



Batley Multi Academy Trust
Minutes of Manorfield Infant and Nursery School
Local Governing Board Meeting
Held on Wednesday 20 March 2024, 4:00pm

Manorfield Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 20 March 2024, 4:00pm		
Location:	Manorfield Infant & Nursery School		
Present:	Ellen Loughhead (Chair of Governors) Angela Barnett (Vice Chair) Farzana Shaikh Mohammed Usman Amy Wilby Eve Clarke		
Apologies:	Kamilla Nadat (Governor) Aroosa Ali		
Others in attendance:	Kim Bradshaw (Headteacher) Nita Gosal, Observer (Prospective Governor) Lorna Stephen (School Business Manager) 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.	Chair's Welcome	
	<p>The Chair of Governors opened the meeting at 4:05pm and thanked everyone for agreeing to the earlier time to enable governors observing Ramadan to attend.</p> <p>The Chair extended a warm welcome to a prospective governor, Nita Gosal, as an observer.</p>	
2.	Apologies for absence, consent and declaration of interest	
	<p>Apologies had been received from Kamilla Nadat. Absence was recorded for Aroosa Ali. There were no declarations of interest and the meeting was quorate.</p>	
3.	Representation.	
	<p>The Governance Professional referred governors to the link governor roles in light of recent governor appointments. The following link roles were confirmed.</p> <ul style="list-style-type: none"> • Safeguarding - F Shaikh to continue shadowing alongside E Loughhead • SEND - A Barnett, with A Ali to shadow (pending agreement) • Premise/Health & Safety - M Usman • Finance - E Clarke • Pupil premium/Disadvantaged - K Nadat • Quality of Education/Curriculum/Outcomes - Amy Wilby <p>Action: Update Governor manual and School Governor Link document</p>	<p>Governance Professional</p>
4.	Minutes of the last meeting (13 December 2023)	
	<p>The minutes of the last meeting held on 13 December 2023 were agreed as a true and accurate record.</p>	
5.	Matters arising from the minutes	
	<p>All matters arising had been actioned.</p>	
6.	Headteacher's Report	



Governors had received the Headteacher's report prior to the meeting and the Chair acknowledged the clarity of the report. The Headteacher highlighted points worthy of note:

- Great Heights English Hub to support school with 6 phonics development days at no cost. In addition, the Hub has applied for funding for reading books to the value of £5k for school.
- Powerpoint shared on implementation of the new attendance strategy. Governors were made aware of the huge amount of work undertaken and the amazing results achieved to date. The tracker used to support the process was explained. Improvements to date - increases of 3.97% (including nursery) and 4.73% (excluding nursery) on last year's term 1 attendance figures. Significant reduction of 28.48% in PA compared to last year's term 1 and now almost at national average. It was reported that school no longer bought into the APSO service, instead using the Trust Attendance officer.

Q: Is it working using the Trust for attendance support instead of the APSO?

A: It is too early to tell. As yet, the attendance strategy has not had an impact on the number of term time holidays taken and further work is needed with some hard to reach families.

Governors agreed that the strategy had resulted in significant improvements in attendance and thanked the whole team for their hard work and commitment to the new strategy.

- SIP and SEF have been reviewed with the updated versions made available to governors.
- SEND - it was noted that the Trust SEND lead had provided excellent support to the new SENDCo in development of a new strategy and whilst training and development for the role was being completed.
- The administration team had used the Trust Admissions criteria for the first time to allocate school places. There had been 110 applications for 60 available places, which meant some children that had attended nursery would not receive a school place.

Q: In view of the number of applications, would it be sustainable to revert back to 3 classes?



A: It may not be in the school’s best interest in the longer term. The Trust can look to amend admissions criteria but this would not take effect until at least 2027.

- A number of initiatives had been implemented to aid staff wellbeing. It was planned to review their effectiveness at the end of the academic year.
- A staffing update was provided and it was noted that the school was moving towards its desired staffing structure due to attrition.
- A wide range of trips and visits had taken place for all year groups over the term and some year groups had the opportunity to attend the recent Trust Careers event.
- Parental engagement, led by support and encouragement from the community hub coordinator for ‘The Fields’, had continued to flourish. The centre offered a wide range of activities, including baby massage, craft workshops and ESOL. It was noted that 32 reception parents had recently attended a phonics event.
- The sensory garden had been created, providing a safe area where children with sensory needs can play, using funds from a grant bid. Governors were impressed by the photos showing the amazing changes made to an area of school that had previously been underused.

Matters for Approval: Proposal to update IT resources

A proposal to update IT resources was presented to Governors at the meeting. Discussions had taken place with the CFO and Director of IT and a way forward agreed. New IT equipment to support teaching and learning and for administrative needs would replace dated equipment that could no longer be upgraded. A package of anticipated costs totalling approximately £30k was tabled for consideration by the LGB.

Governors discussed the cost and how this would be funded. Governors were reassured that the £30k was carryover from the school’s transfer from Kirklees to the Trust. After careful consideration of the proposal, governors approved the proposal and agreed this was a good use of funds, as it would have an immediate impact on teaching and learning, staff wellbeing and effectiveness of administration.

Action: Proposal to be presented to the Board of Trustees for approval before appropriate quotes obtained for further consideration.

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7.	Quality of Education: Impact	
	<p>It was noted that data shared with governors prior to the meeting was due to be updated shortly, which would give a more accurate picture of learners' progress to date and would be shared with governors at the next meeting.</p> <p>Teachers were adapting to the new PiXL assessment tool, recently adopted as part of a trust wide initiative and the grading system was explained to governors. The Headteacher highlighted areas for concern and how these were being addressed.</p>	
8.	Attendance and PA	
	This item was covered in the Headteacher's report (agenda item 6)	
9.	Safeguarding Report	
	<p>Governors received the Safeguarding report before the meeting and the key updates were highlighted:</p> <ul style="list-style-type: none"> • School now has 4 trained DSLs. • Safeguarding link governor had visited school and reported that the new Single Central Record was user friendly and effective. • Prevent training will take place for all staff on 15 May 2024. • SCA funding application for electronic gates to improve security had been made to the Trust and the outcome was expected shortly. • Trust IT team is providing support to set up enhanced systems for IT access and filtering and monitoring systems are been put in place. 	
10.	SEND Report	
	<p>The SENDCo had shared a comprehensive report with governors in advance of the meeting. A brief update was provided with the following points noted:</p> <ul style="list-style-type: none"> • Some additional early help referrals had been made since the report was written. Access to family support workers within the LA was difficult. • An internal SEND learning walk with the Trust SEND lead had been completed in February. This had highlighted some good practice seen and confirmed areas for improvement, which were 	



	<p>being worked on following the external SEND review in September</p> <ul style="list-style-type: none"> • The SENDCo had provided feedback to staff following the learning walk and discussed future training needs. • It was noted that there was no Educational Psychologist attached to school at present. The SENDCo had flagged this to the LA, as only one allocated visit time had taken place so far this year • Parent workshops held at Northorpe Hall were due to end as a result of LA funding cuts <p>Q: What strategies are in place for PP children?</p> <p>A: The range of strategies used to support PP children was explained. It was noted that often children were well supported through Early Years, but then there was a gap in funding when the same children had to be referred again. The SENDCo explained that a new model was being developed for SEND funding within the LA from September 2024 with schools placed in clusters to access funding. Schools were waiting for clarity on how this would work.</p> <p>Governors discussed the issues raised around funding and how to overcome the barriers faced by schools in ensuring that SEND provision was readily available. Governors agreed that this was an area that should be considered at Trust level when local and national funding is so low. The CEO confirmed that the Trust had a statutory responsibility and despite the lack of national and local funding, the Trust is developing Trust SEND provision and specialist support, with plans to include access to in-house educational psychology and speech therapy support. The Trust SEND lead is developing this work, and working closely with school SENDCos.</p> <p>Governors placed on record their thanks to the SENDCo for the hard work undertaken to ensure all children with SEND needs were receiving the best support possible.</p> <p>Action: Agenda item for next LGB for further feedback on changes to LA SEND provision and funding.</p>	<p>Governance Professional</p>
<p>11.</p>	<p>Finance and Operations Update</p>	
	<p>The financial report had been shared with governors prior to the meeting. The Business and Administration Manager talked through the new standardised finance report. It was noted that the income and</p>	



	<p>expenditure report was in the process of being updated and more realistic forecasts would be provided at the next meeting. Some costs had been higher than forecast, including catering and cleaning contract costs and additional supply cover costs.</p> <p>Under 'future considerations' governors noted the possible cost of replacing the hall windows which had been highlighted in a recent CDC2 survey report due to their age.</p> <p>An update was provided on a recent first aid incident, which had been recorded on the H&S reporting system.</p> <p>Action: Health and Safety link Governor to arrange visit for site safety inspection in Summer term with School Business Manager.</p>	<p>SBM/H&S Governor</p>
<p>12.</p>	<p>Trust Update</p>	
	<p>The CEO reported on recent developments within the Trust.</p> <p>The Trust-on-a-page document (included in the Governor folder) was shared with Governors and Governors were reminded that the document focused on collaborations and communications between the Trust and its schools, as well as Manorfield's specific collaborations with the Trust.</p> <p>Attendance - the impact of the attendance strategy shared by Manorfield with all Trust Headteachers was highlighted as an example of best practice which was leading to transformational change. It is essential we reduce the number of lost learning days for all children in order to maximise outcomes.</p> <p>The CEO praised the whole staff team for their positivity, passion and determination to improve the life chances of all the children at Manorfield. The governors echoed these words and thanked the team for their hard work and dedication.</p> <p>Governors welcomed an offer from the CEO to visit the new Trust Development Centre and to use meeting rooms there if required. Governors requested that their next LGB meeting be held at the TDC.</p> <p>Action: Check availability and book meeting room at TDC for Manorfield LGB on Wednesday 10 July 2024, 5:00pm</p>	<p>Governance Professional</p>



	Governors thanked the CEO for attending and providing an update on Trust developments.	
13.	Governor Training and Development	
	<p>The Governance Professional provided a brief update on recent changes to the Governor Manual and directed governors to p.12 of the document, where they could find guidelines on governor school visits and the reporting form to complete and return to the Governance Professional following a visit.</p> <p>Governors were reminded that they had been sent login details for Governorhub, National Governance Association and National College to enable them to access the training platforms. Governors were encouraged to contact the Governance Professional if they had any issues with access, for any other queries and for guidance on specific training courses.</p>	
14.	AOB	
	<p>Batley Breakfast Wednesday 22 May, 8:00am - 9:30am at Batley Grammar School. All governors were invited to attend. An official invitation would be sent nearer the time.</p>	
15.	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 5:55pm.</p>	
	Next Meetings	
	Full LGB - Wednesday 10 July 2024, 5:00pm at the Trust Development Centre	