



Batley Multi Academy Trust
Minutes of Manorfield Infant and Nursery School
Local Governing Board Meeting
Held on Wednesday 13 December 2023, 6:15pm

Manorfield Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 13 December 2023, 6:15pm		
Location:	Manorfield Infant & Nursery School		
Present:	Ellen Loughhead (Chair of Governors) Angela Barnett (Vice Chair of Governors) Eve Clarke (Governor) Farzana Shaikh (Governor) Kamilla Nadat (Governor) Mohammed Usman (Governor) Amy Wilby (Governor)		
Others in attendance:	Kim Bradshaw (Headteacher) Kate Ellis (Assistant Headteacher) Lorna Stephen (School Business Manager) Sam Vickers (Trust CEO) Lindsay McClean (Director of People & Talent) Elaine Milligan (Governance Professional) Aroosa Ali (Prospective Governor, Observing)		
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	
1.	Chair's Welcome and Introductions	
	The Chair opened the meeting at 6:20pm and welcomed everyone. Introductions were made for the benefit of a prospective governor. The Trust CEO and Trust Director of People and Talent were warmly welcomed to the meeting.	



	It was confirmed for the record that Governors had voted unanimously at the Curriculum, Standards and Progress meeting to incorporate the business from that meeting into the full LGB meeting in future.	
2.	Apologies for absence, consent and declaration of interest	
	There were no apologies for absence. There were no declarations of interest and the meeting was quorate.	
3.	Representation	
	<p>A Health and Safety Link Governor had been recommended following the recent safeguarding audit. M Usman was proposed and unanimously elected as Health and Safety Link Governor.</p> <p>An update was provided on current Governor vacancies, which consisted of 1 parent governor, 1 staff governor and 2 co-opted governors.</p> <p>Action: Headteacher to review current vacancies with Governance Professional at start of Term 2</p>	Gov Pro & Headteacher
4.	Minutes of the last meeting (4 October 2023)	
	The minutes of the last meeting held on 4 October 2023 were agreed as a true and accurate record.	
5.	Matters arising from the minutes	
	All matters arising had been actioned or were included on the agenda for discussion at the meeting.	
6.	Headteacher's Report	
	<p>The Headteacher reported on items covered in the report shared with governors in advance of the meeting, and highlighted some key points, including:</p> <ul style="list-style-type: none"> An explanation of the summary Inspection Data Summary Report (IDSR) provided for all Trust schools by the recently appointed Trust Data Manager. This reported the school's outcomes for 2023, but it was noted that data from 2021 and 2022 was not available since this was prior to the school becoming an academy. The Headteacher anticipated 	



	<p>an improving picture moving forward and great progress had already been identified this academic year.</p> <ul style="list-style-type: none"> • The new school SENDCo had implemented many actions identified in the recent external SEND review and was finding creative solutions to address actions with support from the Trust SENDCo and the benefit of collaboration through Trust SENDCo meetings. 	
<p>7.</p>	<p>Finance and Operations Update</p>	
	<p>The School Business Manager (SBM) had provided their report in advance of the meeting and highlighted key points, including:</p> <ul style="list-style-type: none"> • Challenges to the budget in terms of unforeseen costs. The difficulty in managing utility costs was noted due to inefficient heating and lighting. The Trust was supporting in resolving these issues. • School faced a funding shortfall due to declining numbers of children. The Trust was supporting through promotion the school within the local community to address this situation. • Expenditure had been maintained at a similar figure to last year (up by only 2%) through prudent budgeting. • Kirklees would no longer cover 35% of heating costs to the children’s centre after 31 March 2024. The contract for the Children’s centre was not due to expire until 2032. • Work is underway to promote The Fields Centre for community use to generate additional income. • The SBM confirmed the next finance report would be provided to Governors in a new Trust format. <p>Q: Have there been any bookings for the Fields Centre yet?</p> <p>A: The facility has been used for first aid training, moderation and some child protection meetings. Baby massage, coffee mornings and parent workshops are also booked to use the meeting rooms.</p> <p>Q: Are the health services aware of the availability of this space within the local community?</p> <p>A: Yes, they have been made aware of the community facility.</p> <p>Governors agreed it was good to see the old Children's centre being purposefully used for the benefit of the Trust and community.</p> <p>The LGB thanked the SBM for their comprehensive report.</p>	



	Thanks were offered by the SBM to the Trust Central team for their support when they were new to the position.	
8.	Curriculum, Standards and Progress Update	
	All Governors had been present at the CSP meeting held prior to this LGB meeting. Separate minutes were recorded for the CSP meeting held on 13 December 2023 and would be shared with all Governors.	
9.	Compliance and Governance	
	<p>Policies for Approval</p> <ul style="list-style-type: none"> • Relationships and Behaviour Policy No comments and approved <p>PAN Governors approved the PAN as below for each year group for 2025/26.</p> <p>The initial number of nursery places available for the school year will be 54. The initial number of reception places available for the school year will be 60. The initial number of year 1 places available for the 2025/26 school year will be 60. The initial number of year 2 places available for the 2025/26 school year will be 90.</p>	
10.	Trust Update	
	<p>The CEO reported on recent Trust developments.</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 to outline key updates. • Collaboration across the Trust was highlighted as its core theme - to provide a fully inclusive education for Batley children from 2 years old at Manorfield nursery through to 18 years old at BG6 - through all Trust schools working together for the benefit of all children. Examples shared included the Children's Centres at Manorfield and Field Lane schools which had been redeveloped as 'The Fields', a 	



	<p>community space with meeting rooms now being used by the community and for Trust wide events and the monthly Batley Buzz and Great Governance newsletters, sharing examples of community involvement and collaboration across the Trust.</p> <ul style="list-style-type: none"> • Future plans for further collaboration were shared, including development of a Trust Wide Stronger Together parent/carer group, a plan to host a Young People’s Conference to be organised by the school councils and a Trust wide careers convention for young people and parents, to be held on Thursday 29 February 2024 at Batley Town Hall. • Following the external SEND reviews by national expert, Natalie Packer, the plan was to develop SEND facilities at Batley Grammar School, with specialist support/provision including Speech and Language therapists, educational psychologists and social workers. A Trust SEND lead had been appointed and was now based at BGS and working with SENDCos within the Trust schools. • An update was provided on the Trust Development Centre. The building had been handed over and would be operational by January 2024. In addition to providing offices for the Trust central team, there were also meeting rooms available for use by schools within the Trust. • The Governance review was due to be completed by the end of January 2024. It was proposed to move the Chair/Vice Chair of Trustee/Governors meeting until after this date to allow the feedback to be discussed. 	
<p>11.</p>	<p>Governor Training and Development</p>	
	<p>Governor Visits SEND Governor visit reported on at the CSP meeting.</p> <p>Governor Training Governors welcomed the range and quality of training provided by the Trust over the last year and the flexibility in terms of dates and times offered.</p> <p>Action: Governors were reminded to complete a school visits form following any school visit and to advise the Governance Professional of any relevant training completed.</p>	<p>Governors</p>



12.	AOB	
	Nothing further was discussed and the meeting closed at 7:35pm.	
13.	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.	
	Date of next LGB meeting: Wednesday 20 March 2024, 5:00pm	