



Batley Multi Academy Trust
Minutes of Field Lane Junior, Infant and Nursery School's Governing Board Meeting
Held on Tuesday 28 April 2026, 5:30pm

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Tuesday 28 April 2026, 5:30pm		
Location:	Field Lane Junior, Infant and Nursery School		
Present:	Cat Macdonald (Chair of Governors) Rahimah Hussain (Governor) Zakariya Basser (Governor) Kulsum Vahed (Governor) Umar Daji (Governor)		
Apologies:	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

Part A		
Item	Minutes	Action
1.	Welcome and Introductions	
	The Chair opened the meeting at 5:40pm and thanked everyone for attending. A warm welcome was extended to a new Parent Governor, Umar Daji.	

2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	There were apologies for absence received in advance of the meeting from Sanah Islam, with consent. Tariq Sidat and Abdul Passwala's absences were noted. There were no declarations of interest, one item raised under AOB and the meeting was quorate.	
3.	Representation	
	The Chair officially welcomed and congratulated Umar Daji on his Parent Governor appointment, with Umar's term of office running for four years from 13 April 2026, less one day. The CEO highlighted some of the recruitment strategies that the Trust had engaged with to support all schools within the Trust family, such as LinkedIn posts, and adverts posted on MyNewTerm (recruitment website utilised by the Trust for employed vacancies). Some interest had been received and potential opportunities were being explored via the Trust's robust screening process. A potential Chair of Governors had been identified and the next steps would be confirmed in due course. Action: continue to update the SGB on the recruitment progress of a Chair of Governors. The Chair confirmed that there were x2 Co-opted Governor vacancies and x1 Staff Governor vacancy.	CEO/ Dir of C&G/ Gov Pro
4.	Minutes of the Last Meeting	
	The minutes of the last meeting held on 3 February 2026 were agreed as a true and accurate record.	
5.	Review of Actions from the Minutes	
	Actions were reviewed, most having been completed and some actions carried forward to the next meeting. For the benefit of the new Parent Governor, an explanation of some of the terminology and acronyms was provided. The 2025/26 acronyms sheet had also been made available to Governors in the documentation folder in advance of the meeting.	



6.	Trust Headteacher's Report	
	The Trust Headteacher's report was shared with Governors in advance of the meeting. The Trust Headteacher highlighted parts of the report before inviting Governors to put forward any questions and comments. <i>Zakariya Bassar joined the meeting at 5:48pm.</i> Highlights included: • The Trust CEO had provided positive feedback following successful careers and Iftar events hosted by the school. • Attendance remained strong and above the national average (NA) with a spring term 2 outcome of 96.5% (year-to-date performance was 95%). • Site and operations - fundraising activities were underway to support site and operational works. The Trust CEO also provided a positive update on SCA funding to support such projects. Governors and school leaders thanked the Trust for their ongoing support with site improvement matters. The work on the school hall full refurbishment will take place this summer. • Learner placements - Nursery uptake for 2026/27 was currently lower than anticipated, with relevant challenges highlighted for Governors. The school continued to work hard on the Nursery offer. There were more applications received than places available in Reception and all places were now allocated for the 2026/27 academic year. • Outcomes - Governors noted the usefulness of the presentation of data provided. Tables clearly highlighted specific intervention sessions to support specific learners. Such interventions varied from Y1 phonics, to Y5/6 maths and Y6 maths. There was an upward trend in predictions from December 2025 to March 2026, and predictions broadly exceeded the NA across Early Years and KS1. KS2 attainment figures also trended upwards from December 2025's predictions and were broadly in line with the NA. Governors expressed confidence in the school achieving its outcomes predictions and looked forward to the results. • Curriculum development - the developments in the history curriculum had been successfully embedded, allowing the school to change its focus on the through-school development of geography. The school continued to develop its careers offer via Unifrog. During careers week, learners were highly engaged, exploring the variety of different careers that had been offered to them. Governors were pleased to understand that learners had linked activities in the classroom to their learnings during careers week. School leaders reported a variety of ways in which schools	



within the Trust family were working together on an aligned curriculum, as well as some colleagues arranging school visits with schools outside the Trust family.

- Staffing - individual CPD meetings were supporting colleagues from both wellbeing and performance perspectives. Positive feedback from colleagues was reported, such as upskilling opportunities and useful constructive feedback had been received. Colleague attendance remained strong, and where absence had occurred, the school had managed to ensure that effective solutions were in place. Again, a positive response by colleagues was reported to Governors. All colleagues were recognised and thanked for their continued understanding, teamwork and flexibility.
- Extra curricular - a comprehensive list of after school clubs had been provided. The Trust Headteacher highlighted the excitement for sports day - planning had commenced for this.
- Finance - the Trust Finance team continued to support the school. An expected in-year surplus was reported to Governors.

Q: How will we invest the surplus?

A: We will explore options with the Trust Finance team.

Attendance:

- Strategies discussed in the previous SGB meeting were proving effective as PA had reduced by 4.3% from HT3 to HT4. Overall attendance had increased by 0.29% from HT3 to HT4. Collaborative work with the Trust Attendance Lead continued.
- The school had also adopted its own weekly attendance competition and awards.
- Efforts to further support Nursery attendance as well as reduce the number of leave of absence requests remained as priorities.

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

7. SEND Report

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



	• SEND Cluster 17 funding had been obtained to support the development of the Blossoms provision. • CPD strategies were highlighted around the SEND White Paper. This included collaborative approaches with the Trust SEND Lead, who had supported classroom observations. From this feedback, the school was now looking forward to implementing new, improved strategies for the 2026/27 academic year. • The continuation of SEND parent/carers groups remained to allow parents/carers and the school to work collaboratively on strategies. • NPQSENCO - two colleagues were completing this qualification during the 2025/26 academic year. The Chair confirmed that a SEND school visit had been planned during HT5. Governors put forward no further questions or comments and thanked the school for the update.	
8.	Safeguarding Report	
	The safeguarding report has been made available to Governors in advance of the meeting. Key highlights were made by the Assistant Headteacher: • Continued positive engagement by parents/carers with the school to seek support when applicable. ◦ External support was being offered as well. • 0 children missing from education referrals. • 0 inclusion days. • 0 suspensions and 0 suspension days. • 0 permanent exclusions. • Families making LOA requests must meet with the Headteacher and/or Assistant Headteacher prior to their application being submitted. • Safeguarding knowledge check quiz for colleagues would be carried out as part of their ongoing CPD. The Chair confirmed that a safeguarding school visit would be completed during HT5. Governors put forward no further questions or comments and thanked the school for the update.	
9.	Policies	
	The Governance Professional highlighted the new Trust Restrictive Interventions Policy for Governors to take cognisance of. This policy was	



	implemented following a statutory guidance update in April 2026 around the use of reasonable force. Action: Governors to note and take cognisance of this policy. Governors put forward comments around data that might be available, and it was agreed that this would be included in future reports, even if there was a nil return. Governors were also made aware that the Trust had produced its own individual tracker to record such rare incidents should they ever arise. Action: make reasonable force data available to the SGB.	HT HT
10.	Governor Deep Dive Visits	
	Governors confirmed that no visits had been completed since the last SGB meeting. The Chair reconfirmed that SEND and Safeguarding school visits had been scheduled during HT5. Governors were reminded by the Chair to complete the online Google form following a school visit. Action: complete the Google form upon completion of a school visit.	Governors
11.	Trust Update	
	A number of documents had been shared with Governors in advance of the meeting. The Governance Professional highlighted the 'Belonging in Batley' draft document which has been created following suggestions from fellow SGBs. As part of the Trust's "you said, we did" culture, the proposed document was an additional supportive tool to better equip Governors as custodians of the organisations' culture. The document was created with invaluable Governor input to support Governors with their understanding on whether staff feel they have a sense of belonging within the Trust family. Specific reference was made to some of the benefits and perks available to all colleagues within the Trust family. Governor feedback was welcomed, encouraged and received. Governors were thanked for the feedback which would be considered during the production of the final document version. Action: Governance Professional and Director of Compliance and Governance to review the feedback alongside the draft document. The following documents would continue to be made available in each SGB meeting folder: • Trust-on-a-Page - a termly document where Governors were informed of work that was being undertaken collaboratively between the Trust and	Gov Pro and Dir of C&G



	the school and also other schools within the Trust. The CEO also added the importance of parent feedback via Edurio which would form the next steps in progressing the Stronger Together Parent Forums. • 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. This was discussed in detail at the meeting, and suggestions were put forward for specific link role allocations. It was agreed that a review of current link roles and Governors' preferences would be discussed at the next meeting. Action: add specific Governor Link role review item to the next agenda (for potential roles starting from September 2026). • 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.	Gov Pro
12.	Training and Development	
	The Trust's 2025/26 acronyms sheet had been updated following the last cycle of SGB meetings. This was shared in advance of the meeting with Governors.	
13.	Upcoming events (school and Trust wide)	
	Upcoming events for Governors to note: • Hyrstmount's Batley Brilliance - Thursday 4 June 2026, 1:00pm - 2:30pm. • Batley Bake Off (hosted by Upper Batley High School) - Friday 19 June 2026, 10:30am - 12:00pm. The Governance Professional advised Governors that the official invite to Hyrstmount's Batley Brilliance event would follow in due course.	



	Action: Governors to confirm their attendance at the above events via the Governance Professional or Director of Compliance and Governance. Official invitations for Hyrstmount's and the Batley Bake Off events would follow.	Governors
14.	AOB	
	One item was raised under AOB, which was discussed in detail. There were no further items or comments raised under AOB.	
15.	Agenda, minutes and related papers	
	It was determined that all of item 14 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 7:05pm.	
16.	Next Meeting: Tuesday 30 June 2026, 5:30pm	