



**Batley Multi Academy Trust**

**Minutes of Manorfield Infant and Nursery School**

**Local Governing Board Meeting held on Tuesday 26 November 2024, 5:00pm**

<b>Manorfield Infant and Nursery School</b>			
Meeting of:	Full LGB		
Date and time:	Tuesday 26 November 2024, 5:00pm		
Location:	Manorfield Infant & Nursery School		
Present:	Ellen Loughhead, JP (Chair of Governors) Angela Barnett (Vice Chair of Governors) Farzana Shaikh (Governor) Eve Clarke (Governor) Nita Gosal (Governor) Ibrar Hussain(Governor) Amy Wilby (Governor)		
Apologies:	Aroosa Ali (Governor) Kamilla Nadat (Governor)		
Others in attendance:	Kim Bradshaw (Headteacher) Kate Ellis (Assistant Headteacher) Lorna Stephen (School Business Manager) 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

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>1.</b>	<b>Welcome</b>	
	The Chair opened the meeting at 5:10pm and thanked everyone for attending.	



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<p><b>2.</b></p>	<p><b>Apologies for absence, consent, declaration of interest and AOB</b></p>	
	<p>Apologies had been received from Aroosa Ali and Kamilla Nadat with consent. There were no declarations of interest and the meeting was quorate.</p> <p>An item of AOB was tabled by the Chair:</p> <ul style="list-style-type: none"> <li>Review of unique risks to the school, for consideration by the Trustee Audit and Risk Committee.</li> </ul>	
<p><b>3.</b></p>	<p><b>Representation</b></p>	
	<p>An update was provided on current governor vacancies and governor terms of office.</p> <p>It was confirmed that Mohammed Usman had offered his resignation due to work and family commitments. The governors placed on record their thanks for his contribution to the board over the last 18 months.</p>	
<p><b>4.</b></p>	<p><b>Minutes of the last meeting</b></p>	
	<p>The minutes of the last meeting held on 24 September 2024 were agreed as a true and accurate record.</p>	
<p><b>5.</b></p>	<p><b>Matters arising from the minutes</b></p>	
	<p>All matters arising had been resolved or included on the meeting’s agenda for further discussion apart from the following:</p> <ul style="list-style-type: none"> <li>Powerpoint about Chair’s Programme to be shared with governors (M Usman). <b>Action:</b> Governance Professional to contact MU and request the powerpoint on behalf of governors.</li> </ul> <p><i>Amy Wilby joined the meeting at 5:20pm</i></p>	<p>Governance Professional</p>
<p><b>6.</b></p>	<p><b>Headteacher’s Report</b></p>	
	<p>Governors had received the Headteacher’s report prior to the meeting. Key summary points were noted and governor questions were invited.</p>	



	<p>The Headteacher shared the Trust wide principles for Behaviour for Learning with governors.</p> <p>Headline attendance data across 2022/23 and 2023/24 was shared with governors including a breakdown by groups. This showed an increase of 2.24% to 91.3% from 2022/23 to 2023/34. In the same period PA had decreased by 13.48% to 26.6%.</p> <p>Governors were pleased to see that the strategies put in place by the school had resulted in a positive impact on attendance in 2023/24.</p> <p>Attendance to date this year was at 93.03%. It was explained that LOA and a virus before the holidays had impacted attendance figures slightly. It was noted that PP (95%) and SEND (94%) attendance figures were higher than the overall average attendance.</p> <p>The Pupil Premium Strategy had been shared before the meeting. Governors noted that the number of PP learners had fallen year on year.</p> <p>Q: Are many parents/carers applying for PP?</p> <p>A: The school office provides support for parents/carers to complete the forms and specific families are approached. Unfortunately, many families are no longer eligible, so the school tries to support them in other ways.</p> <p>The Headteacher highlighted a number of interventions taking place to support learners, including speech and language, RWI fast track and small group work. The Headteacher noted that schools in the Trust were using Yorkshire Speechie rather than Locala for Speech and Language Therapy services as this was proving to be a more efficient service. However, it was noted that the cost was considerable as the school required one day a month to support a number of learners with speech and language needs.</p> <p>Governors were asked to approve the Pupil Premium Strategy. They noted that the document was of a high quality and were happy to give their approval.</p> <p>The Headteacher summarised the CPD that staff were currently undertaking or had recently completed. Governors were pleased to see the high level of CPD for individuals but noted that there</p>	
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	<p>appeared to be fewer opportunities for associate staff.</p> <p>A brief update was provided on recent accidents. Governors were satisfied that correct processes had been followed in line with Trust and school policies.</p> <p>Recent community engagement included a successful harvest festival with contributions being donated to Batley Food Banks, celebration of interfaith week, and election of learners to school council, safeguarding council and eco council.</p> <p>Governors thanked the Headteacher for a comprehensive report.</p>	
<p><b>7.</b></p>	<p><b>Behaviour for Learning, Attendance and PA</b></p>	
	<p>Covered in the Headteacher Report.</p>	
<p><b>8.</b></p>	<p><b>Organisational Culture</b></p>	
	<p>EduRio Staff Survey</p> <p>The EduRio staff survey results were explained and discussed. The Headteacher advised they had been able to drill down into the results. One area highlighted by governors was that staffing levels were considered a concern of the staff. The Headteacher explained that historically the school had been overstaffed after a fall in numbers on roll. It was confirmed that the numbers were now stable but the budget would not allow for additional staff. The Headteacher advised she would like to develop discussion with staff in order to support them and confirmed that leaders had already taken steps to support staff by reducing admin tasks in the classroom and offering a golden ticket day.</p> <p>Q: How many colleagues does that apply to?</p> <p>A: Everyone who transferred over from the LA when the school became part of the Trust.</p> <p>Global Equity Collective Staff Survey</p> <p>This survey and its results would follow in a phased approach.</p> <p>Supply Staff Costs</p> <p>Supply costs were noted as a concern across the Trust. Headteachers had discussed ways to reduce these at their last meeting and project</p>	



	<p>work was underway to find a more cost effective way to cover supply costs across the Trust.</p> <p>It was noted that staff absence at Manorfield was comparatively low. The Headteacher confirmed that staff retention was not an issue and there was good stability.</p> <p>Q: Does the school still have supply cover insurance?</p> <p>A: Yes. However, the Trust is in the process of looking at cost effectiveness of insurance and considering alternative arrangements for all schools within the Trust.</p>	
<p><b>9.</b></p>	<p><b>Finance and Operations Update</b></p>	
	<p>The School Business Manager (SBM) had shared the new LGB snapshot finance reports with governors prior to the meeting.</p> <p>It was noted that the 2023/34 budget audit had recently been completed and presented to the Board of Trustees. The AGM was scheduled to take place in early December. The confirmed final 2023/24 budget would be presented at the next LGB.</p> <p>The 2024/25 budget had been prepared before pay awards, CSBG and the National Insurance changes, showing an income shortfall YTD of £37,504 vs forecast. Staffing costs represented a total spend of almost £286k compared to a budgeted spend of £250k with the variance due to supply costs and additional NI costs (£36k) following the Autumn budget announcements by the Government. An updated forecast (RF1) to reflect the changes was currently being prepared and would be presented to governors at the next meeting.</p> <p>Q: Are the legal ratios of staff to children being adhered to?</p> <p>A: Yes. 2 year old provision is a ratio of 1:5, we currently work on a ratio of 1:4 as all children are still wearing nappies. Nursery provision is 1:13, KS1 is 1:30. We need additional adults in Reception classes due to the layout of the provision and outdoor area. The way that funding is calculated does not support the additional needs of our younger children.</p> <p>Q: Are you responsible for liaising with the agencies for supply cover?</p>	



	<p>A: Yes, I tend to deal with the agency to discuss rates and preferred staff, along with the Headteacher.</p> <p>Q: Is the Trust looking at setting up a pool of cover staff? This would maybe give associate staff the opportunity to work additional hours.</p> <p>A: The Trust is collating data on agencies to assess the position and to find a more cost effective approach to covering staff absence across the Trust.</p> <p>The SBM confirmed that in view of the deficit position every opportunity was being taken to check and challenge all spending and invoices. The CFO was working with the SBM and Headteacher to consider ways to reduce the deficit position.</p> <p>Governors were fully aware of the financial position and their responsibility to support the school to achieve an in-year balanced budget. A discussion followed about possible ways to limit spending and to find further economies of scale to manage the budget effectively. Governors were concerned about the possible impact on staff morale, but also that they have a responsibility to deliver an in-year balanced budget. A deficit cannot be set, so clear, honest and open communication with staff is essential as we move forward on this. The Headteacher confirmed that staff understood the deficit was not due to a significant overspend, but that staffing levels are higher than benchmarking suggests are the recommended levels, and that there had been no judgment on school made by the Trust. The Trust is implementing curriculum-led financial planning (CLFP) to aid this process. Governors were reminded that they could invite the CFO to a future LGB meeting to clarify the school's financial position.</p> <p>It was concluded that more data would be available at the next meeting and an updated budget forecast would be shared. Governors agreed to assess the financial position at that point and then invite the CFO to the following meeting if further clarity was required.</p>	
<p><b>10.</b></p>	<p><b>Safeguarding Report</b></p>	
	<p>The Safeguarding Report had been shared with governors prior to the meeting. The Headteacher noted point of interest from the report including the following:</p> <ul style="list-style-type: none"> <li>• A governor site safety walk and SCR check had taken place</li> </ul>	



	<ul style="list-style-type: none"> <li>• Training was up to date, including safeguarding/KCSIE, PREVENT and CPOMs</li> <li>• A successful lockdown practice had taken place for KS1 and Reception learners</li> <li>• Site security was improved with new fencing and electronic gates</li> <li>• A full range of curriculum based safeguarding activities had taken place including anti bullying week, safer internet week and assemblies about trusted adults</li> </ul> <p>Governors asked about the position with regard to CMEs listed in the report. The Headteacher confirmed the figures related to learners in the process of moving house and that those listed had been accounted for and were now in school.</p>	
<p><b>11.</b></p>	<p><b>SEND</b></p>	
	<p>An update was provided on SEND actions put in place since the external SEND review which had taken place in September 2023, including development of transition to Junior school for SEND learners, ensuring regular visits by the SEND governor and monthly visits to school by Yorkshire Speechie for speech and language assessments.</p> <p>The SENDCo noted that many actions put in place were now embedded and were being continually reviewed to check the impact of interventions.</p> <p>Governors thanked the SENDCo for a thorough report and for the impressive amount of work achieved in their first year as SENDCo.</p>	
<p><b>12.</b></p>	<p><b>Compliance and Governance</b></p>	
	<p>Nothing to report.</p>	
<p><b>13.</b></p>	<p><b>Trust Update</b></p>	
	<p>The Field Lane and Trust Autumn overview 2024 had been shared with governors prior to the meeting. The Governance Professional reminded governors of the ongoing Trust communications and collaborations taking place between the school and the Trust, providing governors with a greater understanding of the Trust offer</p>	



	and the many ways that the Trust was providing support to the school.	
<b>14.</b>	<b>Governor Training and Development</b>	
	<ul style="list-style-type: none"> <li> <b>Governor Visits</b>            Visits made to school since the last meeting were noted. Governors shared their visit updates with all governors which were available in the governance folder         </li> <li> <b>Governor Training</b>            It was confirmed that all governors had completed the statutory safeguarding and child protection training. Safer Recruitment Training - this was available via the link below for any governor who had put their name forward to be part of a recruitment panel  <a href="https://www.nga.org.uk/training/directory/safer-recruitment/">https://www.nga.org.uk/training/directory/safer-recruitment/</a> </li> </ul> <p><b>Action:</b> Governors to forward their certificate to the Governance Professional on completion of the safer recruitment training.</p> <ul style="list-style-type: none"> <li> <b>Skills Audit Analysis</b>            The results from the governor skills audit had been shared for each individual LGB, as previously requested by the LGB. Governors discussed the results and were pleased to note the strong mix of skills across the board with particular strengths in understanding the Trust’s mission, vision and values, analysing data and information and evaluating teaching and learning effectively.         </li> </ul>	Governors
<b>15.</b>	<b>Upcoming Events</b>	
	<p>Governors were advised of upcoming events to note in their diaries for the spring term.</p> <ul style="list-style-type: none"> <li>BGHS Batley Breakfast - Tuesday 14 January 2025, 8:00am - 9:30am</li> <li>Chair and Vice Chair Meeting - Thursday 6 February 2025, 6:00pm - 7:30pm</li> </ul>	
<b>16.</b>	<b>AOB</b>	



	<p>The Headteacher requested an amendment to the date of the July LGB meeting to Tuesday 8 July 2025. This was agreed by all governors present.</p> <p>The Chair had asked governors to consider any unique risks for Manorfield school which had been discussed at the meeting and all agreed that the end of TUPE was an area for noting to share with the Trust Audit and Risk Committee.</p>	
<b>17.</b>	<b>Agenda, minutes and related papers</b>	
	<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 7:10 pm.</p>	
<b>18.</b>	<b>Date of Next Meeting</b>	
	Next LGB meeting: Tuesday 11 February 2025, 5:00pm	