



Batley Multi Academy Trust
Minutes of Field Lane Junior, Infant and Nursery School's Governing Board Meeting
Held on Tuesday 3 February 2026, 5:30pm

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Tuesday 3 February 2025, 5:30pm		
Location:	Field Lane Junior, Infant and Nursery School		
Present:	Cat Macdonald (Chair of Governors) Abdul Passwala (Vice Chair of Governors) Rahimah Hussain (Governor) Zakariya Basser (Governor) Kulsum Vahed (Governor)		
Apologies:	Tariq Sidat (Governor) Sanah Islam (Governor)		
Others in attendance:	Asif Lorgat (Headteacher) Francesca Dobson (Assistant Headteacher) Samantha Vickers (Chief Executive Officer) 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 5:30pm and thanked everyone for attending.	
2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	There were apologies for absence received in advance of the meeting from Sanah Islam and Tariq Sidat, with consent. There were no declarations of interest, no items raised under AOB and the meeting was quorate.	



3.	Representation	
	<p>The Chair officially welcomed and congratulated Rahimah Hussain on her Co-opted Governor appointment, with Rahimah’s term of office running for four years from 28 November 2025, less one day. Governors also congratulated the Chair of Governors, Cat Macdonald, on her successful Co-opted Governor reappointment in December. The Chair then made Governors aware that this would be her last academic year as a Governor at Field Lane Junior, Infant and Nursery School, and confirmed that she would be stepping down from the SGB at the close of the academic year. The Chair discussed the need for all Governors to consider their current roles and the need for an effective succession plan.</p> <p><i>Zakariya Basser joined the meeting at 5:32pm.</i></p> <p>All attendees recognised the hard work, commitment and time that Cat had dedicated to the school over many years of service. The CEO, school leaders and Governors all thanked Cat for her strong leadership, insight and many contributions.</p> <p>The Chair confirmed that there were x2 Co-opted Governor vacancies, x1 Staff Governor vacancy and currently x1 Parent Governor vacancy.</p> <p>The Chair provided an update on the progress of a Parent Governor application. This followed a ballot held for a period of 10-school days in which parents/carers were allowed to vote up to 12 noon on Wednesday 17 December 2025. The parent/carer who received the highest number of votes progressed to the next stage of the application process. The Chair confirmed that should the candidate be successfully appointed, the number of Parent Governor vacancies would be reduced to x0. The Governance Professional would continue to update the board on the current application where applicable.</p> <p>Action: continue to update Governors on the Parent Governor application progress.</p>	Gov Pro
4.	Minutes of the Last Meeting	
	<p>The minutes of the last meeting held on 18 November 2025 were agreed as a true and accurate record.</p>	
5.	Review of Actions from the Minutes	
	<p>Actions were reviewed, most having been completed and some actions carried forward to the next meeting.</p>	



	<p>The parent/carer survey results had been analysed and were shared with Governors in advance of the meeting. The results were to be shared with parents/carers. Action: share parent/carer survey results with parents/carers.</p> <p>The actions tracker was updated to reflect the completion and progress of all actions.</p>	<p>HT</p>
<p>6.</p>	<p>Trust Headteacher’s Report</p>	
	<p>The Trust Headteacher’s report was shared with governors in advance of the meeting. The Trust Headteacher provided a summary of the report, with the following highlights:</p> <ul style="list-style-type: none"> ● Attendance remained a strength at 95% for autumn 2025. The school remained focused on exceeding national averages (NA). ● The four part lesson structure was proving an effective strategy for all year groups - Connect, Activate, Demonstrate, Consolidate. Governors agreed that this provided a strong, consistent platform for teaching colleagues in every classroom. ● Road safety week in November 2025 - the school had won the Modeshift Award for excellence in supporting sustainable, active travel like walking, cycling, and wheeling. ● The school continued to aim for its aspirational targets by exceeding EYFS GLD and KS1 phonics NAs. ● There were robust interventions and supportive approaches in place for learners who required additional support - Governors were satisfied with these approaches. ● Strong curricular enrichment offer - the school’s after school club offer was accessible to all learners, including SEND and pupil premium learners. All clubs were reported as being full, with learners and parents/carers engaged in the extra curricular offers. <ul style="list-style-type: none"> ○ ‘The Mad Science’ assembly in November 2025 was the catalyst for a new January 2026 after school club. ● Colleagues and staffing - all colleagues were acknowledged for their positive attitude since the start of the 2025/26 academic year. The varying challenges that colleagues had faced were recognised by the CEO, Trust Headteacher and Governors with the collaborative approach of all colleagues being commended. <ul style="list-style-type: none"> ○ There were ongoing reviews with a new three-week rota for Teaching Assistants. The Trust Headteacher reported that feedback from colleagues had been positive and both learners and colleagues were benefiting from working with different people. 	



- Staff attendance was very strong, averaging 99% since the start of the academic year.
- Teachers have weekly Professional Development meetings which allow for an open and honest discussion and cover a range of topics.
- Animal sanctuary requests to Governors and community work and engagement become a primary focus. Food bank and Fairfield Special School support and interaction and collaboration.
- H&S support via the COO has been very strong and welcomed by the Trust Headteacher.

Action: provide the number of PP learners accessing after school interventions at the next SGB meeting.

Assistant Head

A Governor shared positive feedback from parents/carers on the new Headteacher as he approached his first 100 days in post. Parents/carers felt that the school's direction was representative of the school's STAR (strength, togetherness, aspirations, responsibility). The Trust Headteacher thanked Governors for this feedback and gave credit to all colleagues for demonstrating strength and resilience with positive attitudes, great leadership and striving to be the best version of themselves.

Attendance:

- Strategies included letters, phone calls and face-to-face meetings directly to parents/carers persistently absent (PA) learners. Collaborative work with the Trust Attendance Lead had also taken place. Overall, the number of PA learners had reduced by six learners following these strategies.
- Owing to successful strategies, the school had placed higher in the DfE's similar schools attendance tables:
 - Nine places higher for reduced PA;
 - Seven places higher for overall attendance.

Governors noted that leave of absence (LOA) requests remained high but the reasons for higher than anticipated LOA request figures were understood. Governors also commented on the strategies to continue improving attendance, with specific discussion on pupil premium (PP) learners' attendance improvements:

- PP attendance had increased by 1.85% from HT1 to HT2.
- SEND attendance had increased by 0.9% from HT1 to HT2.

Governors were reassured by the school that the attendance focus was being approached in the correct manner and with the right intentions - high attendance



= high attainment - every day counts. Governors were satisfied that the school continued to adopt a consistent, fair and supportive approach in the attendance push towards the Trust’s 98% aspirational target. **Action:** provide LOA comparative data between 2024/25 to 2025/26 at the next SGB meeting.

Assistant
Head

SEND:

The SEND report had been shared with Governors in advance of the meeting. The following highlights were made by the Assistant Headteacher:

- Monitor the impact of interventions across school, including the new after-school interventions.
- Continue to implement the new SEND parent group and measure the impact through parent/carer voice, learner engagement and attendance.
- Continue the development of the SEMH curriculum through monitoring and learner voice.
- Quality assuring SEND via improved data (including PIVATs) and gathering of learner and parent/carer voice.

Action: continue to update Governors on the progress of SEND strategies throughout the academic year.

Assistant
Head

Q: How have parents/carers received new SEND adaptations?

A: There has been no negative feedback. Colleagues have built great rapport with learners and parents/carers. The communication between teaching colleagues and parents/carers is strong.

Governors thanked the school for the updates and put forward no further questions or comments.

8. Safeguarding Update

The Safeguarding reports had been shared with governors in advance of the meeting. This included a report from a mini safeguarding review undertaken towards the end of the last academic year. Attendees agreed to discuss the Safeguarding item before the SEF and SIP item. The Assistant Headteacher provided the safeguarding update with the following highlights being made:

- Positive engagement by parents/carers with the school to seek support.
 - BBEST support for families.
 - SEND parent group involvement.
- 0 children missing from education referrals



- 0 inclusion days
- 0 suspensions and 0 suspension days
- 0 permanent exclusions

Governors acknowledged the additional support being offered to the school's families outside of the classroom, such as with vouchers for appropriate winter clothing. There were no further questions or comments put forward by Governors.

7. SEF and SIP Progress

The SIP and SEF had been shared with Governors in advance of the meeting. The Trust Headteacher explained that the SIP contained 10 KPIs. Governors noted the level of detail in the SEF, and were satisfied that the SEF was an accurate reflection of the school's current performance, with evidence, strengths and areas for improvement discussed throughout.

Highlights from the SIPs progress were as follows:

- Eradicating gaps to NA outcomes.
- An exceptional teacher in every class - 4 part lesson strategy supported by the Headteacher's teaching and learning walks.
- Careers as the golden thread - careers week was upcoming and a Trans Pennine Express Project Manager had recently delivered a presentation to the learners on the huge scope of job opportunities for the organisation. Learners were inspired and provided with authentic insights into various careers and skills.

Zakariya Basser left the meeting at 6:40pm.

- An inspired learning environment - colleagues had visited two outstanding schools on Friday 23 January. The school reported a sense of inspiration from the positive conversations that have followed amongst colleagues and how they can bring/adapt ideas into the school's context.

Zakariya re-entered the meeting at 6:44pm.

The Chair commended the content and detail of the SIP and SEF reports. Governors concluded that the school was clearly evidencing completion of the actions within the document and extended a thank you to all colleagues for their continued hard work and dedication towards the aspirational targets.



<p>9.</p>	<p>Trust Update</p>	
	<p>The Governance Professional had shared a number of documents with Governors in advance of the meeting. Governors were reminded of each document which would continue to be made available in each SGB meeting document folder:</p> <ul style="list-style-type: none"> • Trust-on-a-Page - 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. • Skills Audit Analysis - the data and summary document demonstrated the board's areas of strength and areas for improvement with regards to their skillset. Relevant actions to support the board were produced from the skills audit completed by Governors at the beginning of the 2025/26 academic year. • Trust Annual Governance Planning Calendar 2025/26 - this document offered full transparency in terms of remit and responsibilities at Member, 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. • Role descriptor example - the Finance Link Governor role descriptor was provided as a role descriptor example. • Governor Manual 2025/26 - Governors were reminded that key information was available in this document, such as meeting dates, key school contacts and training links. 	
<p>10.</p>	<p>Training and Development</p>	
	<p>The Governance Professional provided an update on Governor's outstanding training courses. Reminders had been sent in advance of the meeting and Governors would receive further communication on any outstanding training from the Governance Professional following the meeting:</p> <ul style="list-style-type: none"> • Cybersecurity - link to confirm completion here. • Safer Recruitment - minimum Chairs and Vice Chairs. <p>Action: send outstanding training communication to relevant Governors.</p> <p>Action: relevant Governors to complete training by Friday 13 February 2026.</p> <p>Governors were also made aware of the following non-mandatory but recommended training to support knowledge and understanding on attendance - a KPI focus across the Trust family of schools:</p>	<p>Gov Pro</p> <p>Governors</p>



	<ul style="list-style-type: none"> • Monitoring attendance: The Key (online) <p>Action: Governors to submit any training certificates to the Governance Professional.</p>	Governors
11.	Governor Deep Dive Visit Feedback	
	<p>Governors were reminded by the Governance Professional to complete the online school visit form once a visit had been completed.</p> <p>A SEND school visit and SCR review form had been submitted in advance of the meeting. This was shared with Governors in advance of the meeting. The school visit highlighted strong SEND strategies, with specific reference to considerations made for Parents’ Evening. The Chair and CEO thanked the teaching staff involved for the additional commitment and time taken to support families and meet additional needs by arranging a parent/carer meeting at a more convenient time.</p> <p>Attendees thanked the Governors for the school visit and put forward no further questions or comments.</p>	
12.	Upcoming events (school and Trust wide)	
	<p>Governors were reminded of the following upcoming events:</p> <ul style="list-style-type: none"> • Batley Girls’ Batley Brilliance - Thursday 23 April 2026, 1.00pm - 2.30pm. <p>Action: Governors were asked to confirm their attendance to BGHS’ event with the Governance Professional or the Director of Compliance and Governance.</p> <p>Manorfield’s Batley Brilliance event, scheduled on Thursday 12 February 2026, 1.00pm - 2.30pm, had been postponed. More information would follow on a rearranged date and time when applicable.</p>	Governors
13.	AOB	
	<p>Governors who attended Field Lane’s Batley Brilliance were positive about the event and were already looking forward to next academic year’s.</p> <p>The Governance Professional confirmed that all policies were up-to-date and had been ratified by the SGB.</p>	



14.	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 7:05pm.</p>	
15.	Next Meeting: Tuesday 28 April 2026, 5:30pm	