

Minutes of Manorfield Infant and Nursery School Local Governing Board Meeting
Held on Wednesday 8 March 2023, 5:00pm

Manorfield Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 8 March 2023, 5:00pm		
Location:	Manorfield Infant & Nursery School		
Present:	Ellen Loughhead (Chair of Governors) Angela Barnett (Vice Chair of Governors) (Remote) Kamilla Nadat Victoria Shackleton		
Apologies:	Elaine Milligan (Governance Professional)		
Others in attendance:	Kim Bradshaw (Headteacher) Ben Tierney (Assistant Headteacher) Kate Ellis (Assistant Headteacher) Sam Vickers (CEO of Trust) Mohammed Usman (Prospective Governor) Sufyan Master (Prospective Governor) Farzana Shaikh (Prospective Governor) Lorna Stephen (School Business Manager & Clerk)		
Quorum:	Any three of the Governors of the LGB, or, where greater, one third of the total Governors of the LGB	Quorum met:	Yes

Part A	
Item	Minutes
1.	Chair's Welcome
	The Chair opened the meeting and thanked all for attending. Three prospective Governors were welcomed to the meeting as observers. The Chair introduced the Trust CEO attending to provide an update on Trust wide developments.

2.	Apologies for absence, consent and declaration of interest
	Apologies had been received from Elaine Milligan, with consent. There were no declarations of interest and the meeting was quorate.
3.	Representation
	<p>It was confirmed that the three prospective Governors would observe the meeting with a view to join the Board. For the benefit of the prospective Governors, the Board introduced themselves and their Governor area/subject links. The two prospective Parent Governors and one prospective Co-opted Governor also introduced themselves and explained to the Board why they wanted to join and how they felt they could contribute.</p> <p>Action: <i>New Governor Induction process to be implemented following the meeting. (Gov Pro)</i></p> <p>It was noted that Jo Carter, Co-opted Governor, had offered their resignation since the last LGB meeting due to other commitments. The Chair thanked the Governor on behalf of the LGB for their contribution and commitment to the role.</p> <p>Action: <i>Letter of thanks to be sent on behalf of LGB. (Chair)</i></p> <p>Governors were advised that a request in writing on behalf of the Trust had been made to a Parent Governor to step down from the LGB due to absence from September 2021 to November 2022. The resignation was effective from 14 December 2022.</p> <p>Governors asked for clarification on present LGB vacancies and linked Governor vacancies. It was confirmed that following the proposed appointment of the prospective Governors in attendance, one staff governor position would remain vacant.</p> <p>Action: <i>Staff Governor election process to take place to allow prospective staff Governor to observe at the next LGB (HT/SBM). Headteacher to liaise with the Director of Compliance and Governance.</i></p> <p>It was agreed that appointment of Safeguarding, SEND and Finance linked Governor posts were a priority and that commitment would be sought from interested parties by the HT for discussion and election at the next LGB.</p> <p>Action: <i>Raise agenda item for discussion/election of linked Governor posts at next LGB. (Gov Pro)</i></p>
4.	Minutes of the last meeting
	The minutes of the last meeting held on 17 November 2022 were agreed as a true and accurate record.
5.	Matters arising from the minutes

	<p>All matters arising had been actioned or were on the agenda for discussion at the meeting.</p> <p>The Chair provided an update on agenda item 6:</p> <ul style="list-style-type: none"> • With regard to persistent absenteeism (PA) the Trust was in the process of appointing an APSO. In the interim other staff had been co-opted to assist the Trust Safeguarding Officer who was coordinating PA for all Trust schools. In addition, the LA APSO was providing ongoing support to the school. • The heating issues at Manorfield were being addressed by a heating engineer. The new Trust Operations Director was in the process of assessing energy efficiency in all Trust schools with a view to making cost savings. <p>Action: HT to provide feedback in the next meeting about the heating update.</p>
<p>6.</p>	<p>Trust Update</p>
	<p>The CEO provided a detailed update on recent developments within the Trust Central team to enhance support for all schools within the Trust. It was noted that the Trust Central team now included the Chief Financial Officer, Director of Compliance and Governance and Director of People and Talent, including a team delivering HR, training and recruitment. The Trust had recently appointed Damian Rothery to the role of Operations Director to oversee H&S, site compliance and premises management. A Leadership Academy was in the process of being developed for associate staff.</p> <p>A discussion followed in which the HT and LGB offered the school’s appreciation with regard to the level of support provided by the Trust. It was agreed that local support and training for Governors development were key to the Governors’ role. Governors commented on the positive changes made within the school since the last Ofsted inspection as a direct result of the HT’s commitment and Trust support. The good progress seen during their recent visits to school was noted by Governors.</p> <p>The Chair thanked the CEO for their update and the support provided by the Trust.</p>
<p>7/8</p>	<p>Headteacher Update/SEF & SIP</p>
	<p>The HT provided comprehensive reports to Governors prior to the meeting and briefly highlighted key areas including, SEND within the curriculum, strategies for improving pupil attendance, an update on the implementation of PiXL assessment tool, subject visual road maps, excellent staff attendance and continued good levels of parental engagement.</p> <p>The HT opened up the item for discussion.</p> <p>SEND Support <i>Governors questioned how pupils with SEND were being supported.</i></p> <p>The HT explained the rationale behind the new nurture class, established at the start of September 2022, to support a range of children with SEND. It was noted that some children had already been successfully phased back into mainstream classes and the plan was to continue to</p>

	<p>support children in the nurture class in the 2023/24 academic year. The HT reported how the nurture class provided value for money through the well utilised additionally resourced classroom and through the support of well trained staff for those children. Governors noted the progress seen from school visits and from seeing children within the community. The progress of staff development in this area was identified as a key factor to improvement in pupil outcomes. Governors welcomed a clear focus on improvements with good progress and high expectations seen.</p> <p>Attendance <i>Governors asked what strategies were in place to improve attendance.</i></p> <p>The HT talked through the wide range of strategies being used to improve attendance and acknowledged, due to the short time they had been implemented it was difficult to yet monitor any impact. Persistent Absence was identified as a particular problem with a high proportion of reception class falling in this category. The Chair queried the reason for this. It was noted that recent illness, including chickenpox and sickness had impacted the younger children at Manorfield, whilst Staincliffe Primary school which many of the older siblings attended, had not been affected by such high levels of illness. In addition, a high level of leave of absence requests had been requested this year. Governors noted that fines had not been sufficient to discourage parents/carers from taking children out of school during term time. It was noted that BBEST was working alongside local mosques on behalf of the Trust to promote the message about the importance of good attendance at school for all children.</p> <p>Curriculum Road Maps</p> <p>A visual curriculum road map in science was introduced to Governors as an example of how a visual resource for staff, pupils and visitors could be provided to show the path of the curriculum and how it fits together and builds over time across each subject area. (See appendix 3c). It was noted that this visual road map resource was being utilised to benefit learners in the Trust's Secondary schools and that the Trust was considering sharing this example of good practice across all Trust schools. Governors welcomed collaboration across Trust schools and sharing of well researched best practice to enhance the quality of learning.</p>
<p>9.</p>	<p>Finance Update</p>
	<p>Nothing to report.</p>
<p>10.</p>	<p>Staffing Update</p>
	<p>Covered in Part B.</p>
<p>11.</p>	<p>Curriculum Standards Update</p>
	<p>An update was provided to Governors on the particular needs of each cohort and priorities in place for those children with complex needs and those requiring additional support. <i>LS left the meeting at 6:30pm.</i></p>
<p>12.</p>	<p>Safeguarding</p>

	<p>The Safeguarding Report was shared with Governors prior to the meeting.</p> <p>The HT noted some training needs were due to be addressed; safer recruitment and bereavement training had been planned. In addition, the Chair had offered to deliver coercive control training.</p> <p>Action: <i>Dates for coercive control training to be shared Trust wide. (Gov Pro/Dir of Compliance & Gov)</i></p>
13.	Compliance and Governance
	There were no policies for consideration by Governors.
14.	Governor Training
	Two Governors were presented with certificates for Governor training recently undertaken and provided by the Trust. Governors were thanked by the LGB for their attendance.
15.	Any Other Business
	<p>Batley Breakfast: Action: Governors were invited to attend Field Lane’s Batley Breakfast on Tuesday 18 April, 8:00am - 9:30am.</p> <p>It was noted that previous similar events had provided a useful opportunity for Governors to visit other schools within the Trust and to network with Trustees and other Governors.</p>
16.	Agenda, minutes and related papers
	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.
	Date of Next Meeting - Wednesday 21 June 2023, 5:00pm