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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 19 November 2024, 5:30pm

| Field Lane Junior, Infant and Nursery School | | | |
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| Meeting of: | Full LGB | | |
| Date and time: | Tuesday 19 November 2024, 5:30pm | | |
| Location: | Field Lane Junior Infant & Nursery School | | |
| Present: | Cat Macdonald (Chair of Governors) Abdul Passwala (Vice Chair of Governors) Sanah Islam (Governor) Rahimah Hussain (Governor) Majeed Mayet (Governor) Tariq Sidat (Governor) Kulsim Vahed (Governor) | | |
| Apologies: | Aneesa Kola (Governor) | | |
| Others in attendance: | Hilary Towers-Islam (Headteacher) Asif Lorgat (Deputy Headteacher) Mandy Williamson (School Business Manager) Elaine Milligan (Governance Professional) Jeanette Dent (Prospective Governor, observing) Rajinder Randhawa (Trust SEND Lead) Francesca Dobson (SENDCo) | | |
| 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 |
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| 1. | Welcome | |
| | The Chair opened the meeting and thanked everyone for attending. Jeanette Dent, a prospective governor, was welcomed as an observer. | |



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| | Rajinder Randhawa (Trust SEND Lead) and Francesca Dobson (SENDCo), invited by governors to provide a SEND update, were also thanked for attending. | |
| 2. | Apologies for absence, consent and declaration of interest | |
| | Apologies had been received from Aneesa Kola, with consent. There were no declarations of interest and the meeting was quorate. There were no items under AOB declared. | |
| 3. | Representation | |
| | An update was provided on current governor vacancies and governor terms of office. It was reported that Sanah Islam's term of office would expire on 28 December 2024. Sanah put herself forward for re-election and governors agreed to vote without the candidate leaving the room. Sanah was reappointed for a further 4 year term commencing 29 December 2024. | |
| 4. | Minutes of the last meeting | |
| | The minutes of the last meeting held on 23 September 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. | SEND | |
| | <p>The SEND report had been shared with governors prior to the meeting. A comprehensive update was provided by the SENDCo and Trust SEND Lead.</p> <p>It was noted by the Headteacher that the new SENDCo had made a positive start in school and had already achieved much in the short time in post.</p> <ul style="list-style-type: none"> Partnerships with parents/carers continued to be a strength with several groups available including Helping Hands, a self support group for parents/carers of SEN children and Partnerships for inclusion of neurodiversity (PINs), a pilot project for the parents/carers of children with neurodiversity. | |



- Personalised timetables linked to Quality First Teaching (QFT) of the curriculum in the classroom for children with EHCPs had been introduced. It was hoped to see positive progress and outcomes in the future.
- Staff CPD was being delivered to raise confidence and support new ways of working specific to learner needs, such as complex communication, autism, portage (focus on early years SEND strategies), graduated approach and PIVATS assessment.
- Additional support for speaking and listening through use of an independent speech and language therapy service called The Yorkshire Speechie. It was noted that this would incur a cost but that this provided a quick and efficient service with improved outcomes for those requiring referral.

Q: How many learners have an EHCP?

A: Seven at the moment. The Educational Psychologist has visited two learners and evidence is being gathered for two further learners.

It was confirmed that there had been an improvement in attendance of learners with an EHCP (Y1-6) since last year to an average of 96%. This was well above the national average of 90%.

Governors were satisfied that the evidence presented suggested that children with SEN were being encouraged to attend school regularly.

Q: How is progress of learners with EHCPs recorded?

A: This was an area for improvement at the safeguarding review. We are using the PIVATs assessment tool. This breaks the national curriculum down further into smaller steps. Staff have had further training on using the tool, positive progress is being seen in the classrooms and there will be more training available within the Trust.

The SENDCo provided an update on her own development within the role including the following:

- Monitoring and quality assurance through learning walks and book looks
- Development of autism friendly environments including communication/interactions (staff CPD)



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| | <ul style="list-style-type: none"> • Use of the SEND review to identify areas for further development including a further half day SEND visit from Natalie Packer on 6 March 2025. <p>The Chair offered support for the visit by Natalie Packer, which the SENDCo was happy to accept.</p> <p>Action: Chair to note date of visit and attend the SEND Review in support of SENDCo.</p> <p>The Trust SEND leader explained how the new SEND clusters had been set up within the Kirklees area with the aim of sharing resources and good practice once funding was made available.</p> <p>A governor mentioned that they had recently attended autism reality experience training in a mobile simulator and would recommend the experience. The Headteacher and Trust SEND leader both agreed it would be worthwhile investigating the training for staff.</p> <p>Q: In the group providing support for parents/carers of children with neurodiverse backgrounds, have there been any traits noticed within other members of the families and is there any support available for them?</p> <p>A: Yes the PCAN support group has provided support and shared links for parents/carers to find additional support. Our ELSA support assistant works with siblings of learners with SEND needs on the SIBS programme, an intervention to improve siblings wellbeing.</p> <p>The Headteacher noted that the new SENDCo had settled in quickly to the role and was having a positive impact through school. Governors thanked FD for the way she had approached the role and also thanked RR for her support to both FD and the school.</p> <p><i>RR and FD left the meeting at 6:00pm.</i></p> | Chair |
| 7. | Headteacher's Report | |
| | Governors had received the Headteacher's report prior to the meeting. Key summary points were noted and governor questions were invited. | |



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| | <ul style="list-style-type: none"> • Quality experiences highlighted included the School Meals project which culminated in a film showcased at the Sheffield Film Festival, the Democracy in Schools award, the Digathon and soup event. • Attendance year to date was reported to be slightly above national average. PA was below national average. Some learners were being closely monitored, particularly in Early Years, where the expectations around attendance were being promoted to new parents/carers. • A high number of boys were on the SEND register which had skewed recent assessments undertaken in some year groups. • A new faster appeals process was in place and some appeals were due to take place. Waiting lists for places remained high across all year groups. • Parental engagement continued to be strong, with almost all parents/carers attending the recent parents evening. In response to a parental survey completed, concerns raised were addressed in a 'you said, we did' format. Through conversations with parents/carers it was discovered that learners had not had dental, hearing and eye checks and this had been addressed by providing relevant information of how to access checks • It was noted that some Y6 girls had shown amazing resourcefulness and organised a reading competition to be held at BGHS, with funding for books on the reading list provided by BBEST. Other local BBEST schools had also agreed to take part. It was hoped this would become an annual event. <p>Q: What were the main concerns raised by parents/carers?</p> <p>A: Areas such as how any bullying may be dealt with in school and what additional support was available to individual learners in some subjects.</p> <p>The Headteacher explained how these areas were being addressed through a focus in anti bullying week and training of Y5/6 learners as wellbeing wizards, and with additional support through adaptive teaching techniques and interventions where required by individual learners.</p> | |
| 8. | Behaviour for Learning, Attendance and PA | |
| | The Headteacher reported there were very few issues with behaviour, with innovative ways being used to capture learners attention and to | |



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| | <p>encourage learning.</p> <p>Attendance year to date was reported to be above national average. PA was below national average. Some learners were being closely monitored, particularly in Early Years, where the expectations around attendance were being promoted to new parents.</p> <p>The Trust wide Behaviour for Learning Principles document was shared and it was explained that all Trust Heads had agreed to adopt the same principles.</p> <p>Q: Did the one week half term this year have any impact on attendance?</p> <p>A: There were a low number of cases where an additional week was tagged on to the holiday week with minimum impact on attendance.</p> | |
| 9. | Organisational Culture | |
| | <p>The Edurio staff survey results were explained and discussed. The Headteacher advised they had been able to drill down into the results and had begun to build communication and a two way dialogue with all staff following the survey.</p> <p>Global Equality Collective staff survey had been completed by staff colleagues. This will be a phased approach and further information will follow in due course.</p> <p>Supply costs were a concern across the Trust. Heads had discussed ways to reduce these at their last meeting and project work was underway to find a more cost effective way to cover supply costs across the Trust.</p> | |
| 10 | Finance and Operations Update | |
| | <p>The School Business Manager (SBM) had shared the new LGB snapshot finance reports with governors prior to the meeting.</p> <p>It was noted that the 2023/34 budget audit had recently been completed and presented to the Board of Trustees. The AGM was scheduled to take place in early December. The confirmed final 2023/24 budget would be presented at the next LGB.</p> <p>The 2024/25 budget had been prepared before pay awards, CSBG and the National Insurance changes. An updated forecast (RF1) to reflect</p> | |



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| | <p>these changes was currently being prepared and would also be presented to governors at the next meeting.</p> <p>A termly Health and Safety audit had been completed. Capital projects including the electronic gates, additional fencing and signage had been funded through SCA. Potential future identified capital spend included remedial roof leaks and LED lighting.</p> <p>Building and Site surveys had been completed and the reports would be provided for discussion by governors around priorities and application for the next round of SCA funding once available.</p> <p>Q: Have the roof leaks been fixed recently?</p> <p>A: One side of school was fixed but the latest leak is on the other side of the school. The leak is not causing disruption at present as it is in the roof space but will need attention.</p> <p>Q: What are the plans for reducing the in year deficit?</p> <p>A: The PPA cover teacher who recently left had not been replaced. The Headteacher and Deputy Headteacher were covering some teaching along with HLTAs. It was advised that the CEO and CFO had met with the Headteacher and SBM to consider further cost savings that could be made and some had already been implemented such as buying into the new appeals process.</p> <p><i>RH left the meeting at 6:50pm.</i></p> | |
| 11. | Safeguarding Report | |
| | <p>The Safeguarding Report had been shared with governors prior to the meeting. The Deputy Headteacher provided a brief update.</p> <ul style="list-style-type: none"> • Anti bullying week and Road Safety week had been a whole school focus in term 1. • Y5/6 had been trained as "Wellbeing Wizards" to support the wellbeing of younger learners. • A half day safeguarding review would be completed in summer term (this would now be actioned on a two year cycle). • School was providing support to vulnerable families in the community through home visits and offers of help including safe | |



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| | spaces, signposts to relevant agencies, access to beds through the Zarch bed charity, hats and gloves for all Early Years learners. Action: Safeguarding governor to arrange a date to visit school to capture learners' voice. | SG Governor |
| 12. | Compliance and Governance | |
| | Policies for approval <ul style="list-style-type: none"> RSE Policy No comments and approved | |
| 13. | Trust Update | |
| | The Field Lane and Trust Autumn overview 2024 had been shared with governors prior to the meeting. The Governance Professional reminded governors of the ongoing Trust communications and collaborations taking place between the school and the Trust, providing governors with a greater understanding of the Trust offer and the many ways that the Trust was providing support to the school. | |
| 14. | Governor Training and Development | |
| | <ul style="list-style-type: none"> Governor Visits Visits made to school since the last meeting were noted. Governors shared their visit updates with all governors which were available in the governance folder Governor Training It was confirmed that all governors had completed the statutory safeguarding and child protection training. Governors agreed that the training had been good, with one governor suggesting that they would have welcomed more time for discussion to take place. The Chair confirmed they had attended the Critical Friend Training and recommended it to governors. A final session was due to take place and all governors were welcome to attend on: Monday 9 December, 5:30pm - 7:00pm at the Trust Development Centre | |



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| | <p>Action: Governors to confirm attendance at the training by emailing Laura Bland on governance.professional@batleymat.co.uk</p> <p>Safer Recruitment Training - this was available via the link below for any governor who had put their name forward to be part of a recruitment panel https://www.nga.org.uk/training/directory/safer-recruitment/</p> <p>Action: Governors to forward their certificate to the Governance Professional on completion of the safer recruitment training.</p> <ul style="list-style-type: none"> • Skills Audit Analysis The results from the governor skills audit had been shared for each individual LGB, as previously requested by the LGB. Governors discussed the results and were pleased to note the strong mix of skills across the board with particular strengths in challenging leaders, analysing data and understanding how to evaluate teaching and learning effectively. | <p>Governors</p> <p>Governors</p> |
| 15. | Upcoming Events | |
| | <p>Governors were advised of upcoming events to note in their diaries for the spring term.</p> <ul style="list-style-type: none"> • BGHS Batley Breakfast - Tuesday 14 January 2025, 8:00am - 9:30am • Chair and Vice Chair Meeting - Thursday 6 February 2025, 6:00pm - 7:30pm | |
| 16. | AOB | |
| | Nothing to report | |
| 17. | 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 7:35 pm.</p> | |
| 18. | Date of Next Meeting | |
| | Next LGB meeting: Wednesday 12 February 2025, 5:30pm | |

