



Batley Multi Academy Trust
Minutes of Field Lane Junior, Infant and Nursery School
Governing Board Meeting
Held on Tuesday 18 November 2025, 5:30pm

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full SGB		
Date and time:	Tuesday 18 November 2025, 5:30pm		
Location:	Field Lane Junior, Infant and Nursery School		
Present:	Cat Macdonald (Chair of Governors) Sanah Islam (Governor) Rahimah Hussain (Governor) Zakariya Bassar (Governor) Tariq Sidat (Governor) Kulsum Vahed (Governor)		
Apologies:	None received		
Others in attendance:	Asif Lorgat (Headteacher) Francesca Dobson (Deputy Headteacher) Samantha Vickers (Chief Executive Officer) Nawaid Aurangzeb (Interim Chief Financial Officer, CFO) Alistair Milligan (Governance Professional)		
Quorum:	Any three of the Governors of the SGB, or, where greater, one third of the total Governors of the SGB	Quorum met:	Yes

Item	Minutes	Action
1.	Welcome and Introductions	
	The Chair opened the meeting at 5:33pm and thanked everyone for attending. A warm welcome was extended to the Interim Chief Financial Officer for being present at the meeting and introductions were made for the benefit of all attendees.	



2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	There were no apologies received in advance of the meeting. Abdul Passwala’s absence was noted. There were no declarations of interest, no items raised under AOB and the meeting was quorate.	
3.	Finance Update	
	<p>The Chair introduced the Trust’s Interim CFO to the governing board, who in turn delivered a summary of the school’s financial position. This included key updates on actions to ensure the school operated with, and importantly maintained, an in-year balanced budget. The importance of the school achieving an in-year balanced budget was recognised by the governing board, as schools and Trusts are not allowed to set deficit budgets. There was a current 2025/26 anticipated surplus of £26k reported. Exact figures are subject to the current audit process which is underway at present. The school needs to remain within the financial KPIs and staffing should not exceed 75% of the budget. Action: full 2024/25 figures were to be confirmed following the financial audit (to be confirmed at the next SGB meeting).</p> <p>The CEO congratulated the school’s new Headteacher and Deputy Headteacher on strong financial management with solution-focused strategies. National financial challenges were recognised by all attendees and governors were satisfied that school leaders, with support from the governing board and Trust, had applied all possible solutions to ensure a financially viable school.</p> <p>Q: Do the budgets reflect any recent additional expenditure?</p> <p>A: Yes.</p> <p>Q: Are we on target to hit the targeted or recommended Department for Education staffing budget of approximately 75%?</p> <p>A: Yes.</p> <p>Q: Is there a degree of flexibility in achieving this target?</p> <p>A: Around 2-3% either way, but not more than that. We recognise that government budget announcements may have an impact on this so a strong model allows for some degree of flexibility.</p> <p>Q: Are we exploring additional strategies to generate income streams?</p>	CFO/CEO



	<p><i>Cat Macdonald left the meeting at 5:48pm.</i></p> <p>A: Yes, we have multiple ways to generate income, such as colleagues who are qualified Ofsted inspectors, and we have increased the number of peers who can participate on Independent Review Panels. Any income generated from such additional voluntary roles is reinvested in its entirety into our Trust family of schools. There are multiple grants and additional funding campaigns which we submit business cases for at Trust level, for example, School Conditional Allocation (SCA) funding for capital works.</p> <p><i>Cat Macdonald rejoined the meeting at 5:50pm.</i></p> <p>Governors provided positive feedback on the new format of the budgets. The CFO advised that work continued on the development of a further simplified format to support the board’s understanding and meeting efficiency.</p> <p>There were no further questions or comments put forward.</p> <p>No further questions were asked and Governors thanked the Interim CFO for their attendance at the meeting.</p> <p><i>Nawaid Augengzeb and Francesca Dobson left the meeting at 6:03pm.</i></p>	
<p>4.</p>	<p>Representation</p>	
	<p>The Governance Professional confirmed that there were x3 Co-opted Governor vacancies and x1 Staff Governor vacancy.</p> <p>There was x1 term of office due to expire this month. As such, a Parent Governor vacancy was to become available and the role had been advertised. Two applications had been received, and as such, a ballot was required.</p> <p>The ballot process for the role of Parent Governor was explained to governors e.g. all parents/carers will have a period of 10 school days to vote for the parent/carer of their choice, with the outcome being determined by a simple majority (the candidate with the most votes will progress to the next stage). The pen portraits submitted in each parent/carer application would be made available to parents/carers to support their voting decision. Action: create parent/carer ballot. Action: agree the ballot period.</p>	<p>Gov Pro Gov/HT</p>



	<p>Action: communicate with parents/carers on the ballot.</p> <p><i>Francesca Dobson rejoined the meeting at 6:06pm.</i></p> <p>It was reported that there was interest in a Co-opted Governor vacancy and all Governors (including those absent) would receive an email regarding the next steps in relation to the voting process. Action: email governors with the next steps.</p>	<p>HT</p> <p>CEO/Gov Pro</p>
5.	Minutes of the Last Meeting	
	The minutes of the last meeting held on 22 September 2025 were agreed as a true and accurate record.	
6.	Review of Actions from the Minutes	
	<p>Eight actions had been completed and four actions remained outstanding. Three outstanding actions were in progress and would be completed in due course. One action was escalated to the CEO to support completion. Action: CEO to make relevant contact.</p> <p>The actions tracker was updated to reflect the completion and progress of all actions.</p> <p>Governors requested the "Visual Diary of the Day" created by a governor from the Governance Conference. Action: distribute the Governance Conference "Visual Diary of the Day" to governors.</p>	<p>CEO</p> <p>Gov Pro</p>
7.	Headteacher's Report	
	<p>The Headteacher's report was shared with governors in advance of the meeting. The Headteacher provided a brief summary of the report, with the following highlights made:</p> <ul style="list-style-type: none"> ○ Attendance above 95% (compulsory school age) and in line with national averages. The school was now focused on exceeding national averages in every area-many measures already are above NA. ○ Attendance was strong, but was then adversely affected in the weeks leading up to half term, owing to a sickness bug which had impacted all schools in the Trust family. ○ Overall, attendance initiatives were reported as effective. Governors were satisfied with the strategies and were not 	



	<p>concerned about leave of absence requests, having considered the context of the community.</p> <ul style="list-style-type: none"> ● Colleagues' continued professional development (CPD) was strategically aligned with the school improvement plan (SIP). ● Successful launch of the "Reach for the Stars" initiatives which celebrated learners demonstrating the school's STAR values and achieving excellent attendance. ● Community engagement remained strong: <ul style="list-style-type: none"> ○ Maths workshop was well attended by parents/carers. ○ Reception open evening was well attended by parents/carers. ○ Parents' evening - almost all parents/carers attended on the day, with meetings scheduled with those who were unable to attend. ● Attainment overview with high aspirational targets, and the strategies to meet these. This included interventions and ensuring that the right learners were being targeted for the correct interventions. "Identify, strategise, achieve and exceed." <ul style="list-style-type: none"> ○ Useful tools to support assessments in early years was discussed following successful implementation in other Trust schools. Action: Headteacher to explore assessment options <p>Q: What was the feedback from teachers on Parents' Evening?</p> <p>A: Teacher feedback was positive.</p> <p>Q: Have we received parental feedback from Parents' Evening?</p> <p>A: We will provide the parental survey feedback at the next SGB meeting. Action: provide parental feedback.</p> <p><i>Rahimah Hussain left the meeting at 6:20pm.</i></p> <p>Q: When is the final year assessment?</p> <p>A: Just before the last half term of the academic year.</p> <p>Q: How often are the assessment reviews?</p> <p>A: Every half term.</p> <p>A discussion followed on the development of communication strategies to better engage with parents/carers. This included strategies around parents/carers and the school's extra curricular offer. Governors were</p>	<p>HT</p> <p>HT</p>
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	<p>satisfied that senior leaders were aware of the importance of engaging with parents/carers.</p> <p>Q: How many learners have been identified as having, or potentially having SEND needs?</p> <p>A: In total we have 33.</p> <p>It was noted that a detailed SEND Update would be provided at the next agenda item and any questions linked to SEND would be raised then.</p> <p>Governors recognised the importance of dedicated headship time, and were pleased that the Headteacher was receiving this. The Headteacher was thanked for the update and there were no further questions or comments from governors.</p>	
<p>8.</p>	<p>SEND Update</p>	
	<p>The SEND report had been shared with governors in advance of the meeting. The school's SENDCo highlighted the key data such as:</p> <ul style="list-style-type: none"> ● The number of SEND learners ● The number of ongoing applications (EHCP, My Support Plans etc.) ● The number of planned applications (EHCP, My Support Plans etc.) <p>The SENDCo also updated governors on the positive impact of strategies in the classrooms, and governors were satisfied that solutions were in place to maintain a purposeful and effective teaching and learning environment for all learners. This included a further improved CPD offer to colleagues, of which feedback had been provided. A discussion followed on how the school had considered feedback from colleagues to develop the SEND CPD offer. A colleague was acknowledged for the creation of handover booklets for individual learners. These contained guidance on: strategies to support learners who may become dysregulated, suggested targets, and any useful guidance on how an individual learner's needs can be met. Attendees recognised this as a highly effective technique to support learners as they progress through each year in the school.</p> <p>The SENDCo was thanked for the update and governors had no further questions or comments to put forward.</p>	



9.	Safeguarding Update	
	<p>The Safeguarding report had been shared with governors in advance of the meeting. The Deputy Headteacher confirmed that a governor safeguarding visit had recently been completed. There were no concerns raised from the visit or in the data, for instance:</p> <ul style="list-style-type: none"> ● 0 children missing from education referrals ● 0 inclusion days ● 0 suspensions and 0 suspension days ● 0 permanent exclusions <p>Action: governor safeguarding link to submit the school visit google form.</p> <p>Action: create a printable version of the visit form to allow governors to hand write their school visit notes.</p> <p>Action: report to be made available to governors at the next SGB.</p> <p>Initiatives to support the school’s families were discussed, including vouchers for retailers such as Tesco and Cost for Living.</p> <p>Governors thanked the Deputy Headteacher for the update. No further questions were asked.</p> <p><i>Zakariya Basser and Francesca Dobson left the meeting at 7:02pm.</i></p>	<p>SG link</p> <p>Gov Pro</p> <p>Gov Pro</p>
10.	Policies	
	<p>The policies for approval were tabled in advance of the meeting. The Headteacher invited questions and comments from governors.</p> <p><i>Francesca Dobson rejoined the meeting at 7:05pm.</i></p> <p>Governors positively noted the links between the Anti-bullying Policy and Behaviour Policy. There were no further questions or comments put forward and the following policies were ratified by the governing board:</p> <ul style="list-style-type: none"> ● Accessibility Policy ● Behaviour Policy ● Anti-Bullying Policy ● Relationship and Health Education Policy <p>Action: update school website and relevant files with the ratified policies.</p>	<p>Gov Pro</p>



11.	Trust Update	
	<p>The Governance Professional had shared a number of documents with Governors in advance of the meeting.</p> <p>Trust on a Page This was a termly document where governors were informed of work that was being undertaken collaboratively between the Trust and the school and also other schools within the Trust.</p> <p>Skills Audit Analysis Governors were informed that this would be discussed in more detail at the next SGB meeting. In the meantime, the summary document had been provided and this was an overview of the responses received.</p> <p>Trust Annual Governance Planning Calendar 2025/26 The above document had been launched at the recent Annual Governor Conference and the Governance Professional shared with governors that the document offered full transparency in terms of remit and responsibilities at Member, Trustee and Governor level.</p> <p>There was a clear structure in place for quality assurance and monitoring at both Trustee and Governor level. Role descriptors for all link areas were included at the back of the document and these were the "mini job descriptions" linked to all areas and included a set of questions that Governors may want to ask as part of their school visits.</p> <p>The Finance Link Governor role descriptor was discussed as an example.</p> <p>Governor Manual 2025/26 Governors were reminded that key information was available in this document including meeting dates and other key dates throughout the school year.</p> <p>The Trust's network meetings were highlighted by the Trust Headteacher as great opportunities for CPD. These networking opportunities also strengthen the focus and alignment of all of the schools within the Trust family. The Trust Headteacher reassured governors that the Trust Central Team was a fantastic tool to receive guidance and support from.</p>	



12.	Training and Development	
	<p>Governors were asked to complete relevant training no later than Friday 19 December 2025:</p> <ul style="list-style-type: none"> • Cybersecurity - link to confirm completion here. • Safer Recruitment - minimum Chairs and Vice Chairs. • SCR Training - Webinar 2 - link to confirm completion here. <ul style="list-style-type: none"> ○ SG link only <p>Governors were asked to submit any training certificates into the Governance Professional at the earliest opportunity. Action: governors to submit any training certificates to Gov Pro.</p>	Governors
13.	Upcoming events (school and Trust wide)	
	<p>Governors were reminded of the following upcoming events:</p> <ul style="list-style-type: none"> • Batley Brilliance - The Fields (at Manorfield) - Thursday 20 November 2025, 1pm - 2:30pm. • Batley Brilliance - Field Lane - Thursday 11 December 2025, 1pm - 2:30pm. • Batley Brilliance - Healey - Thursday 8 January 2026, 1:45pm - 3:00pm. 	
14.	AOB	
	<p><i>The following item was added into the minutes at the request of the Headteacher, and following the approval from governors after the meeting had closed:</i></p> <p><i>The Trust family of schools will be migrating to a new Management Information System (MIS) over the course of the 2025/26 academic year. Field Lane's current MIS provider is Integris. After a rigorous tender and selection process the successful MIS is Arbor. The school has been involved with the whole process via an established MIS Project team led by the Trust's Chief Operating Officer.</i></p> <p><i>Arbor is a cloud-based MIS which offers much smarter and more efficient ways of data management. Field Lane will transfer over in January 2026.</i></p>	



15.	Agenda, minutes and related papers	
	<p>It was determined that no part of the minutes be excluded from the copy that is available at the school.</p> <p>Nothing further was discussed and the meeting closed at 7:20pm.</p>	
16.	Next Meeting: Tuesday 3 February 2026, 5:30pm	