



Batley Multi Academy Trust
Minutes of Field Lane Junior, Infant and Nursery School
Local Governing Board Meeting
Held on Monday 22 September 2025, 5:30pm

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Monday 22 September 2025, 5:30pm		
Location:	Field Lane Junior, Infant and Nursery School		
Present:	Cat Macdonald (Governor) Sanah Islam (Governor) Rahimah Hussain (Governor) Zakariya Bassar (Governor) Tariq Sidat (Governor) Majeed Mayet (Governor)		
Apologies:	Kulsum Vahed (Governor) Abdul Passwala (Governor)		
Others in attendance:	Asif Lorgat (Headteacher) Francesca Dobson (Deputy Headteacher) Samantha Vickers (Chief Executive Officer) 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 and Introductions	
	The Governance Professional opened the meeting at 5:38pm and thanked everyone for attending the first meeting of the 2025/26 academic year.	



2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	<p>Apologies had been received from Abdul Passwala and Kulsum Vahed in advance of the meeting, with consent. There were no declarations of interest and the meeting was quorate.</p> <p>One item under AOB was put forward by a Governor. The Governance Professional noted this for discussion under item 15.</p>	
3.	Appointment of Chair and Vice Chair	
	<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 they wish to hold these roles, and what skills and attributes they would bring to that role. Governors were advised that voting would only take place once the proposed individual(s) left the room, unless they all agreed to remain present.</p> <p>Governors were invited to put themselves forward for the role of the Chair of Governors. One governor put themselves forward and all governors agreed that the candidate did not need to leave the room whilst they voted. Cat Macdonald was appointed as the Chair of Governors. The Chair advised governors that they intended this academic year to be their last as Chair of Governors at the school, and therefore governors needed to consider their roles for the 2026/27 academic year. Action: governors to consider their roles.</p> <p>Governors were invited to put themselves forward for the role of the Vice Chair of Governors. No present governors put themselves forward. One absent governor had put themselves forward in advance of the meeting. Governors voted and Abdul Passwala was appointed as the Vice Chair of Governors. Action: confirm Vice Chair election with relevant governor.</p>	<p>Governors</p> <p>Gov Pro</p>
4.	Representation	
	<p>The Governance Professional explained that work had been carried out over the summer months to streamline link roles across the Trust family of schools. This was a different strategy to the 2024/25 academic year, where roles were allocated in accordance to statutory requirements and aligned with each individual school's SIP - statutory roles remained present across the Trust family of schools for the 2025/26 academic year.</p>	



The Governance Professional shared the draft proposal for link areas for 2025/26. Comments and suggestions from governors were welcomed and changes were made accordingly. Role descriptor work was still ongoing, and would be provided to governors in due course. Governors were reminded that role descriptors included brief remits 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.

Specific Governor links were confirmed, as follows:

*Safeguarding (inc. digital standards) - Sanah Islam

*SEND (including pupil premium/disadvantaged) - Cat Macdonald and Tariq Sidat

Careers - Kulsum Vahed

Outcomes/Curriculum (inc. reading/EYFS) - Zakariya Basser

Behaviour and Attendance - Rahimah Hussain

Finance - Cat Macdonald and Tariq Sidat

Health & Safety - (Estates Management inc. catering provision) - Abdul Passwala

Community - Rahimah Hussain

(*statutory link roles)

Action: confirm with absent governors their link roles.

Gov Pro

Governors were made aware that Aneesa Kola and Jeanette Dent had stepped down from their role over the summer break. Both resignations were accepted and both Governors were thanked for their time and commitment to the role.

Governors also acknowledged that a long-standing Governor, Majeed Mayet's term of office was due to come to an end in between this LGB meeting and the next LGB meeting in November. Majeed was due to join the meeting by item 5 and it was agreed the LGB would formally recognise Majeed's contributions under AOB.

The Governance Professional confirmed three Co-opted Governor vacancies and one Staff Governor vacancy. It was confirmed that there was one Parent Governor term of office due to expire in the next 6 months. The Parent Governor expressed their desire to run for another term, and the parent election process was explained to governors.



	<i>Majeed Mayet entered the meeting at 5:56pm.</i>	
5.	Minutes of the Last Meeting	
	The minutes of the last meeting held on 2 July 2025 were agreed as a true and accurate record.	
6.	Review of Actions from the Minutes	
	<p>The Trust had developed a new actions tracker over the summer and this was shared with the Headteacher and Governors in advance of the meeting. The Governance Professional invited feedback from attendees, who responded positively to the actions tracker. It was agreed that the table at the end of the minutes would be replaced by the new actions tracker.</p> <p>There was one action outstanding from the previous meeting. Action: Headteacher to chase for the feedback.</p>	Gov Pro
7.	Governance	
	<p>The Governance Professional provided updates on the following documents, highlighting amendments for 2025/26. 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"> ● Scheme of Delegation (full) including Terms of Reference and the LGB constitution <ul style="list-style-type: none"> ○ The SoD outlines which powers and functions are delegated to which level of governance, including Members who operate with a 'eyes on, hands off' approach, the Board of Trustees and Trust Central Team (Trust executive leaders), in particular the CEO, who works closely with the Board of Trustees to determine the Trust's strategies, and including at a local level with Trust Heads and our Local Governing Boards and committees. ○ In summary, the 2025/26 Scheme of Delegation reflects a refinement of policies, roles, and governance processes. The updates provide greater detail in certain areas, adjust colleague responsibilities, and emphasises a greater focus on the importance of collaboration across our family of schools. 	



	<p>The Governance Professional added this document had been tabled at the Board of Trustees meeting 2 weeks prior.</p> <ul style="list-style-type: none"> ● Academy Trust Handbook <ul style="list-style-type: none"> ○ Governors were asked to read and familiarise themselves with the 2025 Academy Trust Handbook. The biggest changes were focused on finance and financial expectations. <p>Governors had been asked to complete the following set of forms by Friday 26 September 2025:</p> <ul style="list-style-type: none"> ● Code of Conduct ● Skills Audit ● Conflict of Interest Form <p>Action: Governors to complete the above forms.</p> <ul style="list-style-type: none"> ● Role of: documents - link governor role descriptors, include useful questions to ask on school visits; these will be shared with individual governors. Action: share documents with Governors. ● Governor Privacy Notice The Governor Privacy Notice was also shared which explains how the Trust collects, stores, and uses personal data about Governors. <p>A discussion on the Privacy Notice followed and it was agreed by the CEO that the Trust would review the document. Action: review document with the Director of Compliance and Governance.</p>	<p>Governors</p> <p>Gov Pro</p> <p>CEO</p>
<p>8.</p>	<p>New Guidance (DfE) (for information)</p>	
	<p>Governors were referred to key DfE guidance, including KCSIE 2025, which would be covered during statutory Safeguarding training, to which governors had been invited to attend in September or October.</p> <ul style="list-style-type: none"> ● Keeping Children Safe In Education 2025 (September 2025) ● Early Years Foundation Stage Framework 2025 (September 2025) 	
<p>9.</p>	<p>Headteacher’s Report</p>	
	<p>The Headteacher provided key updates on:</p> <ul style="list-style-type: none"> ● 2024/25 outcomes ● SIP 2024/25 summary and SIP 2025/26 	



- SEF 2025/26

The Headteacher informed Governors that the school's strategies were all aligned with the:

- The school's STAR (strength, togetherness, aspiration, responsibility) values
- The school's vision
- The Trust vision and values.

The school's parent/carer engagement strategies around behaviour and attendance was discussed. This included new strategies in the classroom, providing teachers with more accountability and the Deputy Headteacher supporting colleagues as the 'attendance champion' for the school. Collaborative and healthy competition around attendance across the Trust family of schools was reported, with the school implementing incentives in support of achieving strong attendance figures. Governors understood the school's attendance position, including reasons for permanent absence and the support around learners with EHCPs. Governors were satisfied that the strategies would promote attendance to achieve the Trust's 2025/26 target of 98%.

The Headteacher provided an update to Governors on attainment and phonics data for the 2024/25 academic year. Some challenges that the school faced were identified and strategies had been implemented for the 2025/26 academic year. Governors acknowledged that the school had a higher number of SEND learners in the reception and Year 1 cohorts compared with national averages.

Other outcomes highlights were as follows:

- Year 2:
 - Reading - attaining GDS had a year-on-year increase of 13.3%.
 - Writing - attaining EXS or better had a year-on-year increase of 3.3%.
 - Maths - attaining EXS or better and attaining GDS both had a year-on-year increases of 6.7%.
- Year 6:
 - Reading - standard had a year-on-year increase of 10%.
 - Reading - high attainers had a year-on-year increase of 26.7%.
 - Maths - high attainers had a year-on-year increase of 16.7%.



	<p>Any absent colleagues would continue to receive support in conjunction with Trust policies. The school had identified senior leadership opportunities via NPHQ courses, with some colleagues already completing the relevant course, and others were in the process of completing. Colleagues were also provided with personal development opportunities via the Trust Network meetings, these included but were not limited to: Trust Deputy Headteacher Network, Trust Attendance Network, and individual faculty networks.</p>	
10.	Project/Site Works Summary	
	<p>The Headteacher provided a verbal update on recent projects completed and ones that needed to be carried out:</p> <ul style="list-style-type: none"> • Fire safety assessment had been carried out. • Shutters were serviced. • Decor updates around the school, including new carpets and painting - the Caretaker was recognised for their contributions. • No roof leaks since the repairs were carried out. • A new pond had been built. 	
11.	Policies	
	<p>One policy was shared with governors in advance of the meeting:</p> <ul style="list-style-type: none"> • SEND Info Report. <p>The main amendments were presented to governors. Strategies to engage with parents/carers around SEND were implemented successfully. Governors commended this approach by the school and put no further questions or comments forward. The document was ratified.</p>	
12.	Trust Update	
	<p>An update was provided by the Governance Professional:</p> <ul style="list-style-type: none"> • Trust representatives - the CEO will attend this year's LGB meetings and additional Trust colleagues will attend LGB meetings at governors' invitation. Governance Professional to arrange as required. • Trust Offer - the services that the Trust offers to its family of schools was outlined and reference was made to the Trust Offer document. 	



	<p>Overall, the Trust comprises eight schools, over 700 colleagues, over 4,500 learners which ultimately form one community.</p> <ul style="list-style-type: none"> • Trust-on-a-page - the document shared termly providing information about collaborations between the Trust and school, and wider network, collaborations and communications. • Governor Visit Guidelines and Form - the new visit form was shown to governors and where to find the link (refer governor manual). The visit form was to be completed following a school visit and shared with staff visited, Headteacher and Governance Professional. • Governor Manual - updates shared for 2025/26. • Governors were informed that training would be via the NGA and Key Leaders websites. Face-to-face training would continue every half term and Governors would receive invitations to this training nearer the time. 	
13.	Upcoming events (school and Trust wide)	
	<p>Governors were reminded of the following upcoming events:</p> <ul style="list-style-type: none"> • Governance Conference - Saturday 18 October, 9am - 12:00pm at Gomersal Park Hotel <p>Action: Governors were asked to confirm their attendance at the above events with the Governance Professional or the Director of Compliance and Governance.</p>	Governors
14.	Training and Development	
	<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"> • Thursday 25 September 2025 6pm - 7.30pm • Thursday 9 October 2025 9.30am - 11am <p>Governors were reminded that the financial training was postponed and would be held at the Governance Conference. Additional sessions would be offered to governors who cannot not attend the conference.</p> <p>Action: Governors to confirm their attendance at one of the above training sessions.</p> <p>Action: Governance Professional to share relevant training linked to Governor's remit/area of responsibility.</p>	Governors Gov Pro



	Action: Governors to complete relevant training.	Governors
15.	AOB	
	Governors recognised Majeed Mayet's length of service at Field Lane School and formally thanked him for his commitment over many years. Majeed was a long-standing and dedicated member of the team who had volunteered much time during his tenure. The LGB were grateful for Majeed's valued input and contributions and wished him well for the future.	
16.	Agenda, minutes and related papers	
	It was determined that part of item 9 and part of item 15 be excluded from the copy of minutes 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 7:30pm.	
17.	Next Meeting: Tuesday 11 November 2025, 5:30pm	