



Batley Multi Academy Trust
Minutes of Field Lane Junior Infant and Nursery School
Local Governing Board Meeting
Held on Tuesday 16 April 2024, 6:15pm

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Tuesday 16 April, 6:15pm		
Location:	Field Lane Junior Infant & Nursery School		
Present:	Cat Macdonald (Chair of Governors) Ruth Hirst (Governor) Sanah Islam (Governor) Tariq Sidat (Governor) Rahimah Hussain (Governor)		
Apologies:	Abdul Passwala (Governor) Denise Clark (Governor) Majeed Mayet (Governor) Aneesa Kola (Governor) Sam Vickers (CEO of Trust)		
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	
1. Welcome		
	The Chair opened the meeting at 6:15 pm and thanked everyone for attending the rescheduled meeting.	
2. Apologies for absence, consent and declaration of interest		
	Apologies had been received from Abdul Passwala, Denise Clark, Majeed Mayet, Aneesa Kola and Sam Vickers, with consent. There were no declarations of interest and the meeting was quorate.	
3. Representation		
	An update was provided on the current staff governor vacancy, which had been advertised in staff newsletters with no interest shown. Governors suggested inviting staff to observe a governor meeting to gain a better understanding of what the role entailed and to meet other governors. Action: Governor position to be promoted and explained within school.	Headteacher/ SBM
4. Minutes of the last meeting		
	The minutes of the last meeting held on 12 December 2023 were agreed as a true and accurate record.	
5. Matters arising from the minutes		
	All matters arising had been actioned or were included on this meeting's agenda for further discussion.	
6. Finance and Operations Update		
	The School Business Manager (SBM) provided an update since the Finance report had been shared with governors.	



	<p>Implementation of new financial management systems across the Trust were underway, to increase efficiency and reduce staff workload. A programme of training was due to commence for relevant staff from the following week. As part of the package it was planned to amend petty cash procedures and move to a cashless system by September 2024.</p> <p>Some concerns had been raised by staff and governors about a fully cashless system, including the impact on events such as school fairs and on children's financial literacy, if there was no opportunity for them to use and handle money.</p> <p>Action: Headteacher to raise concerns at next Headteacher meeting.</p> <p>SCR bid - Upgrading of fire detectors had been approved. A bid for roof repairs will need to be resubmitted with additional quotes due to the wide variation in the quotes received (from £750 to £100k).</p> <p>Annual health and safety audit and condition data collection report (DfE) had been completed. A more detailed condition report had been commissioned by the Trust and its findings would be used to support an update of the 5 year plan and inform future SCA funding bids.</p> <p>The Single Central Record had been reviewed by the Safeguarding governor and it was noted that termly checks were being completed. Some suggested improvements to the new SCR had been discussed and would be followed up by the SBM.</p> <p>Action: SBM to discuss suggested amendments to SCR with the Trust HR team.</p> <p>Governors were notified that new DBS checks were due to be carried out if their existing DBS was over 3 years old. A question was raised about the use of the update service to reduce costs. The SBM advised this had been raised at Trust level and had explained that a best practice approach would be applied.</p> <p>Action: Governors will be contacted if their DBS is due for renewal.</p>	<p>Headteacher</p> <p>SBM</p> <p>SBM</p>
7.	CSP sub committee feedback	



	<p>An update was provided on the discussion held at the earlier CSP sub committee meeting with the following points noted: (See CSP minutes here for full details)</p> <ul style="list-style-type: none">• The latest assessment data showed most areas on target in each key stage with children were being moved towards age related expectations• Writing was an area of concern, but it was noted this was a countrywide issue• All teachers had been involved in BBEST writing moderation with other local schools recently to ensure judgements were objective and consistent• Recent attendance figures had been impacted by Eid with figures now slightly below NA• Attitudes to learning and behaviour were excellent across school. <p>The Chair thanked SI for chairing the CSP sub committee and providing the update.</p>	
8.	Safeguarding	
	<p>An updated safeguarding report had been shared with governors before the meeting. The Trust safeguarding lead summarised key points as follows:</p> <ul style="list-style-type: none">• A Trust safeguarding review was due to be conducted on Friday 26 April 2024.• The SENDCo had completed DSL training, to improve knowledge and links in relation to SEND needs.• Staff safeguarding knowledge check completed, had shown good understanding of KCSIE by all staff.• Staff wellbeing survey had been conducted and an action to provide staff with more opportunities to work collaboratively had already been implemented.• Prevent training was due to take place for all staff in school on Thursday 2 May 2024, 11:00am -12:30pm.• Following a Democracy event held at Fairfield School, an invitation had been received for Field Lane learners to take part in a podcast organised by Fairfield School	



	Action: Governors who had not attended the PREVENT online training were invited to attend this face to face session.	Governors
9.	SEND	
	The SEND report had been shared with governors prior to the meeting. A verbal update was provided by the SENDCo.	
10.	Headteacher's Report	
	<p>Governors had received the Headteacher's report prior to the meeting. An update was provided on changes since the report was produced.</p> <p>Additional points to note this term included:</p> <ul style="list-style-type: none"> • Attendance had dipped below NA following Eid and had resulted in some children falling into the PA category • The SIP had been updated very recently and would be shared with governors shortly • Ongoing support for families - 96 craft packs had been offered for distribution to families • £10k grant received to develop biodiversity to be used for development of rain gardens, green roofs and a pond • Following the successful school meals project, the university has asked to return to work further with Y6 learners • An update was given on staff absence and recent appointments • An attendance award had been received for Autumn term for being in the top 25% nationwide • Training has taken place for Wellbeing Wizards, with learners now trained to provide mental health support to their peers <p>Governors thanked the Headteacher for their report, congratulated the school on receipt of the attendance award and agreed that there was lots of good practice being promoted in school.</p> <p>Action: Updated SIP to be shared with governors in the LGB minutes</p>	Headteacher/ Governance Professional
11.	Personal Development Programme	



	<p>The Headteacher provided an update on the 'My Happy Mind' mental and emotional wellbeing development programme, backed by the NHS, chosen to use alongside JIGSAW to support learners' mental health and personal development. The programme, tailored for each year group, included a wide range of resources available to support learning.</p> <p>Following positive feedback shared by the school, it had been agreed for the company to video the children and staff to gather feedback about the effectiveness of the programme. In addition, an emotional coaching session has been arranged for parents/carers linked to the programme.</p>	
12.	Compliance and Governance	
	<p>The following policies had been emailed to governors for comments prior to the meeting.</p> <ul style="list-style-type: none"> • SEN Information Report No comments and approved • Trust Attendance Policy No comments and approved 	
13.	Trust update	
	<p>The Governance Professional reminded governors about the Trust-on-a-page document (included in the Governor folder) as an aid to recall the wide range of communications and collaborative networks taking place across the Trust.</p> <p>Governors were reminded of the invitation extended by the CEO to staff and governors to utilise the meeting facilities at the Trust Development Centre.</p> <p>Governors were reassured by the support provided recently by the CEO and Trust Central team to a Trust school and the community following publication of a Community Cohesion Review by the Government's independent social cohesion advisor, Dame Sara Khan.</p>	
14.	Governor Training and Development	



	<p>A Wellbeing Governor Link role was discussed as a way to support well being strategies for staff. The SBM explained some of the preventative measures in place to help staff with mental health and wellbeing.</p> <p>Governors agreed that they would like to consider the role and responsibilities further.</p> <p>Action: Link shared here for a wellbeing link governor role description available on GovernorHub. Agenda item to be included for further discussion at next LGB meeting</p> <p>Some governors reported they had been unable to access GovernorHub recently.</p> <p>Action: Governance Professional to investigate issues and to resend links to individual governors to enable access to GovernorHub.</p> <p>Prevent Training</p> <p>Prevent training was due to take place for all staff in school on Thursday 2 May 2024, 11:00am -12:30.</p> <p>Action: Governors who had not completed the online training session were invited to attend as part of statutory safeguarding training.</p> <p>Action: SBM to send invitations to governors and forward a list of attendees to Gov Pro following the training.</p>	<p>Governance Professional</p> <p>Governance Professional</p> <p>Governors</p> <p>SBM</p>
15.	AOB	
	<p>Date for diary</p> <p>Governors were invited to attend the next Batley Breakfast at BGS, Wednesday 22 May, 8:00am - 9:30am. An invitation will be sent to governors shortly. Action: Governors all invited to attend if they are able to.</p> <p>GDPR</p> <p>The SBM reported a recent data breach, which had been reported to the Data Protection Officer and appropriate action had been taken, with no sensitive data compromised.</p>	<p>Governors</p>
16.	Agenda, minutes and related papers	
	<p><i>It was determined that some part of item 9 be excluded from the copy of the minutes that are available at the school. This</i></p>	



	<i>information is withheld in accordance with the Freedom of Information Act.</i> Nothing further was discussed and the meeting closed at 7:30pm.	
	Date of Next Meetings	
	CSP - Wednesday 26 June 2024, 5:00pm - 6:00pm Full LGB (inc FSP) - Wednesday 26 June 2024, 6:15pm - 7:45pm	