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Batley Multi Academy Trust



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Minutes of Field Lane Junior Infant and Nursery School

Local Governing Board Meeting held on Wednesday 12 February 2025

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 12 February 2025, 5:30pm		
Location:	Field Lane Junior Infant & Nursery School		
Present:	Cat Macdonald (Chair of Governors) Abdul Passwala (Vice Chair of Governors) Rahimah Hussain (Governor) Majeed Mayet (Governor) Kulsim Vahed (Governor) Jeanette Dent (Governor)		
Apologies:	Aneesa Kola (Governor) Tariq Sidat (Governor) Sanah Islam (Governor)		
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	Action
1.	Welcome	
	The Chair opened the meeting and thanked everyone for attending. Jeanette Dent was officially welcomed to their first meeting as a co-opted governor.	



2.	Apologies for absence, consent and declaration of interest	
	<p>Apologies had been received from Aneesa Kola, Sanah Islam and Tariq Sidat, with consent. There were no declarations of interest and the meeting was quorate. Three items were requested under AOB and approved:</p> <ul style="list-style-type: none"> - Thanks to Governance Professional - Request by BGHS Governor to observe a future meeting - BBEST Book Quiz donations 	
3.	Representation	
	<p>An update was provided on current governor vacancies, meeting attendance for 2024/25 year, and terms of office. It was reported that three governors</p> <p>The Chair provided an update from the recent Chair and Vice Chair's meeting. The primary focus had been succession planning as this was key to the board's future growth. Additionally, the meeting highlighted the opportunity for governors to transfer to other schools within the Trust to experience different settings and phases. It was noted that Field Lane's Chair and Vice chair positions would be reviewed during the summer term along with potential new co-opted appointments.</p>	
4.	Minutes of the last meeting	
	The minutes of the last meeting held on 19 November 2024 were agreed as a true and accurate record.	
5.	Matters arising from the minutes	
	All matters arising had been resolved or included on the meeting's agenda for further discussion.	
6.	Headteacher's Report	
	<p>Governors had received the Headteacher's report prior to the meeting. Key summary points were noted and governor questions were invited.</p> <ul style="list-style-type: none"> • Attendance was good YTD 94.9%, more recently 97-98% achieved. • Recent focus was on reducing lateness, SLT have been stationed at the gate to monitor and discuss reasons with parents/carers. The Trust has supported by providing data reports to assist with 	



	<p>monitoring lateness, and that data supports evaluating the impact of this work.</p> <ul style="list-style-type: none"> • Parent Engagement is excellent - almost 100% attendance at recent parents' evening. Stronger Together provides a safe space to address parent/carers misconceptions. • Spring assessments are taking place and the data will be shared with Governors once this is available. • Staffing changes due to maternity leavers/returners were reported and resulting changes in teachers for 3 classes were explained. • Oracy continues to be a major focus and a short video was shown to demonstrate the confident speakers who took part in the recent Field Lane Speech Stars event. Learners visited Leeds Beckett University and some learners will speak at a national conference in the future. • Curriculum update was shared via the curriculum newsletter. Governors thanked the staff team for their extensive work in producing the document and showed appreciation for their efforts. 	
7.	Early Years Review	
	<p>An Early Years Curriculum Review took place on 31 January, commissioned by the Trust and conducted by Collette Mather, Headteacher of an outstanding school. It was reported that the review had been very thorough and provided a clear action plan for the school. Key points of note included:</p> <ul style="list-style-type: none"> • Reassuring positives around the curriculum links between Early Years and a range of subject areas • Curriculum well adapted to meet the needs of learners with SEND • Good quality of writing, with strong adult knowledge and skills in place to link phonics, reading, writing and handwriting • Development area to simplify links between EY and some KS1 subjects (eg. Science) • Simplify objectives and reduce number of goals • Ensure all staff team are clear about the intended learning - add non negotiables and precise vocab to planning documents <p>The Early Years Leader and whole team were thanked for their hard work. The Early Years governor confirmed that, following a recent visit,</p>	



	she was satisfied that the new EY Leader had made a great deal of impact in a short time.	
8.	Safeguarding	
	<p>The Safeguarding report had been shared with governors prior to the meeting. The following points were highlighted by the Deputy Head Teacher (Trust Safeguarding Leader):</p> <ul style="list-style-type: none"> • A recent meeting with the Safeguarding Governor had found no major concerns • My Happy Mind, the PSHE programme was no longer being funded by the NHS. Alternative resources from PSHE Association, POL-ED and NSPCC were being used to create a bespoke scheme which was more affordable • Safeguarding was well embedded across the curriculum through a wide range of events and activities • SCR checks were up to date • Ongoing work with parents/carers helps to prevent future safeguarding concerns 	
9.	SEND	
	<p>The SEND report had been shared with governors prior to the meeting. It was confirmed that an external follow up review by Natalie Packer was due to take place in early March 2025 and feedback would be shared with governors once available. Governors noted the report and had no further questions.</p> <p>New statutory guidance for governors around SEND had been published by the DfE. Action: Link to DfE website page shared below for governors to read - this was also included in the SEND role descriptor.</p> <p>https://www.gov.uk/government/publications/sen-and-disability-duties-guidance-for-school-governing-boards</p>	ALL
10	Finance and Operations Update	
	<p>The School Business Manager (SBM) had shared the snapshot finance report with governors prior to the meeting.</p> <ul style="list-style-type: none"> • The published accounts for 2023/24 have been approved and can be found on the Trust's website. 	



	<ul style="list-style-type: none"> Updated in-year income surplus is £34,789 v forecast. <p>Governors asked for clarity on the cumulative deficit (£203k) and the SBM explained that the figure included previous years deficits, mainly staffing costs, which had been covered by the Trust.</p> <p>Governors asked what the plans were going forward. The SBM reminded governors of the 3 new finance systems put in place to assist with efficiencies and confirmed that a new CLFP (curriculum led financial planning tool (IMP)) is currently being implemented. That will be used to support benchmarking and to support determining staffing needs based on learner numbers.</p> <p>The SBM highlighted ways in which the schools were working in collaboration with the Trust to increase efficiency and make cost savings for the benefit of the school and economies of scale across the whole Trust. Governors noted their concern about the deficit position and welcomed support from the Trust Finance team in view of the difficult position many schools found themselves in due to low budgets and increasing SEND requirements.</p> <p><i>The Governance Professional left the meeting at 6.48pm and the SBM deputised.</i></p>	
11.	Trust Update	
	<p>The Field Lane and Trust Spring overview ('Trust on a page' document) had been shared with governors prior to the meeting.</p> <p>The Headteacher updated the meeting regarding collaborations that were taking place across the Trust, as well as specific support provided for Field Lane school. Trust wide networks had been established to share best practice and provide enhanced support for school leaders.</p>	
12.	Governor Visits and Training	
	<p>The Vice Chair reported that he was unable to attend the Chair and Vice Chair meeting held by the Trust last week, as it clashed with Options evening at UBHS. It was confirmed that diaries are checked but due to the number of events it is not always possible to avoid some overlaps.</p> <p>Action: Gov Pro to ask for diaries to be coordinated as much as possible to ensure Governors are able to attend all school events and meetings.</p>	Gov Pro



	<p>Governor visits had taken place since the last meeting. Governors provided verbal updates on recent visits. The forms which had been shared with the Governance Professional and school were available in the governance folder.</p> <p>Governor role descriptors had been shared in the governance folder. Governors were reminded of their areas of responsibility, were asked to familiarise themselves with these and to complete any relevant training for their role. Governors were asked to carry out visits where possible.</p> <p>Action: Governors to complete training linked to their area of responsibility. (Links provided in the role descriptor document.) Governors to complete a Governor Visit form when carrying out their visits in school. This can be accessed here.</p> <p>It was reported that the governor visit form will be reviewed over the coming months and converted to a more simple, google form.</p>	ALL
13.	Upcoming Events	
	<p>Governors were reminded of the upcoming Batley Breakfast due to be held at Field Lane on Tuesday 25 February 2025 from 8.00am - 9:30am.</p> <p>Action: All governors were invited and encouraged to attend.</p> <p><i>The Governance Professional rejoined the meeting at 6.55pm.</i></p>	ALL
14.	AOB	
	<p>The Chair reported that the Governing Board's Governance Professional was due to retire and wanted to wish Elaine, on behalf of the Governing Board, a huge thank you for her professionalism and support to the Chair. Elaine would be sadly missed and the LGB wished her the very best for the future.</p> <p>A request had been received from a Governor at Batley Girls' High School to observe the Chair at the next LGB meeting for their development. This was approved by the Board. Action: BGHS Governor (A Pandor) to be invited to the next LGB.</p> <p>Governors were invited to donate a book to the first ever BBEST Book Quiz masterminded by 2 of the Year 6's. The details and link have been forwarded to governors' emails. Action: Governors</p>	Gov Pro



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		ALL
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>Nothing further was discussed and the meeting closed at 7:00 pm.</p>	
16.	Date of Next Meeting	
	Next LGB meeting: Wednesday 21 May 2025, 5:30pm	

Actions and Matters Arising from Minutes of 12 February 2025

Agenda Item	Date first raised	Matter arising from minutes	Action by	Notes	Action Complete
12. Governor visits and training	12/02/2025	Request diaries checked to prevent clashes between school and governor events	Gov Pro		Y
12. Governor visits and training	12/02/2025	Complete training linked to area of responsibility	ALL		
13. Upcoming events	12/02/2025	Governors invited to attend FL Batley Breakfast	ALL		Y
14. AOB	12/02/2025	BGHS governor to be invited to next LGB	Gov Pro		Y
14. AOB	12/02/2025	Link emailed to governors to donate a book to BBEST Book Quiz	ALL		Y