP included:</p> <ul style="list-style-type: none"> <li>• improvement of oracy skills</li> <li>• greater emphasis on financial literacy in maths</li> <li>• implementation of the 5 Creative Habits framework across the curriculum</li> <li>• SEND - to develop a robust process for writing and implementing IEPs</li> <li>• review of RSE policy with all stakeholders.</li> </ul> <p><b>Action:</b> A meeting to be set with Governors to review changes needed.</p> <ul style="list-style-type: none"> <li>• CPD for staff, to incorporate trust wide initiatives and coaching</li> <li>• governor focus on asking strategic questions</li> </ul>	<p>School Business Manager (SBM) to arrange</p>
<b>12.</b>	<b>Headteacher's Report and Governor Questions</b>	
	<p>Governors had received the Headteacher's report prior to the meeting and the key summary points were noted.</p> <p>Additional points to note this term included:</p> <ul style="list-style-type: none"> <li>• Increased application for school places following closure of Dale House School</li> <li>• Approval of EHCPs is slow - SEND support is provided by the school, often with no funding in place for several months.</li> <li>• Attendance this term is at 97% with PA down to 6%. Good handwashing is being encouraged to reduce autumn viruses.</li> <li>• Maths workshops have been attended by 40 parents/carers and feedback received was excellent. Reading and phonics workshops are due to take place next half term.</li> <li>• George Street vegetable plot has been planted and weekly tending will be carried out by young people in school. The aim is for residents to take ownership and to monitor the area going forward.</li> </ul>	

<p>• SWIM! - this has been a positive experience for young people attending the swimming lessons. In addition, Rebecca Adlington visited school to promote the programme.</p> <p>Q: Is the Headteacher taking their dedicated Headship time?</p> <p>A: The Headteacher confirmed recently some time has been taken and is working towards using time more effectively to ensure all paperwork is completed.</p> <p><b>Action:</b> Headteacher to report in future reports what time has been taken to allow for meaningful monitoring.</p> <p><b>Finance Report</b></p> <p>The SBM had shared a full report prior to the meeting and highlighted key points:</p> <ul style="list-style-type: none"> <li>• With immediate effect, KMC will no longer fund their contribution of 18% of utility costs for the Children’s Centre (annual cost of almost £15k). The Trust’s CFO had arranged a meeting with KMC to discuss this further.</li> <li>• Refurbishment works were completed over summer to the EY toilets, staff toilet and reception area. Electronic sign in system was installed. Work was ongoing in the KS1 classroom.</li> <li>• Budget - meeting with new CFO was due to finalise 2022/23 budget and discuss projected 2023/24 budget.</li> <li>• RAAC survey was completed by a quantity surveyor (on behalf of the Trust) and no issues were found at all on this site.</li> <li>• Health &amp; Safety audit had been completed by the Chair of the Finance, Resource and Audit sub committee (at Trust level) and Trust Operations Director.</li> </ul> <p>Q: What will happen to the Children's Centre in the future?</p> <p>A: The Children's Centres have been rebranded as ‘The Fields Community Space’ at Field Lane and Manorfield. A coordinator has been recruited to book use of the spaces for community use. The coordinator works across both Fields sites.</p> <p><b>Action:</b> Budget review to be added to next meeting agenda</p>	<p>Headteacher</p>                      <p>SBM &amp; Governance Professional</p>
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<b>13.</b>	<b>Safeguarding Update</b>	
	<p>Governors received the Safeguarding report and the key summary points were shared:</p> <ul style="list-style-type: none"> <li>• KCSIE - filtering and monitoring were noted as key additions. Monitoring of chrome books was being considered by Trust Safeguarding and IT teams to ensure robust monitoring systems are in place across the Trust</li> <li>• This year, the online safety training for Governors had been delivered alongside the Safeguarding training. Safeguarding Governors Network - meetings with Trustee Safeguarding Governor are to be arranged to share information and best practice</li> </ul>	
<b>14.</b>	<b>Trust Update</b>	
	<p>The CEO reported on recent developments and appointments within the Trust team.</p> <ul style="list-style-type: none"> <li>• The Trust-on-a-page document (included in the Governor folder) was shared with Governors and Governors were reminded this document would be available at every LGB meeting for their information.</li> <li>• Attendance - all schools within the Trust family were faced with similar issues and a collaborative approach was being used to improve attendance.</li> <li>• Following the external SEND reviews by national expert, Natalie Packer, the results would be used to create a SEND Hub based at Batley Grammar School, where specialist support would be provided based on identified need.</li> <li>• A Trust SENDCo had been appointed, effective 1 September 2023 and based at BGS. They had already made a positive impact across the Trust. Part of their role would be to review the SEND report shared at LGB level and a revised report would be shared with Governors at the relevant meeting (CSP).</li> <li>• A Trust Data Analyst had been appointed, effective 1 September 2023, based at the Trust's temporary office, Hub 26 (for now). Their role will be to review all systems linked to data reporting with a view to aligning these at school and Trust level.</li> </ul>	
<b>15.</b>	<b>Governor Training</b>	



	<ul style="list-style-type: none"> <li>• <b>Safeguarding and online safety</b> Thursday 12 October 5:30pm - 7:30pm UBHS, JCCC - for any governors who had not yet completed statutory training.</li> <li>• <b>Prevent Training</b> Thursday 8 February 2024, 5:00pm - 6:00pm Online provided by Kirklees Prevent Team. Please book your place through the link below: <a href="#">PREVENT Governor Training Tickets, Thu 8 Feb 2024 at 17:00 Eventbrite</a></li> </ul> <p>Governors had been sent login details for Governorhub, National Governance Association and National College to enable them to access the training platforms.</p> <p><b>Action:</b> Governors were reminded to provide an update of any additional training completed, to the Governance Professional, for inclusion on the Governance training tracker.</p>	Governors
<b>16.</b>	<b>Policies</b>	
	<p>Governors were provided with relevant documents prior to the meeting for their comments/feedback.</p> <ul style="list-style-type: none"> <li>• Behaviour Policy - No comments, Governors approved.</li> <li>• SEND policy - comments had been requested from governors and the final policy would be shared for approval at the next LGB meeting</li> </ul>	
<b>17.</b>	<b>Dates for the diary</b>	
	<p><b>Batley Breakfast</b> Wednesday 8 November, 8:00am - 9:30am Manorfield I &amp; N School All governors were invited to attend.</p> <p><b>Action:</b> Governor to confirm their attendance by 1 November 2023 to <a href="mailto:governance.professional@batleymat.co.uk">governance.professional@batleymat.co.uk</a></p>	Governors
<b>18.</b>	<b>AOB</b>	





	<ul style="list-style-type: none"> <li>• A Governor shared positive comments about the recent Governance Conference hosted by the Trust on 23 September at Gomersall Park. The conference had been informative and provided a good opportunity to meet members, trustees and governors from other Trust schools.</li> <li>• A request was received for a short break between meetings to be facilitated between Governor meetings to allow time for those who may need to pray. In addition a space is to be identified to enable this. <b>Action:</b> A suitable space to be made available at future meetings</li> </ul>	Headteacher
<b>19.</b>	<b>Agenda, minutes and related papers</b>	
	<p><i>It was determined that some part of item 10 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> <p>Nothing further was discussed and the meeting closed at 6:45pm.</p>	
	<b>Date of Next Meetings</b>	
	<p>CSP - Tuesday 12 December 2023, 5:00pm - 6:00pm</p> <p>Prayer time - 6:00pm to 6:15pm</p> <p>Full LGB (inc FSP) - Tuesday 12 December 2023, 6:15pm - 7:45pm</p>	