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Batley Multi Academy Trust

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Minutes of Field Lane Junior, Infant and Nursery School's Governing Board Meeting
Held on Tuesday 30 June 2026, 5:30pm

Field Lane Junior, Infant and Nursery School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Tuesday 30 June 2026, 5:30pm		
Location:	Field Lane Junior, Infant and Nursery School		
Present:	Cat Macdonald (Chair of Governors) Rahimah Hussain (Governor) Kulsum Vahed (Governor) Umar Daji (Governor) Tariq Sidat (Governor)		
Apologies:	Sanah Islam (Governor) Zakariya Basser (Governor)		
Others in attendance:	Asif Lorgat (Headteacher) Francesca Dobson (Assistant Headteacher) 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 5:35pm and thanked everyone for attending the final SGB meeting of the academic year.	
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 Zakariya Basser, with consent. There were no declarations of interest, one item raised under AOB and the meeting was quorate.	

3.	**Representation**	
	The Chair confirmed there were no new appointments to report and no terms of office expiring in the next three months. A number of Co-opted Governor pen portraits had been shared with Governors in advance of the meeting from prospective Chair and Vice Chair candidates. Governors discussed the strength of the pen portraits which varied across the education and charity sector. The Governance Professional agreed to follow up with prospective candidates outside the meeting. **Action:** Gov Pro to follow up with prospective candidates. The Chair also announced that Sanah Islam would be stepping down from the SGB following the meeting's closure. All attendees recognsied and thanked Sanah for her tireless, long-standing commitment to the school, the community and to the SGB. Sanah's expertise, dedication and strong contributions would be missed and all attendees wished Sanah nothing but the best of health and best of luck in her future endeavours. The Chair reminded Governors of her own resignation and summarised the current governance structure as it stood at the beginning of the 2026/27 academic year, with all of the aforementioned movement accounted for. The Chair highlighted a proposed trial for some of the 2026/27 academic year SGB meetings to be held in the morning. The Chair and Governance Professional explained that the two proposed meetings to be held in the morning would be during the winter months - the first three proposed meeting dates and times were shared by the Governance Professional. The trial would occur at three schools within the Trust family to support school colleagues and Governors with their workload, family life, and wellbeing. The Trust Headteacher added that a meeting during the day would offer the opportunity to Governors to see the school in full operation. Governors were open to meetings being held in the morning and suggested more convenient times. These were noted by school leaders and the Governance Professional to review ahead of the next academic year. Following a review, the meeting times would be discussed in the first meeting of the 2026/27 academic year. As always, the trial was subject to the Trust's plan, do, review and evaluate framework at the close of the 2026/27 academic year, with feedback from Governors welcome throughout the year. **Action:** Governors to review the proposed early afternoon meeting dates. **Action:** review the proposed morning meeting times.	Gov Pro Governors HT/Gov Pro

4.	**Minutes of the Last Meeting**	
	The minutes of the last meeting held on 28 April 2026 were agreed as a true and accurate record.	
5.	**Review of Actions from the Minutes**	
	The actions tracker was updated to reflect the completion and progress of all actions, most having been completed.	
6.	**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: • Curricular enrichment - the school had won the PE Platinum Award, Book Week and dress up day were both reported as successes and the school's summer fair was scheduled on Wednesday 1 July 2026. Learners had helped raise £2,290 to put towards the summer fair's activities. Colleagues were recognised for their fundraising and event organisational efforts. The school had organised an inspirational speaker to read poems out in Braille. Learners were very engaged throughout the day with all activities. • Learner placements - Nursery uptake for 2026/27 remained lower than anticipated, with relevant challenges highlighted for Governors, such as declining birth rates. Interest had increased in recent weeks, owing to strategies, such as advertisements in local newspapers. There were more applications received than places available in Reception and all places were now allocated for the 2026/27 academic year. Appeals guidelines continued to be set out by Kirklees, which the school followed. Governors were concerned about the Nursery update, but acknowledged this was as a result of low birth rates and shared that they were satisfied that the school continued to work hard on filling available places. • Attainment - Governors were pleased to see progress in Early Years GLD outcomes, with year-on-year improvements of 22% and predictions exceeding the national average (NA). Governors were also made aware of the government's 75% GLD target by 2028. Y1 Phonics was highlighted as an area for improvement by Governors. School leaders explained that there were some more challenging SEND needs within the cohort. School leaders outlined additional strategies for the next academic year to ensure that all learners meet the expected standard in Y2. Governors	

	were also satisfied that school leaders had identified a correlation between learners whose attendance was lower than 95% and those who did not pass the phonics check. The Y4 multiplication check outcomes were positive and all KS1 predictions were above the NA - there were strategies in place to ensure the above NA predictions were achieved. Governors were made aware of a primary phase expert offering guidance and support to the school and work across the Trust family of schools. • Finance - forecasts continued to suggest an in-year surplus budget for the 2025/26 academic year, owing to successful strategies. A thank you was extended to the Trust Central Teams for their ongoing support - site developments were supported by School Condition Allocation (SCA) funding obtained by the Trust. This funding helped to cover the costs of key site developments, enabling the school to continue operating with a sustainable financial model. The Governance Professional confirmed that the Trust Finance Team could attend the first meeting of the 2026/27 academic year. **Action:** extend invite to the Trust Finance Team for the first SGB meeting of the 2026/27 academic year. • Community engagement - the school held events for The Great Get Together which, this year, commemorated the 10th anniversary since the tragic death of Jo Cox, continuing to build her legacy across the nation. • The Edurio survey was also discussed, with positive feedback provided by parents/carers. School leaders were aware of potential improvement areas, such as aspects of communication (frequency and openness to parental/carer suggestions) and agreed to look into the recommendations put forward by Governors. • Staffing - timetabling adaptations had been successful. Colleagues were consulted around amendments to ensure that the school's strong SEND offer remained unchanged. A recruitment and CPD update was also provided for Governors who put forward no questions or comments on these matters. • Key documents: SEF and SIP - both documents were made available for Governors. There were no questions or comments put forward. • SEND update - the number of learners moving to specialist provisions was confirmed, with potential moves also being raised for Governors' attention. Governors were satisfied that appropriate support remained in place until the learners were no longer on the school's roll. Plans were also being worked on to support those learners' transitions. Governors were reminded that the school had successfully gained funds from the local authority's Cluster 17 to develop the new Blossoms provision and support the school's speech and language offer. SEND parent/carer groups continued to allow parents/carers to work on strategies	Gov Pro

	collaboratively with the school. Governors thanked the school for their collaborative approaches around SEND. Q: Will the support from the primary expert be ongoing? A: Yes, the next visit is scheduled in November 2026. Q: What are the reasons for the site underspend and are there any priorities that require attention before the start of the next academic year? A: The SCA funding has provided financial support, meaning we were able to reduce site spending from the school's budget. All necessary site works have been completed and we have not held or delayed key actions. Q: What is the general consensus around the timetable adaptations? A: We have received positive feedback from both colleagues and parents/carers alike. Governors thanked the school for the update and put forward no further questions or comments.	
7.	**Safeguarding and Attendance Update**	
	Safeguarding and attendance documents had been shared with Governors in advance of the meeting. This included a Governor school visit report. The following highlights were made: **<u>Safeguarding:</u>** • 0 children missing from education referrals. • 0 inclusion days. • 0 suspensions and 0 suspension days. • 0 permanent exclusions. • Leave of absence (LOA) requests had reduced by over 50% between HT4 and HT5 - Governors recognised that this data represented consistent approaches to absence management via strong leadership. • Learners who had been temporarily placed on a part-time timetable (to support their needs) had transitioned back to full timetables without concern or issue. • Reasonable force incidents were now reported on - there were 0 incidents reported throughout the academic year.	

	• The school continued to undertake holistic approaches regarding mental health and emotional management. SEMH management support had been offered to parents/carers in addition to learners. This was to support them with identifying SEMH concerns. • Ongoing support continued for both learners and parents/carers regarding sensitive family matters. Governors were pleased to understand that the school could facilitate positive meetings owing to the strong relationships built between the school and parents/carers. • Governors noted that no concerns were raised following the Trust People and Talent Team's SCR audit. **Attendance:** • Strategies discussed in the previous SGB meeting were proving effective as PA had further reduced by 1.9% from HT4 to HT5. The school had placed 3rd out of 20 schools in the DfE's similar schools table. • Overall attendance had increased by 0.89% from HT4 to HT5. • Collaborative work with the Trust Attendance Lead continued. • Much worked continued on LOA request management. Strategies included the outlining of expectations of families before their child(ren) joined the school. • Governors noted that there were 74 learners who were presently achieving over 98% - learners, parents/carers and all colleagues were congratulated for this - high attendance = high attainment. Governors and school leaders also discussed punctuality improvement strategies ahead of the 2026/27 academic year. There were no further questions or comments put forward by Governors.	
8.	**Governor Deep Dive Visits**	
	Two Governor visits had been completed since the last SGB meeting. A short summary was provided to the SGB of the visits by relevant Governors. Overall, the visits were very positive, and any areas for improvement were identified by school leaders, with solutions being worked on to overcome those challenges. Governors commented on the significant improvements in recent years in the school's SEND offer, acknowledging the professionalism and dedication from all colleagues involved in this journey. The Assistant Headteacher was recognised and thanked specifically for their leadership and strong contributions around SEND. There were no further comments or questions put forward.	

11.	**Review of Governor Link Roles**	
	Attendees agreed to discuss this item earlier in the meeting. A document containing proposed Governor link roles for the 2026/27 academic year had been shared with Governors in advance of the meeting. The Chair explained that they had worked collaboratively with the Trust Headteacher to build these proposed link roles and welcomed Governor feedback and their thoughts on the roles. The Governance Professional reminded Governors that the role job descriptors were available in the Trust Annual Governance Planning Calendar 2025/26, which was made available in every SGB meeting folder since the document was introduced. These would be reviewed over the summer months and also take into consideration new statutory guidance effective September 2026. Attendees agreed to rereview the link role proposal document alongside the role descriptors. **Action:** email the link role document for Governor feedback - to be distributed with the SGB meeting minutes.	Gov Pro
9.	**Policies**	
	The Chair of Governors confirmed that there were no policies to be reviewed this cycle and that all school-specific policies were in date. There were no questions or comments put forward.	
10.	**Trust Update**	
	A number of documents had been shared with Governors in advance of the meeting. The Trust Headteacher informed Governors of an event at Batley Bulldogs on Wednesday 8 July. Governors were reminded that each of the following documents which 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 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.	

	• **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.	
12.	**Training and Development**	
	The Trust acronyms sheet had been shared at the request of Governors in advance of the meeting.	
13.	**Upcoming events (School and Trust wide)**	
	The final upcoming events of the academic year for Governors to attend were shared in advance of the meeting: • Purlwell's Batley Brilliance - Thursday 2 July 2026, 1:00pm - 2:30pm • Chair and Vice Chair meeting - Thursday 9 July 2026, 6:00pm - 7:30pm The Chair reconfirmed her attendance at the Chair and Vice Chair meeting. **Action**: Governors to confirm their attendance at the above events via the Governance Professional or Director of Compliance and Governance.	Governors
14.	**AOB**	
	The Governance Professional requested Governors complete a feedback form in which their brilliance would be celebrated in the upcoming and last Great Governance newsletter of the academic year. This link had been shared in advance of the meeting and was reshared at the meeting. **Action:** Governors to complete *Celebrating You!* Feedback form. All attendees extended a huge thank you to Cat Macdonald, the Chair of Governors, for her tireless dedication, commitment, strong leadership and long-standing service to the school and Trust family for over nearly a decade in her Chair of Governors role. Attendees reflected on the great guidance and continued positive direction in which the SGB and school had been taken	Governors

	following Cat's appointment as Chair of Governors, a position assumed by Cat for nine years. Cat thanked attendees for their wonderful words and for their gratitude towards her. Although the decision to step down was not taken lightly, Cat expressed her confidence in the board and school leaders to continue providing the exceptional services to the community. With the strong expressions of interest received, Cat was stepping down from her role with every confidence that the school would continue to be a success for many years to come and wished everyone connected with the school the best of luck with its next chapter. A final thank you and good luck with Cat's future endeavours was extended from all attendees.	
15.	**Agenda, minutes and related papers**	
	It was determined that no part of the minutes be excluded from the copy that is available at the school. Nothing further was discussed and the meeting closed at 7:05pm.	
16.	**Next Meeting:** Monday 12 October 2026, 5:30pm	