



Batley Multi Academy Trust
Minutes of Field Lane Junior Infant and Nursery School Local Governing
Board Meeting held on Wednesday 26 June 2024, 6:15pm

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 26 June, 6:15pm		
Location:	Field Lane Junior Infant & Nursery School		
Present:	Cat Macdonald (Chair of Governors) Ruth Hirst (Governor) Denise Clark (Governor) Sanah Islam (Governor) Rahimah Hussain (Governor) Majeed Mayet (Governor)		
Apologies:	Abdul Passwala (Vice Chair of Governor) Tariq Sidat (Governor) Aneesa Kola (Governor)		
Others in attendance:	Hilary Towers-Islam (Headteacher) Asif Lorgat (Deputy Headteacher) Mandy Williamson (School Business Manager) Sam Vickers (CEO of Trust) 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 at 6:20pm and thanked everyone for attending the final meeting of the school year.	



2.	Apologies for absence, consent and declaration of interest	
	<p>Apologies had been received from Abdul Passwala, Aneesa Kola and Tariq Sidat, with consent. There were no declarations of interest and the meeting was quorate.</p> <p>Action: Cards were to be sent to AK and AP following recent illnesses. Both were expected to be able to attend the next governors meeting in the autumn term.</p>	SBM
3.	Representation	
	<p>An update was provided on current staff governor vacancies.</p> <p>Action: Governance Professional to follow up with Headteacher</p> <p>The Chair requested that Wellbeing Link Governor and governor roles were discussed at AOB, along with feedback from the Chair and Vice Chair meeting and governor visit forms.</p>	Gov Pro
4.	Minutes of the last meeting	
	The minutes of the last meeting held on 16 April 2024 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.	CSP Sub Committee Meeting	
	<p>The Chair of the sub committee provided an overview of the discussion held at the earlier CSP meeting, including details of teacher assessments, pupil progress meetings, transitions day, recent SATs tests, key stage checks (GLD, phonics check and multiplication check) and curriculum planning. It was noted that learners had approached all tests in a positive manner. The anticipated good results were due to a strong team approach and governors acknowledged the whole staff team for their hard work and dedication throughout the year.</p> <p>During a discussion about improved results, it was explained that work with parents about the importance of attendance had been crucial, but further</p>	



	<p>work was needed to understand how to best support some families where lateness was impacting learning.</p> <p>Action: Minutes from the latest CSP meeting shared here.</p>	Gov Pro
7.	Finance and Operations Update	
	<p>The School Business Manager (SBM) had shared a finance report and income/expenditure report with governors prior to the meeting.</p> <p>The SBM reported on the progress made towards implementation of the 3 new systems, Planergy (purchasing), Xero (finance) and IMP (budget forecasting) which had already resulted in time savings across the Trust, allowing SBMs to focus on other value adding activities within school.</p> <p>The financial statement was considered and the SBM explained the costings included in the provisional budget for 2024/25, including the increase in top slice from 3% to 4.5% for primary schools which had been agreed by all Headteachers.</p> <p>Governors raised questions about the current deficit budget position and how this was to be addressed. Governors were concerned that a deficit had been reported for two consecutive years.</p> <p>Q: In light of budget implications on staffing, what support will be available for next year's Year 5 and Early Years (EY), as both will have high levels of SEND need?</p> <p>A: With reduced capacity, a team approach to the organisation of TAs to cover SEND support and class cover will be operated, with all TAs trained to the same level.</p> <p>The Headteacher explained that a high proportion of their SEND learners in Early Years have complex needs (10/48 in the afternoons) for which funding received did not fully support the cost of staff. Families were requesting places at Field Lane due to the quality of care received and as a result the school had a much higher level of learners with SEND needs than the national average.</p> <p>The Chair expressed concern about the deficit budget for 2024/25 and the increased top slice contribution, which would further impact the deficit, but fully understood and accepted the reasons behind this increase.</p> <p>Q: What plans are in place to redress this deficit, as it is not sustainable?</p>	



	<p>A: The Headteacher pointed out that the current budget was less than it had been 10 years ago, yet costs had increased enormously in that time. In addition, a small school like Field Lane was less cost effective to run than a larger school.</p> <p>The CEO explained that the staffing budget at Field Lane (97%) was well above other similar schools (78%) and went on to address how the Trust would look to support the school. The Trust would continue to lobby at a national level for more funding, especially for SEND learners. The Trust was planning to expand the SEND Hub, which had been initially funded from reserves pooled by the secondary schools, to help support the primaries.</p> <p>Q: Will budget issues restrict training and development of staff?</p> <p>A: Yes potentially, but not for mandatory training and role specific training.</p>	
8.	Headteacher's Report	
	<p>The Headteacher's report had been shared before the meeting. Highlights were shared and governor questions were answered.</p> <p>In response to a question raised about a dip in attendance, the Headteacher explained this had been due to illness (slap cheek and chickenpox).</p> <p>Governors were pleased to note that Nursery would be full from September. This would be important in terms of the budget. In addition, there were four appeals yet to be heard.</p> <p>Outreach work</p> <ul style="list-style-type: none"> Filming had been taking place in school for the school meals service project to be shown at the Festival of the Mind in Sheffield in September Work towards the Democracy for Schools award was taking place with Y6 meeting the council. My Happy Mind Bronze Accreditation had been achieved 	
9.	Safeguarding	
	<p>An updated safeguarding report had been shared with governors before the meeting. The Trust safeguarding lead summarised key points and invited questions.</p>	



	<p>Q: What was the reported data breach?</p> <p>A: This was in relation to an external Ipad, with some images that were not deleted prior to the return of the Ipad. This was addressed immediately and the school and Trust's Data Protection Officer was satisfied this was contained and no further action was needed.</p> <p>Q: With regard to the recommendation to have an associate member of staff as DSL, is this in addition to Head, Deputy and SENDCo?</p> <p>A: There are three DSLs at present, Headteacher, Deputy Headteacher and new SENDCo (who will need refresher training). Additional DSLs would be something to consider in the future.</p>	
10	SEND	
	<p>The SEND report had been shared with governors prior to the meeting. A verbal update was provided by the SENDCo.</p> <p>The Trust SEND Lead was thanked for their valuable support with nursery visits, to ensure a seamless transition of learners to Reception class, for helping to create development learning plans in response to the Natalie Packer SEND review and for taking on some transition visits of learners transferring to other settings.</p> <p>Teachers have had training in developing adaptive teaching strategies and support for writing Individual - Assess, Plan, Do, Reviews (I-APDR). Due to the number of SEND learners in some classes, parents/carers will be given log in details to view their child's Learning Plan online and will be able to comment on how the year has been for their child in line with statutory requirements.</p> <p>Q: Will the Blossoms learning provision continue next year?</p> <p>A: It will not be cost effective to continue running this the same way as last year as we are losing three learners with EHCPs. We will need to think creatively, as some children may still require the provision but do not have EHCPs.</p>	



	<p>Q: The new SENDCo has been recruited - what handover plans have been instigated? I heard there was an away day across the Trust for the SEND leads - has the new SENDCo been invited and when is it?</p> <p>A: Handover visits are taking place this half term. Yes, the SENDCo has been invited to the SENDCo day which is on Tuesday 24 September 2024.</p>	
11.	Compliance and Governance	
	<p>The following policies had been shared with governors for information:</p> <ul style="list-style-type: none"> • Accessibility Policy • Anti Bullying Policy • Behaviour Policy • Evacuation Policy <p>The following policy had been shared with governors prior to the meeting.</p> <ul style="list-style-type: none"> • Charging Policy for Nursery Extended Provision <p>No Comments and approved</p>	
12.	Trust Update	
	<p>The CEO reminded governors of the Trust on a page document containing a useful summary of collaborations within the Trust and with the school.</p> <p>The CEO raised awareness of the Trust action to address the well being of all stakeholders. In response to this, a number of trials to reduce workload around governor meetings, to improve work-life balance for all involved and ensure the wellbeing of staff and governors were to be actioned from September.</p> <ul style="list-style-type: none"> • The two week turnaround for receipt of documents for governor meetings would change to one week from September, to prevent holiday deadlines (for staff) and to ensure data was up to date. Some 'live' data would be available to view at future meetings, provided by our Trust Data Analyst, Stephen Pollitt. <p>A concern was raised about whether the timeframe was adequate where several policies were due for review. The CEO agreed that the administration of policies was not an efficient use of time and explained the following:</p> <ul style="list-style-type: none"> • The process around policies would be streamlined with statutory policies becoming Trust policies. Additional school specific 	



	<p>information would be added as an appendix. This would reduce school and governor workload and ensure a more efficient process around the review of the majority of policies centrally.</p> <ul style="list-style-type: none"> • Headteacher reports would be more streamlined, covering key actions and impact only. SIP and SEF documents would be more analytical and succinct. All documents would provide governors with quick and easy to read summaries and encourage a more interactive question and discussion based approach at governor meetings. <p>The Chair asked for clarification on Field Lane's amber areas on the improvement summary report shared at the Chair and Vice Chair meeting. It was confirmed that amber areas were financial health and digital IT, though the figures from the end of the last academic year were due to be updated.</p>	
13.	Governor Training and Development	
	<p>The Chair provided feedback on the discussions that took place at the Chair and Vice Chair meeting with the Trust Chair of Governors. This included an overview of the external governance review feedback.</p> <ul style="list-style-type: none"> • Succession planning to include: <ul style="list-style-type: none"> - chair development programme, - a new governance cycle process to retain governors and enable transfer to other schools within the Trust • Segregation of responsibilities of members, trustees and governors • Amended sub committee structure next year to reduce number of meetings - CSP, but no FSP • Explore how to support governors with financial understanding (CFO could provide training) • Staff to governor ratio to be reduced - less staff presence in meetings for wellbeing. Staff to attend to present and then leave. • Blend of face to face and online meetings to reduce governor time commitments <p>Link Roles</p> <p>The Chair questioned which governor link roles were required for next year. It was confirmed that safeguarding and SEND were statutory link roles but other link roles should be decided by the board according to individual school needs. Early Years and Reading were suggestions and governors had previously considered a wellbeing role.</p>	



	<p>Action: All governors to consider possible link roles for agreement at the September meeting.</p> <p>A question was raised about sharing of governor visit forms, after they were asked about this in a safeguarding review.</p> <p>The Governance Professional (GP) reminded governors of the process following a school visit. The completed form should be emailed to the person visited at school, the Headteacher and the GP. The form would be shared with all governors by the GP and the governor would be asked to provide a brief summary of their visit at the next meeting. Governors were reminded that if they required any support for governor visits they should contact the GP.</p>	ALL
14.	AOB	
	<p>Next year's meeting calendar will be sent out as soon as all dates have been confirmed. The following dates were confirmed:</p> <ul style="list-style-type: none"> • Chair and Vice Chair meeting - 12 September 2024 • Governor Conference - Saturday 5 October 2024 <p>Denise Clark and Rahimah Hussain advised that they were considering resignation from their governor positions due to health reasons and would provide an update in the autumn term.</p> <p>The Chair acknowledged the commitment they had both shown over a number of years and agreed that they would be missed if they decided to resign but that their wellbeing was the most important thing.</p> <p>The Chair thanked Ruth Hirst, Y1 teacher, SENDCo and staff governor for her dedication to the school and governors offered her best wishes for her new position which was due to commence in September.</p>	
15.	Agenda, minutes and related papers	
	<p>It was determined that some part of items 7 and 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 8:00 pm.</p>	
	Date of Next Meetings	



Proud to be a part of
Batley Multi Academy Trust



	To be advised	
--	---------------	--