

Batley Multi Academy Trust
Minutes of Field Lane Junior Infant and Nursery School
Local Governing Board Meeting held on Monday 19 May 2025

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Monday 19 May 2025, 5:30pm		
Location:	Field Lane Junior Infant & Nursery School		
Present:	Cat Macdonald (Chair of Governors) Rahimah Hussain (Governor) Majeed Mayet (Governor) Kulsum Vahed (Governor) Tariq Sidat (Governor) Sanah Islam (Governor) Zakariya Basser (Governor)		
Apologies:	Jeanette Dent (Governor) Abdul Passwala (Vice Chair of Governors) Aneesa Kola (Governor)		
Others in attendance:	Hilary Towers-Islam (Headteacher) Asif Lorgat (Deputy Headteacher) Mandy Williamson (School Business Manager) Francesca Dobson (SENDCo) Ammarah Pandor (Observer) Laura Bland (Director of Compliance and Governance) Alistair 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

Part A		
Item	Minutes	Action
1.	Welcome	
	The Chair opened the meeting at 5:33pm and thanked everyone for attending. Alistair Milligan was welcomed to their first meeting as the Trust's new Governance Professional, Laura Bland was welcomed and thanked for supporting him. An extended warm welcome and thanks were given to Francesca Dobson (SENDCo) and to Ammarrah Pandor (Governor at Batley Girls' High School) who was observing the meeting as part of their Chair's development programme.	
2.	Apologies for absence, consent and declaration of interest	
	Apologies had been received from Jeanette Dent, Abdul Passwala, with consent. Aneesa's absence was as agreed and would be followed up by the Trust Governance team. There were no declarations of interest and the meeting was quorate.	
3.	Representation	
	<p>An update was provided on current governor vacancies and terms of office. The Chair reported that Rahimah Hussain's and Majeed Mayet's term of office was due to expire in the next six months and that individual conversations would take place outside of the meeting.</p> <p>Action: Governance Professional to follow up.</p> <p>The Chair added at the last Trust's Chair and Vice Chair meeting, succession planning was a main agenda item and it was important that the Governing Board reflected on its current make-up with a view to identifying a future Chair and Vice Chair. Action: Governors to consider their role within the LGB.</p>	<p>Gov Pro</p> <p>Governors</p>
4.	Minutes of the last meeting	
	The minutes of the last meeting held on 12 February 2025 were agreed as a true and accurate record.	

5.	Matters arising from the minutes	
	The training linked to the area of responsibility was rolled over to the next LGB meeting. All other matters had been resolved or were included on the meeting’s agenda for further discussion.	
7.1	SEND	
	<p>The Chair approved the SEND update first, to allow the SENDCo to leave the meeting earlier. It was agreed between the Chair and Headteacher prior to the meeting that a verbal update was sufficient, thus, no report was sent to governors prior to the meeting.</p> <p><i>Zakariya Basser and Laura Bland entered the meeting at 5:36pm.</i></p> <p>A warm welcome was given to Zakariya for attending his first meeting as the newly elected parent governor.</p> <p>The SENDCo provided the update on SEND strategies and initiatives:</p> <ul style="list-style-type: none"> ● Teachers were using learner-specific plans, supported by parental engagement and the learner’s voice. ● The SEND register is regularly reviewed and more precise provisions have been applied. ● A greater focus on speech and language. ● Additional social, emotional, and mental health initiatives have been applied following advice received by SEND expert, Natalie Packer. <p>Overall, 15% of the learners were recognised as SEND learners. The SENDCo provided an update on recent diagnosis’ and EHCP’s:</p> <ul style="list-style-type: none"> ● Additional learners on the SEND register alongside diagnosis’ was discussed. ● Additional EHCP applications were discussed. ● Additional learners added to the neurodevelopment list was discussed. <p>SEND attendance had increased to over 90%. The school had supported SEND learners and their parents/carers with meetings and had focussed on parental engagement.</p>	

	<p>Q: How are you collecting data on the learner voice?</p> <p>A: We utilise a number of methods, surveys and assessments. We also ensure that learners with IEPs or EHCPs have support to ensure the learners’ voice is captured. This feedback is a vital part of our reviews, planning and targets. We make sure that all learners are supported by an appropriate adult when they do the surveys. We support non-verbal learners by using visuals to ensure their voice is captured.</p> <p>Q: Have you seen attendance improvements across all SEND learners or is it specific SEND learners?</p> <p>A: It relates to specific learners who have had medical appointments and assessments. They want to be in school to learn. Now they have had that external support, they can be here. It is really pleasing to see.</p> <p>There were no further questions asked, and the Chair thanked the SENDCo for providing a verbal update.</p> <p><i>The SENDCo left the meeting at 5:42pm.</i></p>	
<p>6.</p>	<p>Headteacher’s Report</p>	
	<p>Governors had received the Headteacher’s report prior to the meeting. For the benefit of the new governance members, the Chair explained the format of the Headteacher’s report. Key summary points were noted and governor questions were invited.</p> <ul style="list-style-type: none"> ● Financial focus was required for the remainder of the school year to ensure the school finishes with an in-year balanced budget. ● Nursery home visits of proposed new learners to support their needs before starting in September. ● An increase in Pupil Premium learners was noted. The school must continue monitoring and supporting these families. ● Neurodiversity champions award was recognised owing to the Trust and school SEND teams collaborative work. ● Review of appeals into the school (130 applicants vs 30 available spaces). Action: Governance Professional to share feedback to the Trust. ● Continued support for SEND learners in Year 4 and 5 as they progress through the school and onto Key Stage 3. 	<p>Gov Pro</p>



- Attendance remained strong and a thanks was extended to the Trust's data analyst for their work around this. The school achieved 95.58% with Eid excluded, and 94.19% with Eid factored in. Snow impacts in Week 19 were also acknowledged. Strategies to engage with parents/carers which continued driving attendance was discussed.
- Year 6 writing was being moderated by the local authority on Friday 13 June. A thank you was extended to the Trust for their support in the curriculum.
- Communication was highlighted as the key to the school's ongoing successes.
- The school was to be used in a PhD study from a University link with support from the school's additional external support network.

Q: What areas are people applying to the school from?

A: Outside of Batley, then Mirfield and Dewsbury are the main areas. Some of the further afield places are due to sibling links in the school. The strong reputation the school has around SEND is also a reason we have received so many applicants.

Q: How do our applicant numbers compare to other schools' numbers?

A: We do not see numbers outside our Trust. We can advise that other schools have not received similar application numbers. There is an opportunity and an obligation from Field Lane to support the enrolment of as many of these learners within our Trust family of schools as possible.

Q: What are the reasons that not all learners from nursery get a place in?

A: The idea that our nursery learners move into reception is logical. However, it is not always possible due to the criteria in which places are determined e.g additional needs; looked after children; catchment area, siblings; outside catch with siblings; outside catchment area. We have found that families move in and out of catchment areas to secure children into certain schools. This is not exclusive to Field Lane or our Trust family of schools, it happens nationally.

	<p>Q: How is Field Lane’s attendance results benchmarked against the other Trust schools?</p> <p>A: We are very good. Every school has different challenges so to compare directly is not necessarily correct. We have to be mindful of school and community contexts before we make a comparison. We can try and remove the complexities around certain issues but it is difficult.</p> <p>Q: What about a comparison with schools outside the Trust? What are the complexities to establish a fair comparison?</p> <p>A: Our attendance figures compared with schools in Kirklees are very good. The Trust offers a great collaborative approach. In terms of the complexities, this helps us to continue to challenge how we are developing our school and our learners. We have taken away learnings from one of the new schools and high schools recently.</p>	
<p>7.2</p>	<p>Safeguarding</p>	
	<p>The Safeguarding report had been shared with governors prior to the meeting. The following points were highlighted by the Deputy Head Teacher (Trust Safeguarding Leader):</p> <ul style="list-style-type: none"> ● A recent meeting with the Safeguarding Governor had found no major concerns. <ul style="list-style-type: none"> ○ The governor discussed their visit, and reported back positive outcomes, such as the SCR record being up to date. It was highlighted that the learners having a platform to raise concerns was beneficial. ● The introduction of the Worry Box was positive - any concerns, a learner can add a note that will be picked up and discussed. ● Hotspot survey and outdoor provision survey allowed the school to understand potential areas for improvement. ● Thursday 22 May was the date recorded for the full Trust safeguarding review. ● A Trust collaborative approach included BBEST and another school supporting with learner collections and drop offs. ● SEMH support. ● The school had encouraged domestic abuse awareness and allowed safe spaces for parents via external support. Parents/carers have also been encouraged to support each other. 	

	<ul style="list-style-type: none"> • Huddersfield University Healthcare support allowed parents/carers to take health tests. It was useful for learners on health matters, which included CPR and defibrillator training. • A swim safety assembly was scheduled for Tuesday 20 May. <p>Q: Were all learners questioned in the surveys?</p> <p>A: Originally it was just focus groups so we could understand the learner's feelings on a smaller scale. We eventually rolled the full survey to capture every learner's voice.</p> <p>Q: Did the learners feel safe?</p> <p>A: Yes. Initially, survey results implied otherwise. However, once this data was further analysed, reasons as to why learners said "no" were things like, "I fell over once here before", "I don't play in this bit much."</p> <p>One governor discussed a visit on Friday 16 May to deliver a mental health presentation. The governor reported positive engagement and self-awareness from the learners around key mental health topics.</p> <p>Action: send link to new governor visit form for the above Governor to complete and submit.</p>	<p>Gov Pro</p>
<p>8.</p>	<p>Finance and Operations Update</p>	
	<p>The finance and site reports had been shared with the governors prior to the meeting.</p> <p>The new IMP financial systems that was discussed in the previous LGB meeting was confirmed to be on track and implemented for academic year 2025/26. The school advised that a plan to achieve an in-year balanced budget for year 2024/25 was imminent and subject to ongoing reviews with the Trust Financial Team.</p> <p>Q: With reference to the site report, do we know which tree(s) might be causing an issue?</p> <p>A: The problem area has been identified. We have had, and will continue to have, conversations with the relevant neighbours.</p> <p>Q: What about waste management?</p>	



	A: Separate bins are to be used in due course. We have delegated responsibility to learners to guide people to the correct bins. Given learners this responsibility has been a useful exercise.	
9.	Trust Update	
	Hyrstmount and Purlwell were welcomed officially into the Trust's family of schools, effective 1 April 2025.	
10.	Governor Visits and Training	
	The school's SATs process was reviewed. Verbal feedback was provided by the relevant governor. Action: SBM to send form to Gov Pro, who in turn will send out to all governors.	SBM/ Gov Pro
11.	Upcoming Events	
	Governors were reminded of the upcoming Batley Breakfast due to be held at Hyrstmount - Tuesday 10 June 2025 - 8.00 - 9.30am. Action: Governors to inform the Governance Professional if they would be attending Batley Breakfast. The Chair confirmed attendance at the Chair and Vice Chair meeting. The next Field Lane Stronger Together forum was scheduled to be held on Thursday 22 May at 2:30pm.	Governors
12.	AOB	
	A Parent Governor reported that the new Headteacher appointment had been received very well from parents/carers.	
13.	Agenda, minutes and related papers	
	It was determined that part of item 6 and item 9 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. Nothing further was discussed and the meeting closed at 7:05pm.	
14.	Date of Next Meeting	
	Next LGB meeting: Wednesday 21 May 2025, 5:30pm The Chair declared she may not be able to attend the next meeting, and	



	in the absence of the Vice Chair, requested a potential volunteer for the next LGB meeting. Action: Chair contingency plan to be confirmed.	Chair/ Gov Pro
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Actions Arising from Minutes of 20 May 2025

Agenda Item	Date first raised	Matter arising from minutes	Action by	Notes	Action Complete
3. Representation	19/05/2025	Term of office follow up	Gov Pro		Y
3. Representation	19/05/2025	Governors to consider their roles	Governors		
12. Governor visits and training	12/02/2025	Complete training linked to area of responsibility	Gov Pro	Rolled over to next meeting	
6. Headteacher's Report	19/05/2025	Feedback to the Trust	Gov Pro		Y
7.2. Safeguarding	19/05/2025	Share link to new visit form	Gov Pro	Rolled out in due course	
10. Governor visits	19/05/2025	Governor visit form to be shared with governors	SBM/Gov Pro		Y
11. Upcoming events	19/05/2025	Governors to inform Gov Pro if attending Batley Breakfast	Governors		Y
14. Date of next meeting	19/05/2025	Confirm potential Chair for next meeting	Chair/Gov Pro		Y