



**Batley Multi Academy Trust**

**Minutes of Field Lane Junior Infant and Nursery School**

**Local Governing Board Meeting held on Monday 23 September 2024, 5:30pm**

<b>Field Lane Junior, Infant and Nursery School</b>			
Meeting of:	Full LGB		
Date and time:	Monday 23 September 2024, 5:30pm		
Location:	Field Lane Junior Infant & Nursery School		
Present:	Cat Macdonald (Governor) Abdul Passwala (Governor) Sanah Islam (Governor) Rahimah Hussain (Governor) Majeed Mayet (Governor)		
Apologies:	Tariq Sidat (Governor) Aneesa Kola (Governor)		
Others in attendance:	Hilary Towers-Islam (Headteacher) Asif Lorgat (Deputy Headteacher) Elaine Milligan (Governance Professional) Kulsum Vahed (Prospective Governor, observing)		
Quorum:	Any three of the Governors of the LGB, or, where greater, one third of the total Governors of the LGB	Quorum met:	Yes

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>1.</b>	<b>Welcome and Introductions</b>	
	The Governance Professional opened the meeting at 5:30pm and thanked everyone for attending the first meeting of the 2024/25 academic year. Kulsum Vahed was welcomed as a prospective governor, observing the meeting.	



	Following the external review of Governance by the NGA and governor feedback some amendments to agenda and meetings for 2024/25 were noted by governors.	
<b>2.</b>	<b>Apologies for absence, consent, declaration of interest and AOB</b>	
	<p>Apologies had been received from Aneesa Kola and Tariq Sidat, with consent. There were no declarations of interest and the meeting was quorate.</p> <p>Governors were advised that Denise Clark, a longstanding governor and former Headteacher of the school had offered her resignation as a co-opted governor. Governors and the school thanked her for her many years of dedication and support to the school through her role as a governor and agreed that she would be greatly missed.</p> <p>It was confirmed that any matters to be raised under AOB should now be declared and recorded at this point. Nothing was declared. Governors were reminded that any AOB items for this academic year needed to be shared with the Governance Professional 48 hours before the meeting to ensure these can be added to the agenda, with the Chair's approval and that there would be sufficient time to cover any proposed items.</p>	
<b>3.</b>	<b>Appointment of Chair and Vice Chair</b>	
	<p>Governors were informed of the voting process and that those that wish to put themselves forward for roles would be required to add why and what they would bring to that role. Voting was to take place once the proposed individual(s) left the room.</p> <p>Governors were invited to put themselves forward for the role of Chair of Governors. One candidate put themselves forward and all governors agreed to vote without the candidate leaving the room. Cat Macdonald was appointed as the Chair of Governors.</p> <p>Governors were invited to put themselves forward for the role of the Vice Chair of Governors. No candidates came forward for the Vice Chair role. One candidate was proposed by governors (Abdul Passwala) but was not yet present at the meeting. Governors agreed to defer appointment of the role until his arrival.</p> <p>AP joined the meeting at 6:15pm and was invited to put himself forward for Vice Chair, to which he agreed. Following a vote by governors</p>	



	present it was confirmed that Abdul Passwala was unanimously voted Vice Chair of the Governing Board for a term of one year.																																									
<b>4.</b>	<b>Representation</b>																																									
	<p><i>Overview of Current LGB Structure</i></p> <p>Governor vacancies were discussed and it was agreed that the Chair, Headteacher and Governance Professional should meet with the Director of Compliance and Governance to discuss vacancies and succession planning</p> <p><b>Action:</b> Meeting to be arranged to discuss governor vacancies and future succession planning</p> <p><i>Area Links:</i></p> <p>Link roles were discussed in relation to statutory need and areas for improvement on the SIP. The following roles were agreed by governors:</p> <table border="1"> <thead> <tr> <th>Trustees</th><th>Link Area</th><th>Field Lane</th></tr> </thead> <tbody> <tr> <td>Ellen Loughhead</td><td>Safeguarding* and Wellbeing</td><td><b>Safeguarding</b> - Sanah Islam (Deputy - Cat Macdonald) <b>Wellbeing</b> - Rahimah Hussain</td></tr> <tr> <td>Pri = Lynn Alvy Sec = Helen Metcalfe</td><td>SEND*</td><td>Cat Macdonald</td></tr> <tr> <td>Emma Tyler (Disadvantaged/PP inc Careers)</td><td>Careers*</td><td>N/A</td></tr> <tr> <td>SSSSiraj Mayet</td><td>Community EEDI Whistleblowing</td><td><b>Community</b> Majeed Mayet Abdul Passwala</td></tr> <tr> <td rowspan="2">Helen Metcalfe (School Improvement)</td><td>Quality of Education: Outcomes</td><td rowspan="2">Aneesa Kola (with GB support)</td></tr> <tr> <td>Teaching and Learning (Curriculum) <i>FL Focus: Oracy, Writing and effective use of TAs</i></td></tr> <tr> <td>Trude Feiweles</td><td>BfL and Attendance</td><td>(review when new governors appointed)</td></tr> <tr> <td>Emma Tyler (Disadvantaged/PP inc Careers)</td><td>Pupil Premium/ Disadvantaged</td><td>Tariq Sidat Kulsum Vahed</td></tr> <tr> <td>Mandy Kennedy (inc risk management and H&amp;S)</td><td>Finance and Operations</td><td>N/A</td></tr> <tr> <td>Lynn Alvy</td><td>EYFS</td><td>Rahimah Hussain</td></tr> <tr> <td>Lynn Alvy</td><td>Reading</td><td>(covered by QofE)</td></tr> <tr> <td>Jeremy Townend</td><td>People and Talent (inc recruitment and retention)</td><td>-</td></tr> <tr> <td></td><td>Online Safety, Cyber Security</td><td>(covered by Safeguarding)</td></tr> </tbody> </table>	Trustees	Link Area	Field Lane	Ellen Loughhead	Safeguarding* and Wellbeing	<b>Safeguarding</b> - Sanah Islam (Deputy - Cat Macdonald) <b>Wellbeing</b> - Rahimah Hussain	Pri = Lynn Alvy Sec = Helen Metcalfe	SEND*	Cat Macdonald	Emma Tyler (Disadvantaged/PP inc Careers)	Careers*	N/A	SSSSiraj Mayet	Community EEDI Whistleblowing	<b>Community</b> Majeed Mayet Abdul Passwala	Helen Metcalfe (School Improvement)	Quality of Education: Outcomes	Aneesa Kola (with GB support)	Teaching and Learning (Curriculum) <i>FL Focus: Oracy, Writing and effective use of TAs</i>	Trude Feiweles	BfL and Attendance	(review when new governors appointed)	Emma Tyler (Disadvantaged/PP inc Careers)	Pupil Premium/ Disadvantaged	Tariq Sidat Kulsum Vahed	Mandy Kennedy (inc risk management and H&S)	Finance and Operations	N/A	Lynn Alvy	EYFS	Rahimah Hussain	Lynn Alvy	Reading	(covered by QofE)	Jeremy Townend	People and Talent (inc recruitment and retention)	-		Online Safety, Cyber Security	(covered by Safeguarding)	Gov Pro
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	<p>The Governance Professional explained that much work had been carried out over the summer months to provide a framework for Governors to work to in relation to area links and remits. The Governance team had worked hard on creating role descriptors and providing a brief for each Governor linked to their area. Each role descriptor includes a brief remit as well as training requirements for the role and prompts/questions for the Governor to ask whilst carrying out a Governor visit. All schools in the Trust would receive these role descriptors. Whilst all statutory links would be allocated across the schools, some schools in the Trust would have different areas/links allocated, as this year, key areas for Governors would be linked to their school's SIP.</p>	
<b>5.</b>	<b>Minutes of the last meeting</b>	
	<p>The minutes of the last meeting held on 26 June 2024 were agreed as a true and accurate record.</p>	
<b>6.</b>	<b>Matters arising from the minutes</b>	
	<p>All matters arising had been actioned or were included on this meeting's agenda for further discussion.</p>	
<b>7.</b>	<b>Governance</b>	
	<p>The Governance Professional provided updates on the following documents, highlighting amendments for 2024/25. Governors were reminded to complete the statutory documents (hyperlinked in blue), which this year had been made available as online google documents:</p> <ul style="list-style-type: none"> <li>• <b>Scheme of Delegation (full) including Terms of Reference and the LGB constitution</b> <ul style="list-style-type: none"> <li>○ Inclusion of the now substantive, full time Chief Operating Officer role.</li> <li>○ More detailed description of the role of a Trust Head. For example, subscribing to the Trust's mission, vision and values and being a positive ambassador for the Trust with all stakeholders. This was also a feature in the updated Trust Offer document. This document is considered to be the "contract" between the Trust and school. Schools receive this prior to joining the Trust; this document is shared with prospective schools who may wish to join the</li> </ul> </li> </ul>	



	<p>Trust; due consideration should be given to its content to ensure a positive match for the school and the Trust. The Trust Offer articulates exactly what the schools receive for their top slice contribution, the roles and remits of all members of the Trust Central Team, and the expectation of the Trust Headteacher.</p> <ul style="list-style-type: none"> <li>○ The constitution of the LGB has decreased this year, from 12 to 11. This is in line with good practice from the NGA in terms of having an odd number of governors for voting purposes.</li> </ul> <p>The Governance Professional added this document had been tabled at the Board of Trustees meeting and Chair and Vice Chair meeting earlier in the month.</p> <ul style="list-style-type: none"> <li>• Governors were asked to read and familiarise themselves with the 2024 Academy Trust Handbook. The biggest change was a focus on Good Estates Management; this would be picked up by the Trust's COO with involvement from relevant school colleagues with site responsibilities. <b>Action:</b> Governors.</li> <li>• <a href="#">Code of Conduct</a></li> <li>• <a href="#">Skills Audit</a></li> <li>• <a href="#">Conflict of Interest Form</a></li> </ul> <p>Governors had been asked to complete these by Friday 4 October 2024. <b>Action:</b> Governors.</p> <ul style="list-style-type: none"> <li>• <b>Role of: documents</b> - link governor role descriptors, include useful questions to ask on school visits; these will be shared with individual governors. <b>Action:</b> Role of: documents for all governor link areas to be shared along with relevant training available on the NGA e-learning links for completion</li> <li>• <b>Governor Privacy Notice</b> The Governor Privacy Notice was also shared which explains how the Trust collects, stores, and uses personal data about Governors.</li> </ul>	<p>Governors</p> <p>Governors</p> <p>Gov Pro</p>
8.	<b>New Guidance (DfE) (for information)</b>	



	<p>Governors were referred to key DfE guidance, including KCSIE 2024, which would be covered during statutory Safeguarding training, to which governors had been invited to attend in October.</p> <ul style="list-style-type: none"> <li>• <a href="#">Keeping Children Safe In Education 2024 (September 2024)</a></li> <li>• <a href="#">Working together to improve school attendance (August 2024)</a></li> <li>• <a href="#">School suspensions and permanent exclusions (August 2024)</a></li> </ul>	
<b>9.</b>	<b>Key Updates</b>	
	<p>The Headteacher reported on the Outcomes 2024 summary, the RAG rated SIP from 2023/24 and the new SEF and SIP for 2024/25. Highlights were shared with governors as follows:</p> <ul style="list-style-type: none"> <li>• Positive start to the year, immediate impact seen from new staff, learners well behaved, engaged and focussed on their learning, excellent attendance and positive feedback from parents/carers.</li> <li>• Digathon had been hugely successful with over 40 families attending.</li> <li>• New SEND leader has settled in well and has been well supported by the Trust SEND lead.</li> <li>• Outcomes summary with excellent results overall <ul style="list-style-type: none"> <li>- EYFS GLD 70% (above national)</li> <li>- Y1 Phonics 80% (at national)</li> <li>- Reading Y2 76.7%, Y6 83.3% (EXS above national)</li> <li>- Writing Y2 66.7%, Y6 80% (EXS above national)</li> <li>- Maths Y2 70% (EXS at national) Y6 90% (EXS above national)</li> <li>- Y6 GDS Maths and Writing both above national</li> </ul> </li> <li>• Main focus of SIP 2024/25 - oracy, writing and SEND.</li> <li>• Further half day SEND review due 06/03/2025 (Natalie Packer)</li> <li>• Role of TAs revised, new ways being trialled to meet SEND learner needs.</li> <li>• £10k grant received for a half term holiday club and resources for after school club. Additional £2k received for developing environmental diversity, for purchase of tablets for field studies.</li> <li>• A brief summary of the SIP and SEF for 2024/25 was provided and next steps shared.</li> </ul> <p>Governors approved the SIP and SEF for 2024/25.</p>	
<b>10.</b>	<b>Project/site works summary</b>	



	<p>The Headteacher provided an update on recent projects completed and future works to be carried out:</p> <ul style="list-style-type: none"> <li>• An external buildings condition survey had recently been arranged by the Trust which would be used to prioritise future building works required, and focus the SCA funding allocations.</li> <li>• A grant had been secured to cover the coordinator role and an admin support assistant role at The Fields for 3 years. A requirement of the grant is to hold at least 8 events per week.</li> <li>• Security is to be improved following a safeguarding review with new fencing around the car park area and electric gates to the car park and pedestrian entrance to be installed at October half term.</li> </ul> <p>Q: How will this impact on access for the community to the community garden?</p> <p>A. It was confirmed that community access to the garden area would still be available from the back entrance to school.</p>	
<b>11</b>	<b>Policies</b>	
	No policies had been tabled for approval.	
<b>12.</b>	<b>Trust Update</b>	
	<p>An update was provided by the Governance Professional</p> <ul style="list-style-type: none"> <li>• Trust representative - will attend LGB meetings at governors' invitation. Governance Professional to arrange as required.</li> <li>• Trust-on-a-page - document shared termly providing information about collaborations between the Trust and school.</li> <li>• Governor Visit Guidelines and Form - visit exemplar guidance presented. The visit form to be completed following school visit and shared with staff visited, Headteacher and Governance Professional</li> <li>• Governor Manual - updates shared for 2024/25</li> <li>• Governors were informed that training would be via the NGA website this academic year and Governors received a demonstration of where they could access this. Governors had indicated that they thought it was important that they had a "one-stop-shop" for training and that this training was of high quality. Face-to-face training would continue every half term and Governors would receive invitations to this training nearer the</li> </ul>	



	time. The Governance team had worked hard over the summer to ensure training this year was more tailored to need and there was a set training cycle.	
<b>13.</b>	<b>Upcoming events (school and Trust wide)</b>	
	<p>Governors were reminded of the following upcoming events:</p> <ul style="list-style-type: none"> <li>• Governance Conference - Saturday 5 October, 9:00am start at Gomersal Park Hotel</li> <li>• Batley Breakfast - Manorfield School - Tuesday 15 October, 8:00am start</li> </ul> <p><b>Action:</b> Governors were asked to confirm their attendance at the above events with the Governance Professional or the Director of Compliance and Governance.</p>	Governors
<b>14.</b>	<b>Training and Development [Governance Professional]</b>	
	<p>Governors were informed that training links relevant to their role would be shared by the Governance Professional and they were reminded about the upcoming statutory Safeguarding and Child Protection training dates:</p> <ul style="list-style-type: none"> <li>• Thursday 10 October 2024 - 5:30pm - 6:30pm</li> <li>• Tuesday 15 October 2024 - 1:30pm - 2:30pm</li> </ul> <p><b>Action:</b> Governors to confirm their attendance at one of the above training sessions.</p> <p><b>Action:</b> Governance Professional to share relevant training linked to Governor's remit/area of responsibility.</p>	<p>Governors</p> <p>Gov Pro</p>
<b>15.</b>	<b>AOB</b>	
	Nothing further was discussed and the meeting closed at 7:30 pm.	
<b>16.</b>	<b>Agenda, minutes and related papers</b>	
	It was determined that no part of the minutes be excluded from the copy that is available at the school.	
<b>17.</b>	<b>Date of Next Meeting</b>	





Full LGB meeting - Tuesday 19 November, 5:30pm (revised date)
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Agenda Item	Date first raised	Matter arising from minutes	Action by	Notes	Action Completed
4. Representation	23/09/24	Meeting to be arranged to discuss governor vacancies and future succession planning	Gov Pro	LB discussed with HT	
7. Governance	23/09/24	Governors to read 2024 Academy Trust Handbook	ALL		
7. Governance	23/09/24	Governors to complete: <a href="#">Code of Conduct</a> <a href="#">Skills Audit</a> <a href="#">Conflict of Interest Form</a>	ALL	Some governors to complete (paper copies)	
7. Governance	23/09/34	Role of: documents to be shared with link governors and links to NGA training	Gov Pro		
14. Training & Development	23/09/24	Governors to attend safeguarding training	ALL		