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**Batley Multi Academy Trust**



**Batley Multi Academy Trust**  
**Minutes of Field Lane Junior Infant and Nursery School Local Governing**  
**Board Meeting held on Tuesday 12 December 2023, 6:15pm**

<b>Field Lane Junior, Infant and Nursery School</b>			
Meeting of:	Full LGB		
Date and time:	Tuesday 12 December 2023, 6:15pm		
Location:	Field Lane Junior Infant & Nursery School		
Present:	Cat Macdonald (Chair of Governors) Abdul Passwala (Vice Chair of Governors) Ruth Hirst (Governor) Denise Clark (Governor) Rahimah Hussain (Governor) Sanah Islam (Governor) Majeed Mayet (Governor) Tariq Sidat (Governor)		
Apologies:	Aneesa Kola (Governor), Dominic Wroe (Trust Director of IT)		
Others in attendance:	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	Action
1.	<b>Welcome</b>	
	The Chair of Governors opened the meeting at 6:15pm and welcomed everyone.	



	Positive comments were received about the recent refurbishment of the meeting room, now part of 'The Fields' community space.	
<b>2.</b>	<b>Apologies for absence, consent and declaration of interest</b>	
	Apologies had been received from Aneesa Kola and Dominic Wroe, with consent. There were no declarations of interest and the meeting was quorate.	
<b>3.</b>	<b>Representation</b>	
	<p>Staff Governor, Amna Qureshi, had resigned since the last Governors meeting. The Chair offered thanks on behalf of the Governing Board and confirmed a letter of thanks had been sent on behalf of the Board.</p> <p><b>Action:</b> Associate staff governor position to be advertised in school at the start of the spring term.</p>	Headteacher/ SBM
<b>4.</b>	<b>Minutes of the last meeting (9 October 2023)</b>	
	The minutes of the last meeting held on 9 October 2023 were agreed as a true and accurate record.	
<b>5.</b>	<b>Matters arising from the minutes</b>	
	All matters arising had been actioned. It was noted that the RSE policy had been reviewed and shared with Governors before the meeting. Approval was sought at agenda item 9.	
<b>6.</b>	<b>Finance and Operations Update</b>	
	<p>The SBM had shared a full report prior to the meeting and highlighted key points:</p> <ul style="list-style-type: none"> <li>• The CFO has reviewed costs for each school and a re-forecast has been undertaken to reflect the true cost of running the school.</li> <li>• The SBM was due to have a meeting with the CFO to review the deficit position and explore possible efficiencies to move to a more sustainable budget, which would be reported on at the next LGB.</li> </ul>	



	<ul style="list-style-type: none"> <li>It was noted that £78k had been spent on high needs provision where funding has not yet been allocated by the LA.</li> <li>A Health and Safety walk had been carried out since the last meeting. The report would be shared at the next LGB. <b>Action:</b> Report to be discussed/shared at the next LGB.</li> <li>Submissions to the Trust for SCA funding had to be made by 1 March 2024. Quotes have been requested for KS1/2 roof and external doors. <b>Action:</b> A further update to be provided at the LGB in February. Ensure agenda item included to discuss.</li> <li>The CFO had reached agreement with Kirklees for them to continue funding 18% of utilities for the Children's Centre until 1 April 2024. After that date all costs relating to the Children's Centre would need to be costed in the budget.</li> </ul>	<p>Governance Professional</p> <p>Governance Professional</p>
<b>7.</b>	<b>Curriculum, Standards and Progress Update</b>	
	<p>The Chair of the Sub committee reported back on the CSP sub committee meeting held earlier that evening.</p> <p>Governors acknowledged the impressive attendance figures to date with whole school attendance at 96.2% and PA down to 10%. (PA was 29% this time last year).</p> <p><b>Safeguarding Report</b> - the following points were highlighted:</p> <ul style="list-style-type: none"> <li>Online safety - curriculum developed to include regular lessons and additional support to parents/carers provided about latest trends.</li> <li>Filtering and monitoring - The Trust had implemented better systems to track this at individual level.</li> <li>SEND teachers to be trained as DSLs. SENDCos are alerted to incidents related to young people with SEND.</li> </ul> <p>The minutes of the CSP meeting covering curriculum intent, impact and implementation would be shared with governors along with the minutes of the LGB.</p> <p>Q: Have any issues been picked up in school with online safety?</p>	



	A: There was some cyber bullying in Y6 last year. Exposure to graphic material about current world affairs from home environments is an area of concern at the moment.	
<b>8.</b>	<b>Headteacher's Report</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>• The number of children attending nursery this year has increased. The Headteacher noted the confidence of the cohort and that nursery attendance had been good and almost in line with school.</li><li>• Some EHCP paperwork had been returned to SENDACT due to discrepancies and further EHCPs were still awaiting approval.</li><li>• The school remained a school of choice in the local area - over 100 applications had been received for Reception class. One barrier noted for some parents was the lack of any after school club. Previously, after school club had not been viable but demand would now be explored again.</li><li>• The school would be closed on polling day (due to safeguarding concerns). Remote learning would be put in place for that day.</li><li>• CPD - understanding autism had been highlighted by staff as an area of training need due to the increased number of children requiring support.</li><li>• A Sensory Occupational Therapist had completed environmental audits around school. Actions to reduce movement and noise levels in the dining hall had resulted in a much calmer environment. A reward system had been introduced, in which Y6 had recently won the prize of a 'finer dining' experience.</li><li>• A full programme of parental engagement had continued this term with maths and reading workshops to support home learning. The associate staff involved were able to provide language support if needed.</li><li>• SEND support is also being reviewed with plans for a more team based approach.</li></ul>	



	<ul style="list-style-type: none"> <li>English and Maths leads had met with all teachers. Geography and History leads had been given dedicated time together to review the long term plans, ensuring progression and coverage from EYFS through to Y6.</li> </ul> <p>Q: Was the FOI request related to a complaint?</p> <p>A: No, the information requested suggested it was a student doing research.</p>	
<b>9.</b>	<b>Compliance and Governance</b>	
	<p><b>Policies for Approval</b></p> <ul style="list-style-type: none"> <li><b>Administering Medicines Policy</b> No comments and approved</li> <li><b>Asthma Policy</b> No comments and approved</li> <li><b>RSE Policy</b> No comments and approved</li> <li><b>SEN - Local Offer</b> No comments and approved</li> <li><b>Special Educational Needs Policy</b> No comments and approved</li> <li><b>Supporting Pupils with Medical Conditions</b> No comments and approved</li> </ul> <p>Governors approved the PAN for 2025/26 as detailed below:</p> <p>The initial number of nursery places available for the school year will be 30.</p> <p>The initial number of reception places available for the school year will be 30.</p> <p>The initial number of year 1 places available for the 2025/26 school year will be 30.</p> <p>The initial number of year 2 places available for the 2025/26 school year will be 30.</p> <p>The initial number of year 3 places available for the 2025/26 school year will be 30.</p> <p>The initial number of year 4 places available for the 2025/26 school year will be 30.</p>	



	<p>The initial number of year 5 places available for the 2025/26 school year will be 30.</p> <p>The initial number of year 6 places available for the 2025/26 school year will be 30.</p>	
<b>10.</b>	<b>Trust Update</b>	
	<p>The CEO reported on recent Trust developments within the Trust Central 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 to outline key updates.</li><li>• The Children's Centres at Manorfield and Field Lane schools had been redeveloped as 'The Fields', a community space with meeting rooms which were now being used by the community and for Trust wide events.</li><li>• Following the external SEND reviews by national expert, Natalie Packer, the plan was to develop SEND facilities at Batley Grammar School, with specialist support/provision including Speech and Language therapists, educational psychologists and social workers. A Trust SEND lead had been appointed and was already based at BGS.</li><li>• An update was provided on the Trust Development Centre. The building had been handed over and would be operational by January 2024. In addition to providing offices for the Trust central team, there were also meeting rooms available for use by schools within the Trust.</li><li>• Kirklees Council had confirmed that Batley Sports and Tennis Centre would remain open following a social action campaign by the community and community leaders.</li><li>• It was hoped to develop a Trust Wide Stronger Together parent/carers group. There was also a plan to host a Young People's Conference, an event to be organised by the school councils for the students.</li><li>• The Governance review, in which the Chair of Governors had taken part, was due to be completed by the end of January 2024. It was proposed to move the Chair/Vice Chair of Trustee/Governors meeting until after this date to allow the feedback to be discussed.</li><li>• Post 16 and Smart Academy were areas for future development. In order to develop high quality provision</li></ul>	



	external business sponsorship would be needed along with suitable premises.	
<b>11.</b>	<b>Governor Training and Development</b>	
	<p>Governors provided updates on recent visits, including an Early Years visit, safeguarding visit and the Manorfield Batley Breakfast recently attended by Members, Trustees and Governors</p> <p><b>Action:</b> Governors were reminded to complete a school visits form following any school visit and to advise the Governance Professional of any relevant training completed.</p>	Governors
<b>12.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>Liam Clark, who works for the school on the outdoor area, was recognised with highly commended at the Kirklees Recycling Hero Awards.</li> <li>The Governance Professional shared a new online Governor Manual, providing useful information and support about the Trust and their school, easy to find by clicking on links to the relevant documents and websites.</li> </ul> <p><b>Action:</b> Link to Manual to be shared with all Governors</p>	Governance Professional
<b>13.</b>	<b>Agenda, minutes and related papers</b>	
	<p>It was determined that some part of item 8 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.</p> <p>Nothing further was discussed and the meeting closed at 7:30pm.</p>	
<b>14.</b>	<b>Date of next meetings</b>	
	<p>CSP - Tuesday 27 February 2023, 5:00pm - 6:00pm</p> <p>Prayer time - 6:00pm to 6:15pm</p> <p>Full LGB (inc FSP) - Tuesday 27 February 2023, 6:15pm - 7:45pm</p>	