



Batley Multi Academy Trust
Minutes of Manorfield Infant and Nursery School
Local Governing Board Meeting
Held on Wednesday 4 October 2023, 5:00pm

Manorfield Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 4 October 2023, 5:00pm		
Location:	Manorfield Infant & Nursery School		
Present:	Ellen Loughhead (Chair of Governors) Angela Barnett (Vice Chair) Farzana Shaikh Kamilla Nadat Sufyan Master Eve Clarke		
Apologies:	Mohammed Usman (Governor)		
Others in attendance:	Kim Bradshaw (Headteacher) Ben Tierney (Assistant Headteacher) Amy Wilby, Observer (Prospective Governor) Sam Vickers (CEO of Trust) Elaine 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



Item	Minutes	Action
1.	<p>Welcome</p>	
	<p>The Governance Professional opened the meeting at 5:05pm and welcomed everyone to the first meeting of the 2023/24 academic year.</p> <p>The Governance Professional extended a welcome to a prospective governor, Amy Wilby, as an observer and to Eve Clarke, at their first meeting following election as staff governor.</p>	
2.	<p>Apologies for absence, consent and declaration of interest</p>	
	<p>Absence was recorded for Mohammed Usman. There were no other apologies for absence. There were no declarations of interest and the meeting was quorate.</p>	
3.	<p>Appointment/Re-election of Chair and Vice Chair</p>	
	<p>The Governance Professional confirmed that the Chair of Governors and Vice Chair of Governors had put themselves forward for re-election in their respective roles.</p> <p>It was agreed that Ellen Loughhead would continue as Chair of the LGB for the 2023/24 academic year.</p> <p>It was agreed that Angela Barnett would continue as Vice Chair of the LGB for the 2023/24 academic year.</p>	
4.	<p>Representation</p>	
	<p>An update was provided on current Governor vacancies. It was confirmed that current vacancies included 1 staff governor, up to 2 parent governors and 3 co-opted governors.</p> <p>Action: Governance Professional team to liaise with the school to recruit for the vacancies discussed above. It was noted that new appointments to the LGB would be recruited to following the completion of the skills audit, which would identify areas to improve.</p> <p>Action: Governors to complete the skills audit and return to the Governance Professional as soon as possible.</p>	<p>Governance team</p> <p>Governors</p>
5.	<p>Sub Committee Membership and Governor Links Confirmation</p>	



	<p>It was agreed that a CSP sub committee would be elected but that there were insufficient governors at this time to form an FSP sub committee. Additional named link governors were proposed and agreed as follows:</p> <p>CSP: Ellen Loughhead Angela Barnett Farzana Shaikh Kamilla Nadat Sufyan Master <i>(Chair and Vice Chair to be elected at first CSP meeting)</i></p> <p>Link Governors: Safeguarding - Ellen Loughhead/Farzana Shaikh SEND - Angela Barnett Pupil Premium - Kamilla Nadat Behaviour and Attendance - Angela Barnett Finance/Operations - Eve Clark Outcomes/Quality of Education - Sufyan Master <i>(M Usman - link to be confirmed)</i></p>	
<p>6.</p>	<p>Minutes of the last meeting</p>	
	<p>The minutes of the last meeting held on 21 June 2023 were agreed as a true and accurate record.</p>	
<p>7.</p>	<p>Matters arising from the minutes</p>	
	<p>All matters arising had been actioned or were on the agenda for discussion at the meeting, except:</p> <p>Action: Safeguarding Lead Governors to arrange joint safeguarding visit following appointment at LGB.</p> <p><i>The Trust CEO joined the meeting at 5:30pm</i></p>	<p>Safeguarding Link Governors</p>
<p>8.</p>	<p>Governance <i>(for information and/or completing)</i></p>	
	<p>Governance documents had been shared prior to the meeting. The Governance Professional referred to the updated 2023 Academy Trust</p>	



	<p>Handbook, Scheme of Delegation and Terms of Reference, all important governance documents which all were required to read and understand.</p> <p>Governors would be familiar with the Scheme of Delegation (tabular format), this version is available on the school and Trust website, and Governors were also provided with a more detailed, prescriptive document that included the Terms of Reference (following previous feedback from Governors) - this had been through three rounds of consultation: Trustee, Chairs and Vice Chairs and at the Governance Conference.</p> <p>Paper copies of the code of conduct, skills audit and the conflict of interest policy and forms had been shared with Governors at the meeting for completion and return to school or to the Governance Professional as soon as possible. Much of the information collected at the beginning of the academic year is statutory and published online.</p> <p>Action: Packs of Governance documents to be shared with those governors not present at the meeting for completion.</p>	Governance Professional
<p>9.</p>	<p>New Guidance (DfE) (<i>for information</i>)</p>	
	<p>The following documents had been shared with governors prior to the meeting for information:</p> <ul style="list-style-type: none"> • <i>Early Years Framework</i> • <i>Exclusions/Suspensions Guidance</i> • <i>Keeping Children Safe in Education</i> • <i>Ofsted Framework 2023</i> 	
<p>10.</p>	<p>SEF and SIP</p>	
	<p>Both documents had been shared with governors prior to the meeting. The Headteacher explained key points from the SEF, highlighting areas of strength and those for improvement for the coming academic year:</p> <p>Areas of Strength:</p> <ul style="list-style-type: none"> • Behaviour had been an area of strength over the last year. • Safeguarding was well embedded and the Trust safeguarding team had begun working to create systems to provide links for DSLs across Trust schools to share information about siblings. • Early Years had been developed into a cohesive teaching space with improved use of staff and the environment. Introduction of RWI phonics programme had led to improved fluency in Y1. 	



	<p>Transition from Nursery to Reception had been a focus and had improved wellbeing on entry to Reception. An EEF storytelling trial (Twitch) was underway in partnership with Sheffield University to improve language for storytelling.</p> <p>The Headteacher noted the SIP provided an overview of all actions to be taken within the focus areas on reading, writing, maths, SEND and the wider curriculum and had been written in collaboration with SLT and all staff.</p> <p>Areas of focus for improvement:</p> <ul style="list-style-type: none">• SEND - Consideration of pupils with SEND when planning the curriculum and improved outcomes for those children• Attendance - the biggest challenge to attainment at all levels <p>A discussion followed with reference to staff wellbeing and the importance of effective communication of Trust 'culture' through the Trust wide wellbeing meetings. The CEO emphasised the Trust ethos of sharing best practice and highlighted examples of support being developed for schools, including the Trust Safeguarding team and the recent appointment of the Trust SEND leader. Manorfield would benefit through support with safeguarding of vulnerable families and attendance strategies, through collaboration across the Trust.</p> <p>The CEO commended the school for its development of quality practice and planning, the capacity of leaders to focus on how to improve and the commitment and passion shown by the whole staff team to improve.</p> <p>Governors approved the SIP and SEF and welcomed the Trust's vision of placing its schools at the heart of the community, enabling the community's involvement in each school's journey of improvement.</p>	
--	--	--



11.	Headteacher’s Report and Governor Questions	
	<p>Governors had received the Headteacher’s report prior to the meeting and the key summary points were highlighted:</p> <ul style="list-style-type: none"> ● Financial position at end of 2022/23 ● Premises update - DfE funding of IT network upgrade and proposed improvement to site security ● 3 year maintenance plan - to include development of ground maintenance and hall window replacement ● Outcomes - 50% achieved a Good Level of Development at the end of Reception. Staff training, research projects and embedding of good practice are all in place to improve outcomes. ● Attendance strategy - key focus area for 2023/24. New strategy shared with all Headteachers as example of best practice. ● Rebranding of Children's Centres as 'The Fields Community Space' at Field Lane and Manorfield. A coordinator has been recruited to book space for community use. <p>SEND</p> <p>Governors had received the external SEND review commissioned by the Trust and undertaken by national SEND expert, Natalie Packer, prior to the meeting. Key strengths and recommendations were discussed.</p> <ul style="list-style-type: none"> ● New SENCo appointed had been well supported by the previous SENCo (who had now taken up a new appointment). ● The SENCo has drawn up an action plan based on the recommendations and governors would receive updates in future meetings. ● Early Identification flowchart had been shared at staff meeting to identify need. ● Kirklees Graduated Approach toolkit for SEND need would be used to audit children. <p>Q: What has happened to the nurture provision previously in place for children with SEND?</p> <p>A: As part of the aim to provide a broad and balanced curriculum the provision has evolved to meet those changing needs. The children will experience the same learning opportunities in the key foundation subjects within the classroom environment, with adapted outcomes (through key assessment) to meet individual needs.</p>	



	Governors placed on record their thanks to the SENCo for the work already undertaken to ensure the review recommendations were implemented swiftly.	
12.	Safeguarding Update	
	<p>Governors received the Safeguarding report and the key summary points were highlighted:</p> <ul style="list-style-type: none"> • Safeguarding is effective • Training - All staff have had mandatory safeguarding training and have read KCSIE • 3 trained DSLs in school. 2 DSLs are due refresher training • CPOMS used effectively in school. Trust plan to create cross school links to share CPOMS information • Governors awareness of key safeguarding contexts for school shared <p>Action: Recently elected Safeguarding Governor photos to be added to safeguarding posters in school.</p>	Headteacher
13.	Trust Update	
	<p>The CEO reported on recent developments and appointments within the Trust team.</p> <ul style="list-style-type: none"> • The Trust-on-a-page document (included in the Governor folder) was shared with Governors and Governors were reminded this document would be available at every LGB meeting for their information. • Attendance - all schools within the Trust family were faced with similar issues and a collaborative approach was being used to improve attendance. • Following the external SEND reviews by national expert, Natalie Packer, the results would be used to create a SEND Hub based at Batley Grammar School, where specialist support would be provided based on identified need. • A Trust SENDCo had been appointed, effective 1 September 2023 and based at BGS. They had already made a positive impact across the Trust. Part of their role would be to review the SEND report shared at LGB level and a revised report would be shared with Governors at the relevant meeting (CSP). • A Trust Data Analyst had been appointed, effective 1 September 2023, based at the Trust's temporary office, Hub 26 (for now). 	



	<p>Their role will be to review all systems linked to data reporting with a view to aligning these at school and Trust level.</p> <ul style="list-style-type: none"> • Assistant Head (KE) had joined the careers network tasked with helping to develop a Primary Gatsby Benchmark model similar to the Gatsby Benchmark for Good Careers Guidance already achieved by all 3 Secondary schools within the Trust. The plan was to hold a trust wide Careers event at Batley Town Hall in February 2024. • Plan, Do, Review, Evaluate strategy model was being used throughout the Trust in areas such as the development of 'The Fields' community spaces and networking in subject areas at the Trust CPD day to ensure a structured approach and culture which would ensure sustainability and continuity of future planning. <p>Governors thanked the CEO for the thorough update of inspirational future plans for the Trust and its family of schools.</p>	
<p>14.</p>	<p>Governor Training</p>	
	<ul style="list-style-type: none"> • Safeguarding and online safety Thursday 12 October 5:30pm - 7:30pm UBHS, JCCC - for any governors who had not yet completed statutory training. • Prevent Training Thursday 8 February 2024, 5:00pm - 6:00pm Online provided by Kirklees Prevent Team. Please book your place through the link below: PREVENT Governor Training Tickets, Thu 8 Feb 2024 at 17:00 Eventbrite <p>Governors had been sent login details for Governorhub, National Governance Association and National College to enable them to access the training platforms.</p> <p>Action: Governors were reminded to provide an update of any additional training completed, to the Governance Professional, for inclusion on the Governance training tracker.</p>	<p>Governors</p>
<p>15.</p>	<p>Policies</p>	
	<p>Governors were provided with relevant documents prior to the meeting for their comments/feedback.</p>	



	<ul style="list-style-type: none"> • Attendance Policy - No comments, Governors approved • RSHE Policy - no comments, governors approved • School Uniform Policy - no comments, governors approved 	
16.	Dates for the diary	
	<p>Batley Breakfast Wednesday 8 November, 8:00am - 9:30am Manorfield I & N School All governors were invited to attend.</p> <p>Action: Governor to confirm their attendance by 1 November 2023 to governance.professional@batleymat.co.uk</p>	Governors
17.	AOB	
	Nothing to report	
18.	Agenda, minutes and related papers	
	<p><i>It was determined that some part of item 10 be excluded from the copy of the minutes that are available at the school. This information is withheld in accordance with the Freedom of Information Act.</i></p> <p>Nothing further was discussed and the meeting closed at 7:30pm.</p>	
	Next Meetings	
	<p>CSP - Wednesday 13 December 2023, 5:00pm - 6:00pm Full - Wednesday 13 December 2023, 6:00pm - 7:30pm</p>	