

**Batley Multi Academy Trust**

**Minutes of Manorfield Infant and Nursery School**

**Local Governing Board Meeting held on Tuesday 20 May 2025, 6:00pm**

<b>Manorfield Infant and Nursery School</b>			
Meeting of:	Full LGB		
Date and time:	Tuesday 20 May 2025, 6:00pm		
Location:	Manorfield Infant & Nursery School		
Present:	Ellen Loughhead, JP (Chair of Governors) Eve Clarke (Governor) Amy Wilby (Governor) Farzana Shaikh (Governor) Nita Gosal (Governor) Ibrar Hussain (Governor) Kamilla Nadat (Governor)		
Apologies:	Angela Barnett (Vice Chair of Governors)		
Others in attendance:	Kate Ellis (Headteacher) Ben Tierney (Deputy Headteacher) Lorna Stephen (School Business Manager) Sam Vickers (Chief Executive Officer) Alistair 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>Part A</b>		
<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>1.</b>	<b>Welcome</b>	
	The Chair of Governors opened the meeting at 6:00pm. A warm welcome was given to everyone. For the benefit of those who could not attend, the school's Ofsted inspection was referenced and the Chair added this would be discussed in greater detail later in the meeting.	

<p><b>2.</b></p>	<p><b>Apologies for absence, consent, declaration of interest and AOB</b></p>	
	<p>Apologies had been received from Angela Barnett in advance of the meeting, with consent. Aroosa Ali's absence was noted.</p> <p>There were no declarations of interest and the meeting was quorate. There were no items tabled under AOB.</p>	
<p><b>3.</b></p>	<p><b>Representation</b></p>	
	<p>An update was provided on current governor vacancies and terms of office. It was reported that one term of office was due to expire within six months. A conversation outside the meeting was to proceed with the relevant governor.</p>	
<p><b>4.</b></p>	<p><b>Minutes of the last meeting</b></p>	
	<p>The minutes of the last meeting held on 12 February 2025 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 other than the following:</p> <p><b>Action:</b> Gov Pro to contact S Hartley with regards to their experience on the NGA's Chair's Programme.</p> <p>It was agreed the new Gov Pro would follow up on this item and share any updates with the LGB.</p>	<p>Gov Pro</p>
<p><b>7.</b></p>	<p><b>Headteacher's Report</b></p>	
	<p>The Headteacher's report was shared with governors in advance of the meeting. The Headteacher provided a brief overview of key points and actions undertaken during HT5, and plans post HT5:</p> <ul style="list-style-type: none"> <li>• Merging of Year 1 classes to create two classes of 30 learners.</li> <li>• Ongoing reviews of the curriculum, including reviews from external support, to identify areas for improvement. The aim has been to continue driving positive outcomes.</li> </ul>	

- A correlation was made between stronger phonics outcomes leading to stronger writing outcomes as learners move through the school.
- Ongoing precision and refinement in the curriculum has been positively received by staff and learners.
- Unforeseen staff absence had caused a change in the school's staffing strategy to mitigate learning disruption - the school and Trust continue to support absent colleagues.
- Writing was simplified to contain fewer genres and, alongside the implementation of the Ready Steady Write scheme, has enabled greater precision to support the development of writing skills. This improved strategy has improved teaching and learning structures in classrooms.
- Phonics had also been simplified following external curriculum reviews and the school is exploring how the scheme transitions more effectively into Year 1.

Q: How many teaching assistants are there now across the two classrooms?

A: There are five across Year 1.

Q: What have been the positive impacts of simplifying the curriculum and controlling the tempo of lessons?

A: Teachers and learners have more time to review and reflect on teachings and learnings from each lesson. Lessons being more precise and focused has built learners' confidence, which in turn has progressed their outcomes.

Q: Have there been other strategies to simplify writing?

A: We have removed joined up handwriting in Year 2. Learners can now focus on a deeper understanding of the content in the curriculum whilst still improving their basic fine motor skills.

The importance of supporting the development of neurodiverse learners' cognitive and motor skills was addressed. Neurodiverse awareness training for all Trust colleagues and governance volunteers was to be explored at Trust-level. **Action:** staff and volunteer neurodiverse awareness training across the Trust.

Gov Pro

	<p>Governors were satisfied with the strategies implemented to continue driving the areas for improvement. The precision, planning and detail around collaborative approaches provided by the school was noted and no further questions were asked.</p>	
<b>8.</b>	<b>Safeguarding</b>	
	<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. Governors did not raise any questions.</p>	
<b>9.</b>	<b>SEND</b>	
	<p>The SEND report had been shared with governors prior to the meeting. The SENDCo discussed the report before governors were invited to offer comments or raise questions.</p> <p>Additional Educational Teaching Assistant (ETA) support was confirmed for a further six weeks due to unforeseen staff absence.</p> <p>Partnerships for Inclusion of Neurodiversity in Schools (PINS) had been developed by the SLT using a RAG rating model. The model included work on the school premises via sensory-friendly visuals, and the SLT's, teachers' and parents' understanding of neurodiversity. The environmental work had been a particular focus with careful considerations on visual communications. More bespoke strategies for learners on motor skills tasks, cognitive tasks, sensory tasks etc, had been developed with greater precision around a SEND learner's specific needs. Communication around additional staff and parent/carer training has been planned for the near future.</p> <p>The format for presenting the SEND report was recommended by Ofsted and considered good practice moving forward. Governors recognised the passion and work delivered by the SENDCo, in particular around the PINS training development plan. The SENDCo was thanked and no further comments were made.</p>	
<b>10.</b>	<b>Finance and Operations Update</b>	
	<p>The finance reports had been shared with governors prior to the meeting.</p>	

	<p>Context was provided by the CEO, in that school funding was also a national concern. The increased contributions which have to be to national insurance are not fully funded by the grant the government provided, and the potential unfunded pay rises were addressed. It was noted as subject to change following further government announcements. Governors were reminded of their financial responsibilities and governors agreed to form a Financial Sub-Committee. Manorfield is facing a deficit budget so actions need to be taken to address that and return to a balanced budget position. Governors approved that Ellen Loughhead (Chair of Governors), Ibrar Hussain (Parent Governor) and Angela Barnett (Vice Chair of Governors) would form the sub-committee. Due to absence, Angela's position would be confirmed at a later date.</p> <p><b>Action:</b> confirm positions on sub-committee.</p> <p><b>Action:</b> meeting timetable of the sub-committee to be confirmed and communicated to all governors.</p> <p>The school planned to submit a draft budget proposal by Friday 23 May 2025. The Trust Financial Team would continue to support the school with the financial reviews. Areas of the budget were discussed e.g premises costs had increased by 8% compared with last year. There was emphasis on needs versus wants made by the CEO.</p> <p>Q: Is the school at full capacity for learners?</p> <p>A: Yes. We have also reduced the number of admissions in reception from from 90 to 60. We currently have 58 applications starting in September.</p> <p>The school conditional survey would determine a priority order of remedial works required on site.</p> <p>Q: Are there any structural issues to any buildings?</p> <p>A: There are no structural issues. It is remedial works only that need to be carried out.</p>	<p>Gov Pro CEO/Gov Pro</p>
<p><b>11.</b></p>	<p><b>Trust Update</b></p>	
	<p>The Manorfield and 'Trust on a page' overview had been shared with governors prior to the meeting.</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.	
<b>12.</b>	<b>Governor Visits and Training</b>	
	<p>There were no governor visits to report. The Quality of Education governor link agreed to organise a visit after half term with a focus on humanities. <b>Action:</b> Governor and Headteacher to agree on visit date.</p> <p>Governors were reminded about Friday 23 May's deadline to complete the Cybersecurity training and Safeguarding Knowledge Check. The relevant links had been reshared by the Governance Professional.</p>	HT/Governor
<b>13.</b>	<b>Upcoming Events</b>	
	<p>Upcoming Events [Governors to note]</p> <ul style="list-style-type: none"> <li>• Batley Breakfast - Hyrstmount - Tuesday 10 June 2025 - 8.00 - 9.30am</li> <li>• Chair &amp; Vice Chairs Meeting - Thursday 19 June 2025 - 6.00 - 7.30pm (TDC)</li> </ul>	
<b>14.</b>	<b>AOB</b>	
	Best wishes were passed on to a governor and their family.	
<b>15.</b>	<b>Agenda, minutes and related papers</b>	
	<p>It was determined that all of item 6 and part of item 10 be excluded from the copy that is available at the school. This information is withheld in accordance with the Freedom of Information Act.</p> <p>Nothing further was discussed and the meeting closed at 7:33pm.</p>	
<b>16.</b>	<b>Date of Next Meeting</b>	
	<b>Next LGB meeting: Tuesday 8 July 2025, 5:30pm</b>	

### Actions and Matters Arising from Minutes of 20 May 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>
3. Representation	11/02/25	Prospective co-opted governor to be invited to next LGB (ZR)	Gov Pro	Rolled to next meeting	<b>Y</b>
5. Matters arising	11/02/25	Chair programme powerpoint request from Sam Hartley	Gov Pro	Presentations received - share with govs	<b>Y</b>
7. Headteacher's Report	20/05/25	Neurodiversity training project	Gov Pro	2025/26 project	
10. Finance and Operations Update	20/05/25	Nominated participants of the sub-committee to be confirmed	Gov Pro		<b>Y</b>
10. Finance and Operations Update	20/05/25	Meeting dates to be scheduled and communicated to governing board	Gov Pro/CEO		<b>Y</b>
12. Governor Visits	20/05/25	QoE link governor to complete school visit	Headteacher/ QoE Governor		