



Batley Multi Academy Trust
Minutes of Manorfield Infant and Nursery School
Local Governing Board Meeting
Held on Tuesday 24 September 2024, 5:00pm

Manorfield Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Tuesday 24 September 2024, 5:00pm		
Location:	Manorfield Infant and Nursery School		
Present:	Ellen Loughhead (Governor) Angela Barnett (Governor) Farzana Shaikh (Governor) Mohammed Usman (Governor) Amy Wilby(Governor) Eve Clarke (Governor) Kamilla Nadat (Governor)		
Apologies:	Nita Gosal (Governor) Aroosa Ali (Governor) Lorna Stephen (School Business Manager)		
Others in attendance:	Kim Bradshaw (Headteacher) Elaine Milligan (Governance Professional) Ben Tierney (Assistant Headteacher)		
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.	Welcome and Introductions	
	The Governance Professional opened the meeting at 5:00pm and thanked everyone for attending the first meeting of the 2024/25 academic year. The Governance Professional extended a warm welcome to a new	



	<p>Governor that had observed at the last meeting and had since been officially appointed as a co-opted governor to the board.</p> <p>Following the external review of Governance by the NGA and governor feedback, some amendments to the agenda and meetings for 2024/25 were noted by governors.</p>	
2.	Apologies for absence, consent, declaration of interest and AOB	
	<p>Apologies had been received from Nita Gosal, Aroosa Ali and Lorna Stephen. There were no declarations of interest and the meeting was quorate.</p> <p>It was confirmed that any matters to be raised under AOB should now be declared and recorded at this point. The Headteacher asked for the following items to be raised under AOB</p> <ul style="list-style-type: none"> • Headteacher appraisal • SCR check <p>Governors were reminded that any AOB items for this academic year needed to be shared with the Governance Professional 48 hours before the meeting to ensure these can be added to the agenda, with the Chair’s approval and that there would be sufficient time to cover any proposed items.</p>	
3.	Appointment of Chair and Vice Chair	
	<p>Governors were informed of the voting process and that those that wish to put themselves forward for roles would be required to add why and what they would bring to that role. Voting was to take place once the proposed individual(s) left the room.</p> <p>Governors were invited to put themselves forward for the role of Chair of Governors. One candidate put themselves forward and all governors agreed to vote without the candidate leaving the room. Governors voted. Ellen Loughhead was appointed as the Chair of Governors.</p> <p>Governors were invited to put themselves forward for the role of Vice Chair of Governors. One candidate put themselves forward and all governors agreed to vote without the candidate leaving the room. Governors voted. Angela Barnett was appointed as the Vice Chair of Governors.</p>	



4.	Representation	
	<p>The Governance Professional explained that much work had been carried out over the summer months to provide a framework for Governors to work within in relation to area links and remits. The Governance team had worked hard on creating role descriptors and providing a brief for each Governor linked to their area. Each role descriptor includes a brief remit as well as training requirements for the role and prompts/questions for the Governor to ask whilst carrying out a Governor visit. All schools in the Trust would receive these role descriptors. Whilst all statutory links would be allocated across the schools, some schools in the Trust would have different areas/links allocated, as this year, key areas for Governors would be linked to their school’s SIP.</p> <p>Specific Governor links were confirmed, as follows:</p> <p>*Safeguarding/Wellbeing/H&S - Farzana Shaikh *SEND - Angela Barnett and Aroosa Ali Community - Nita Gosal Outcomes/Curriculum (incl reading/EYFS) - Amy Wilby BfL and Attendance - Kamilla Nadat and Ibrar Hussain PP/Disadvantaged - Mohammed Usman Online Safety/Cyber Security - Eve Clark (*statutory)</p> <p>A Governor noted they had started the NGA Chair’s programme and agreed to share a powerpoint about the course at the next meeting Action: Governor to forward powerpoint to Governance Professional</p>	<p>Governor (M Usman)</p>
5.	Minutes of the last meeting	
	<p>The minutes of the last meeting held on 17 July 2024 were agreed as a true and accurate record.</p>	
6.	Matters arising from the minutes	
	<p>All matters arising had been actioned apart from the following:</p> <ul style="list-style-type: none"> • Prevent training - training requested for governors who had not received this in the last academic year • Coaching for future Ofsted visit 	



	<p>Action: Governance Professional to liaise with CEO/Director of Compliance and Governance to arrange suitable dates.</p> <p>Action: <i>Further to the above, the following dates have been confirmed for Ofsted coaching sessions, to which the full LGB should attend</i></p> <ul style="list-style-type: none"> - Tuesday 26 November 2024, 4:00 - 5:00pm (before the LGB meeting) - Tuesday 10 December 2024, 5:00pm - 6:00pm (online) 	<p>Governance Professional</p> <p>All Governors</p>
<p>7.</p>	<p>Governance</p>	
	<p>The Governance Professional provided updates on the following documents, highlighting amendments for 2024/25. Governors were reminded to complete the statutory documents (hyperlinked in blue), which this year had been made available as online google documents:</p> <ul style="list-style-type: none"> • Scheme of Delegation (full) including Terms of Reference and the LGB constitution <ul style="list-style-type: none"> ○ Inclusion of the now substantive, full time Chief Operating Officer role. ○ More detailed description of the role of a Trust Head. For example, subscribing to the Trust’s mission, vision and values and being a positive ambassador for the Trust with all stakeholders. This was also a feature in the updated Trust Offer document. This document is considered to be the “contract” between the Trust and school. Schools receive this prior to joining the Trust; this document is shared with prospective schools who may wish to join the Trust; due consideration should be given to its content to ensure a positive match for the school and the Trust. The Trust Offer articulates exactly what the schools receive for their top slice contribution, the roles and remits of all members of the Trust Central Team, and the expectation of the Trust Headteacher. ○ The constitution of the LGB has decreased this year, from 12 to 11. This is in line with good practice from the NGA in terms of having an odd number of governors for voting purposes. <p>The Governance Professional added this document had been tabled at the Board of Trustees meeting and Chair and Vice Chair meeting earlier in the month.</p>	



	<ul style="list-style-type: none"> Governors were asked to read and familiarise themselves with the 2024 Academy Trust Handbook. The biggest change was a focus on Good Estates Management; this would be picked up by the Trust’s COO with involvement from relevant school colleagues with site responsibilities. Action: Governors. Code of Conduct Skills Audit Conflict of Interest Form <p>Governors had been asked to complete these by Friday 4 October 2024. Action: Governors.</p> <ul style="list-style-type: none"> Role of: documents - link governor role descriptors, include useful questions to ask on school visits; these will be shared with individual governors. Action: Role of: documents for all governor link areas to be shared along with relevant training available on the NGA e-learning links for completion Governor Privacy Notice The Governor Privacy Notice was also shared which explains how the Trust collects, stores, and uses personal data about Governors 	<p>Governors</p> <p>Governors</p> <p>Governance Professional</p>
<p>8.</p>	<p>New Guidance (DfE) (for information)</p>	
	<p>Governors were referred to key DfE guidance, including KCSIE 2024, which would be covered during statutory Safeguarding training, to which governors had been invited to attend in October.</p> <ul style="list-style-type: none"> Keeping Children Safe In Education 2024 (September 2024) Working together to improve school attendance (August 2024) School suspensions and permanent exclusions (August 2024) 	
<p>9.</p>	<p>Key Updates</p>	
	<p>The Headteacher reported on the Outcomes 2024 summary, the RAG rated SIP from 2023/24 and the new SEF and SIP for 2024/25.</p> <p>Key outcomes messages had been shared in a powerpoint prepared by the Headteacher with the following points noted:</p> <ul style="list-style-type: none"> GLD stable at 50% GLD rose to 83% for those with attendance over 96% 	



	<ul style="list-style-type: none"> Impacts on GLD include attendance, learners with complex needs (SEND) and PP learners <p>Q: Why are PP numbers low?</p> <p>A: Changes to universal credit means some children are no longer eligible. School is continuing to provide heritage language support to EAL parents/carers (bi-lingual support in the office) for completion of all forms.</p> <ul style="list-style-type: none"> Y1 Phonics screening - 63.5% Y2 Phonics screening - 96.9% (above NA) <p>Q: Why is there a marked difference between AIND and APKN learners?</p> <p>A: This is mainly due to better attendance and possibly to languages spoken at home. Majority of EAL learners are also APKN. School has put support in place and parental engagement with the new reception cohort has been good.</p> <ul style="list-style-type: none"> KS1 Outcomes - improved outcomes in all areas noted on previous years. Reading - 64.6% EXS, 10.8% GDS Writing - 60% EXS Maths - 60% EXS, 10.8% GDS Combined - 53.3% Areas of strengths included reading and writing for males and outcomes for learners with above 96% attendance <p>SIP 2023/24 RAG ratings had been updated. Work had been undertaken to develop reading for pleasure, maths curriculum, PiXL had been introduced and there had been a push to raise parental aspirations for girls.</p> <p>SIP 2024/25</p> <ul style="list-style-type: none"> Development of a manageable summative assessment system. Action: Governor offered to share an example of an assessment checklist. SEND - actions from previous reviews completed. SENDCo to support staff with further PIVATS training. Wellbeing - duplication of workload stopped and aim to remove unnecessary tasks. 	<p>Governor (AW)</p>
--	---	----------------------



	<ul style="list-style-type: none"> • Attendance strategy - continue and support role out to other Trust schools. <p>Q: Have the changes made by the Government to Attendance in the summer been implemented?</p> <p>A: Yes, we had already made changes last year.</p> <p>Q: Are you strict with enforcement of absence penalties?</p> <p>A: Yes, we have 100% enforcement</p> <p>Q: Has the APSO service gone?</p> <p>A: Jenny Fox, as Trust Attendance Officer, has taken over that role. Following initial school meetings, a referral is made to JF and we get a similar service but have no additional costs.</p> <ul style="list-style-type: none"> • The Fields Community space - National Lottery funding obtained to support 2 officers over 3 years plus on-costs, a booking system, and advertising. The building is beginning to be used for a range of community activities, including moderation sessions, diabetes support and well being activities. <p>Q: Does the use of the facility extend beyond the Manorfield community?</p> <p>A: Yes. ESOL classes are available to anyone within the local community.</p> <p>Governors approved the SIP and SEF for 2024/25.</p>	
<p>10.</p>	<p>Project/Site Works Summary</p>	
	<p>The Headteacher provided an update on recent projects completed and future works to be carried out:</p> <ul style="list-style-type: none"> • Led lighting installed • Electronic gates installed to improve security • RHS grant - raised beds, seating areas, additional trees • School Condition Report - areas of concern noted - painting, carpets, flat roofs, windows, old radiators. This would be used to prioritise future building works required, and focus the SCA funding allocations. 	



	Action: Safeguarding Governor to arrange H&S walk to look at areas noted by the report	Safeguarding Link Governor
11.	Policies	
	<p>A number of policies had been shared with governor prior to the meeting:</p> <ul style="list-style-type: none"> ● RSHE policy No further comments and approved ● Acceptable use policy for children No further comments and approved ● Anti bullying policy No further comments and approved <p>Q: Is the use of phones an issue in school?</p> <p>A: No, we have not had anyone bring a phone to school. The issue is more around the amount of access to screen time at home.</p>	
12.	Trust Update	
	<p>An update was provided by the Governance Professional</p> <ul style="list-style-type: none"> ● Trust representative - will attend LGB meetings at governors' invitation. Governance Professional to arrange as required. ● Trust-on-a-page - document shared termly providing information about collaborations between the Trust and school. ● Governor Visit Guidelines and Form - visit exemplar guidance presented. The visit form to be completed following school visit and shared with staff visited, Headteacher and Governance Professional ● Governor Manual - updates shared for 2024/25 ● Governors were informed that training would be via the NGA website this academic year and Governors received a demonstration of where they could access this. Governors had indicated that they thought it was important that they had a "one-stop-shop" for training and that this training was of high quality. Face-to-face training would continue every half term and Governors would receive invitations to this training nearer the 	



	time. The Governance team had worked hard over the summer to ensure training this year was more tailored to need and there was a set training cycle.	
13.	Upcoming events (school and Trust wide)	
	<p>Governors were reminded of the following upcoming events:</p> <ul style="list-style-type: none"> • Governance Conference - Saturday 5 October, 9:00am start at Gomersal Park Hotel • Batley Breakfast - Manorfield School - Tuesday 15 October, 8:00am start <p>Action: Governors were asked to confirm their attendance at the above events with the Governance Professional or the Director of Compliance and Governance.</p>	Governors
14.	Training and Development	
	<p>Governors were informed that training links relevant to their role would be shared by the Governance Professional and they were reminded about the upcoming statutory Safeguarding and Child Protection training dates:</p> <ul style="list-style-type: none"> • Thursday 10 October 2024 - 5:30pm - 6:30pm • Tuesday 15 October 2024 - 1:30pm - 2:30pm <p>Action: Governors to confirm their attendance at one of the above training sessions.</p> <p>Action: Governance Professional to share relevant training linked to Governor's remit/area of responsibility.</p>	Governors Governors
15.	AOB	
	<p>Items tabled for discussion included:</p> <ol style="list-style-type: none"> 1. Governor panel for HT Appraisal - Friday 11 October 2024 (am) Action: AB & AW 2. SCR check to be actioned by Safeguarding Governor after 30 September 2024. Action: Safeguarding Governor 	AB & AW Safeguarding Governor



	Nothing further was discussed and the meeting closed at 7:00pm.	
16.	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.	
17.	Next Meeting	
	<p>Full LGB meeting - Tuesday 26 November 2024, 5:00pm (revised date agreed by governors)</p> <p>2024/25 LGB meetings: Tuesday 11 February 2025 Tuesday 20 May 2025 *Tuesday 8 July 2025</p> <p>*Please note a change of date for the final LGB meeting of the year (was previously Tuesday 1 July 2025)</p>	



Matters Arising from Minutes

Agenda Item	Date first raised	Matter arising from minutes	Action by	Notes	Action complete
4. Representation	24.09.24	Governor to share NGA Chair programme powerpoint	M Usman		
6. Matters arising	24.09.24	Arrange Ofsted coaching dates with SV	Gov Pro	Tuesday 26 Nov 2024, 4pm Tuesday 10 Dec 2024, 5pm	Y
7. Governance	24.09.24	Governors to familiarise themselves to Academy Trust Handbook	ALL		
7. Governance	24.09.24	Complete Code of Conduct, Skills Audit and Conflict of Interest forms by 4.10.24	All		
7. Governance	24.09.24	Link Role documents to be shared with governors	Gov Pro	Docs awaiting approval by Trustees	
9. Key Updates	24.09.24	Assessment Checklist to be shared with HT	A Wilby		
10. Projects/Site work summary	24.09.24	H&S walk to be arranged	Safeguarding Governor		
14 Training & Development	24.09.24	Governors to confirm attendance at Safeguarding and Child Protection training	ALL		
15. AOB	24.09.24	Governor panel - HT appraisal 11.10.24	AB & AW		Y
AOB	24.09.24	SCR check visit to be arranged after 30.09.24	Safeguarding Governor		