

**Batley Multi Academy Trust**

**Minutes of Manorfield Infant and Nursery School**

**Local Governing Board Meeting held on Tuesday 11 February 2025, 5:00pm**

<b>Manorfield Infant and Nursery School</b>			
Meeting of:	Full LGB		
Date and time:	Tuesday 11 February 2025, 5:00pm		
Location:	Manorfield Infant & Nursery School		
Present:	Angela Barnett (Vice Chair of Governors) Eve Clarke (Governor) Amy Wilby (Governor) Kamilla Nadat (Governor)		
Apologies:	Ellen Loughhead, JP (Chair of Governors) Farzana Shaikh (Governor) Nita Gosal (Governor) Ibrar Hussain (Governor) Aroosa Ali (Governor)		
Others in attendance:	Kate Ellis (Headteacher) Ben Tierney (Deputy 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>	
	In the absence of the Chair of Governors, the Vice Chair stepped up to Chair the meeting. Heartfelt condolences were shared, on behalf of the LGB, to the Headteacher and her family, following the tragic loss of their daughter during the Christmas break. Governors acknowledged the challenging circumstances faced by everyone in school and thanked staff for their team work and dedication during this time. It was noted that a	

	<p>book of condolence was available in school for anyone who wished to add a message of support.</p> <p>Governors were advised that this would be the Governance Professional's final meeting, as she is due to retire at Easter. Governors thanked her for her professionalism and support to the LGB and wished her all the best for the future.</p>	
<b>2.</b>	<b>Apologies for absence, consent, declaration of interest and AOB</b>	
	<p>Apologies had been received from Ellen Loughhead, Farzana Shaikh, Nita Gosal, Ibrar Hussain and Aroosa Ali, with consent. There were no declarations of interest and the meeting was quorate. There were no items tabled under AOB. Governors discussed the apologies received and asked the Governance Professional to contact any governors that may benefit from support with attendance at meetings. <b>Action:</b> Governance Professional</p>	Gov Pro
<b>3.</b>	<b>Representation</b>	
	<p>An update was provided on current governor vacancies and terms of office. It was reported that Kamilla Nadat's term of office was due to end on 27 February 2025. KN put herself forward for re-election. Governors voted and approved the re-election. KN was reappointed for a further 4 year term commencing 28 February 2025.</p> <p>A pen portrait was shared for a prospective co-opted governor. Governors noted their relevant experience and skill set and agreed to invite the prospective governor to their next meeting. <b>Action:</b> Governance Professional.</p> <p>The acting Chair provided an update from the recent Chair and Vice Chair's meeting. The primary focus had been succession planning, noted as a key factor for the board's future growth. Additionally, the meeting highlighted the opportunity for governors to transfer to other schools within the Trust to experience different settings and phases. It was noted that Manorfield's Chair and Vice chair positions would be reviewed during the summer term along with any potential prospective co-opted governor appointments.</p>	Gov Pro
<b>4.</b>	<b>Minutes of the last meeting</b>	
	The minutes of the last meeting held on 26 November 2024 were agreed as a true and accurate record.	

<p><b>5.</b></p>	<p><b>Matters arising from the minutes</b></p>	
	<p>All matters arising had been resolved other than the following:</p> <p>The Governance Professional had requested the Chair’s Programme powerpoint from a previous governor but had heard nothing back. Governors asked if it was possible to obtain this from another governor who had completed the programme. <b>Action:</b> Gov Pro to contact S Hartley.</p>	<p>Gov Pro</p>
<p><b>6.</b></p>	<p><b>Headteacher’s Report</b></p>	
	<p>The Headteacher highlighted the challenging start to the new year with the Headteacher’s absence due to bereavement and closure of the school at the beginning of term due to snow. Everyone was working together to ensure the smooth running of school. Thanks were offered to all colleagues in the Trust who had supported with site clearance to allow school to reopen by Thursday.</p> <p>Attendance - it was noted that attendance for term 1 (94.63%) was almost in line with NA (94.83%) and had improved against the previous year. The school continued to explore ways to improve attendance and to reduce the number of extended holidays taken. It was noted that some PAs were due to family illness rather than holidays.</p> <p>The Head and one of the governors reported on an incentive introduced at BGHS to boost personal development and attendance (Batley Bucket Brilliance) which had been shared at a recent Trust Attendance Network meeting. Governors agreed that incentives offered in an infant setting would need to be promoted to parents/carers rather than learners. The Headteacher pointed out that the work already done by KB in promoting a culture of learning to parents/carers had significantly improved attendance over the last year and this had since been incorporated within the Trust attendance model.</p> <p>PA - Governors questioned the high level of PA in the EHCP group. It was explained that this figure represented a small number of learners with a high level of complex medical needs, which resulted in longer absence when illness arose.</p> <p>Quality of Education - current tracking and assessment data for all years groups had been shared. It was noted that some learners were predicted to achieve greater depth this year, something which had not happened in previous years. The Heateacher informed governors that</p>	

	<p>year group pupil progress meetings had taken place and were being used to inform interventions required for specific learners. Attendance and punctuality were cited as the main barriers to learning.</p> <p>Q: Do staff get time to assess and do interventions?</p> <p>A: Teachers are given time during assembly to talk to ETAs and to review impact of interventions but due to the budget position there are some limitations due to the cost implication of additional staffing.</p> <p>Q: What happens when children reach the end of the RWI phonics scheme?</p> <p>A: Reading comprehension skills are taught and developed. Y1 colleagues are due to receive further PiXL training to enable them to deliver interventions to enable learners to develop the inference skills required for reading comprehension.</p>	
<p><b>7.</b></p>	<p><b>Safeguarding</b></p>	
	<p>The Safeguarding and Attendance Report had been shared with governors prior to the meeting. It was confirmed that all outstanding actions from the last review had been completed. A further Trust review was due to take place in May 2025 and feedback would be shared with governors once available.</p> <p>The Headteacher highlighted an increase in the number of vulnerable learners and provided an update. A Governor queried the figure for Children Missing in Education. The Headteacher explained the complex circumstances behind this and reassured governors that ongoing discussions and meetings were taking place with all relevant external agencies. Governors flagged their concern about the time taken for resolution when dealing with some external agencies. It was agreed that the Headteacher would contact the CEO for further discussion and support. <b>Action:</b> Headteacher</p>	<p>Headteacher</p>
<p><b>8.</b></p>	<p><b>SEND</b></p>	
	<p>The SENDCo reported on the recent external SEND review completed by Natalie Packer. The report, shared with governors in advance of the meeting, summarised the areas of strength and progress made since her last visit, including improved inclusive classrooms, learners with SEND spending more time within the classroom and recommendations for future development of key areas. The Headteacher noted that the</p>	

	<p>visit had been a very positive experience and NP had been complimentary about the significant impact made by the SENDCo and the valuable support and challenge provided by the experienced and knowledgeable SEND governor.</p> <p>The SEND governor reported back on her recent visit, where she had seen a more inclusive curriculum, effective collaborative use of ETAs and the improved profile of CPD for all staff.</p> <p>The SENDCo confirmed receipt of a donation of £300 from a local business within the community (Franksters Batley) which had been used to purchase sensory equipment. It was noted that the Trust was looking to develop such community involvement and had begun to establish the Batley Business Breakfast for this purpose. <b>Action:</b> Governance Professional to share business details with Trust for possible future invitation to Batley Business Breakfast.</p> <p>Governors were appreciative of the progress made in terms of development of high quality SEND across school and thanked the SENDCo and all staff for their hard work and dedication.</p>	<p>Gov Pro</p>
<p><b>9.</b></p>	<p><b>Finance and Operations Update</b></p>	
	<p>The Finance report had been shared with governors prior to the meeting. The School Business Manager provided an update and key points were discussed:</p> <p>Staff costs show a variance YTD of over £28k against forecast following inclusion of teacher pay awards. Governors were concerned to note the level of staff costs forecast compared to forecast income. The SBM explained that the current staffing structure equates to 3 form entry with the school in the process of moving to 2 form entry due to the falling NOR. Additionally, high supply costs this term due to unforeseen staff absences would not be met by the insurance cover. Plus, the increased Employer National Insurance costs would impact the budget from April 2025. The SBM stressed that cost savings had been made where possible and additional income sought from appropriate grants, but it was noted that grants were usually ring fenced for specific projects. Actions do need to be taken swiftly in order to return to an in-year balanced budget position. CFLP is currently being implemented on the new IMP financial management system. This will help to provide national benchmarking data.</p>	

	<p>A verbal operations update was provided with the following points noted:</p> <ul style="list-style-type: none"> <li>• Recent water ingress through the roof in three areas as a result of snow. 3 quotes had been requested and will be sent to the COO.</li> <li>• The SCA funding bid process will be open for applications shortly. The school will need to make a case for repairs needed.</li> <li>• Statutory compliance - all checks are up to date.</li> <li>• Tree survey completed - some trees are in need of attention and this will be followed up by the COO.</li> <li>• Kirklees have recently completed repairs to the Children’s Centre building and replaced the fire alarm.</li> <li>• The Fields coordinator team had made some improvements to the decor of The Fields building to make it feel more welcoming.</li> </ul>	
<b>10.</b>	<b>Compliance and Governance</b>	
	Nothing to report.	
<b>11.</b>	<b>Trust Update</b>	
	<p>The Manorfield and Trust Spring overview (‘Trust on a page’ document) had been shared with governors prior to the meeting.</p> <p>The Headteacher updated the meeting regarding collaborations that were taking place across the Trust, as well as specific support provided for Manorfield school. Trust wide networks had been established to share best practice and provide enhanced support for school leaders.</p>	
<b>12.</b>	<b>Governor Visits and Training</b>	
	<p>Governor visits had taken place since the last meeting. Governors provided verbal updates on recent visits. The forms which had been shared with the Governance Professional and school were available in the governance folder.</p> <p>Governor role descriptors had been shared in the governance folder. Governors were reminded of their areas of responsibility, were asked to familiarise themselves with these and to complete any relevant training for their role. Governors were asked to carry out visits where possible.</p> <p><b>Action:</b> Governors to complete training linked to their area of responsibility. (Links provided in the role descriptor document.) Governors to complete a Governor Visit form when carrying out their visits in school. This can be accessed <a href="#">here</a>.</p>	Governors

	To note: Governor visit form will be reviewed over the coming months and converted to a more simple, google form.	
<b>13.</b>	<b>Upcoming Events</b>	
	<p>Upcoming events to note:</p> <ul style="list-style-type: none"> <li>• Batley Breakfast - Field Lane - Tuesday 25 February 2025, 8.00 - 9.30am</li> <li>• Batley Breakfast - Healey - Thursday 24 April 2025, 8:00 - 9:30am</li> </ul>	
<b>14.</b>	<b>AOB</b>	
	Nothing had been raised under AOB and the meeting closed at 6:55pm.	
<b>15.</b>	<b>Agenda, minutes and related papers</b>	
	It was determined that no part of the minutes be excluded from the copy that is available at the school.	
<b>16.</b>	<b>Date of Next Meeting</b>	
	<b>Next LGB meeting: Tuesday 20 May 2025, 5:00pm</b>	

### Actions and Matters Arising from Minutes of 11 February 2025

<b>Agenda Item</b>	<b>Date first raised</b>	<b>Matter arising from minutes</b>	<b>Action by</b>	<b>Notes</b>	<b>Action Complete</b>
2. Apologies for Absence	11/02/25	Contact governors that may benefit from support with attendance at meetings.	Gov Pro		<b>Y</b>
3. Representation	11/02/25	Prospective co-opted governor to be invited to next LGB (ZR)	Gov Pro	Rolled to next meeting	
5. Matters arising	11/02/25	Chair programme powerpoint request from Sam Hartley	Gov Pro	SH not aware of powerpoint. Check NGA website for info	<b>Y</b>
7. Safeguarding	11/02/25	HT to contact CEO re CME	HT		<b>Y</b>
8. SEND	11/02/25	Pass info to Trust to invite Franksters to Batley Business Breakfast	Gov Pro		
12. Governor Visits	11/02/25	Complete link role training. After visit complete visit form with copy to school and Gov Pro	Governors		