

Batley Multi Academy Trust

Minutes of Manorfield Infant and Nursery School

Local Governing Board Meeting held on Tuesday 8 July 2025, 5:30pm

Manorfield Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Tuesday 8 July 2025, 5:30pm		
Location:	Manorfield Infant & Nursery School		
Present:	Ellen Loughhead, JP (Chair of Governors) Angela Barnett (Vice Chair of Governors) Eve Clarke (Governor) Amy Wilby (Governor) Nita Gosal (Governor) Aroosa Ali (Governor)		
Apologies:	Kamilla Nadat (Governor) Farzana Shaikh (Governor) Lorna Stephen (School Business Manager)		
Others in attendance:	Kate Ellis (Headteacher) Ben Tierney (Deputy Headteacher) 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

Part A		
Item	Minutes	Action
1.	Welcome	
	The Chair of Governors opened the meeting at 5:30pm. A warm welcome and thank you was given to everyone for attending the final LGB meeting of the academic year.	

2.	Apologies for absence, consent, declaration of interest and AOB	
	<p>Apologies had been received from Kamilla Nadat, Farzana Shaikh and Lorna Stephen in advance of the meeting, with consent. Ibrar Hussain'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>	
3.	Representation	
	<p>An update was provided on current governor vacancies and terms of office. There was one co-opted vacancy and one parent vacancy declared with one term due to expire in the next six months. There will also be a change of Chair from next term as the role of the Trustee to stabilise governance and leadership has been fulfilled, with leadership now seen as a strength in the recent inspection.</p> <p>Plans to recruit the new chair and fill the co-opted vacancy were discussed, with the view of a prospective governors being invited to the next LGB.</p> <p>Action: extend an invite to the prospective governor.</p>	Gov Pro
4.	Minutes of the last meeting	
	<p>The minutes of the last meeting held on Tuesday 20 May 2025 were agreed as a true and accurate record.</p>	
5.	Review of actions from the minutes	
	<p>One action from the previous minutes was carried forward to the next meeting.</p> <p>Governors were provided feedback from the learning walks by the Headteacher. The implementation of the Teaching for Learning Policy in classrooms was referenced, with senior leaders recognising best practice, and following up with teachers to continue their personal development. A staff governor explained her understanding of the learning walks and advised it was a positive strategy to ensure best practices are shared across the school.</p> <p>The CEO congratulated the great work undertaken by the school's senior leaders and staff as it continued on its positive journey in providing a</p>	

	<p>higher quality of education for all learners, regardless of their background or starting point.</p>	
<p>6.</p>	<p>Headteacher's Report</p>	
	<p>The Headteacher's report was shared with governors in advance of the meeting. The report was summarised by the Headteacher before governors were invited to put questions and comments forward:</p> <ul style="list-style-type: none"> ● The school's 'Good' outcome in the recent Ofsted inspection was officially announced - the school achieved 'Good' in every area. This is a transformation since the point of the last inspection. ● There was an overall positive trend in outcomes over the last three years. ● Trends between boys and girls were discussed, with a correlation between attendance and outcomes being highlighted. The school's Attendance Officer and Trust Attendance Lead continue to work hard to support learners with lower attendance, and work closely with parents/carers. ● EYFS was an area the school was improving and were exploring the curriculum to make it more precise in this area. The school was working collaboratively with an external primary expert and in line with the Ofsted inspection feedback. ● Phonics - governors were satisfied with the outcomes and the strategies implemented by the school. This is a significant improvement on previous years for year 1. <ul style="list-style-type: none"> ○ Year 1 - 81%. ○ Year 2 - 78.3%. ○ Action: HT to develop a proposed phonics scheme. ● Key Stage 1 attainment was reported as a challenge for the school given the unforeseen difficult circumstances they have faced this academic year. <ul style="list-style-type: none"> ○ Governors understood, agreed and were not concerned about Key Stage 1 attainment moving into the next academic year as plans are not just in place, but changes are underway that will deliver stronger outcomes next year and beyond. Plus, tighter monitoring is in place under the leadership of the Headteacher. ● Writing scheme - <i>Ready, Steady, Write</i>, was to be explored in conjunction with reading schemes. The school's Trust Heads would work collaboratively on this project in the next academic year. ● Attendance - excluding religious observance, there was a four week attendance improvement trend. The school had improved incentives and parental engagement, with classes now achieving over 99%. 	<p style="text-align: right;">HT</p>

	<p>The next steps were to maintain consistency and ensure every class and the school overall achieves the 98% minimum expectation.</p> <ul style="list-style-type: none"> ○ The SLT and governors commended approaches to improve attendance in reception classes and agreed it was good practice - high aspirations lead to high outcomes. <p>Q: How are we continuing to improve persistent absence?</p> <p>A: Teachers phoning home is one strategy we have identified, and a classroom facing approach with high praise and reward.</p> <p>Q: Do teachers have the capacity for this?</p> <p>A: There is capacity and senior leaders will continually review this process.</p> <p>Governors thanked the Headteacher and Deputy Headteacher for the updates, acknowledging the challenges the school had faced during this academic year. The Ofsted result demonstrated the progress that had been made at the school, which would not have been possible without the dedication and resilience from all colleagues and volunteers. Governors were satisfied with the strategies the school had put in place to continue delivering even stronger outcomes in all areas next academic year.</p>	
<p>7.</p>	<p>Safeguarding</p>	
	<p>The safeguarding and attendance reports had been shared with governors in advance of the meeting. The Headteacher discussed the report before inviting governors to put questions and comments forward.</p> <p>A positive discussion on the reduction of safeguarding concerns followed, with the school remaining vigilant on cases. The school added that there was a reduction of children missing in education.</p> <p>Governors were pleased with the update and thanked the Headteacher. No further questions or comments were put forward.</p>	
<p>8.</p>	<p>SEND</p>	
	<p>The SEND report had been shared with governors prior to the meeting. The SENDCo discussed the report before governors were invited to put questions or comments forward.</p>	

	<p>The school was excited to begin the Partnerships for Inclusion of Neurodiversity in Schools (PINS) programme in September 2025. Parent coffee mornings encouraged parents/carers to ask questions and suggest ideas for the project. Engagement with parents/carers and external organisations continues to strengthen, which in turn strengthens the school's SEND offer.</p> <p>Q: Is the school experiencing delays in receiving EHCPs?</p> <p>A: We have seen an improvement at Manorfield with some coming back within 6 months now.</p> <p>Q [to the SENDCo]: Do you have capacity to carry out your daily SEND tasks?</p> <p>A: There is flexibility to ensure we meet SEND learners' needs.</p> <p>The SENDCo was thanked by governors who put no further questions or comments forward.</p>	
<p>10.</p>	<p>Trust Update</p>	
	<p>The Trust on a Page document was shared with governors in advance of the meeting. The Headteacher discussed the continued collaborative work that had occurred across the Trust family of schools and highlighted key points:</p> <ul style="list-style-type: none"> ● 'How to' guides on different aspects of school e.g. behaviour for learning, safeguarding, and attendance. ● SLT summary sheets. ● Batley Breakfasts. ● Trust visit to another out-of-area outstanding school. ● New SIP and SEF template to be used from September. <p>Governors thanked the Headteacher for the update and did not put any questions or comments forward.</p>	
<p>11.</p>	<p>Governor Visits and Training</p>	
	<p>The SEND link provided an update on their school visit. The visit mainly surrounded the review of interventions. Strengths and areas for improvement were discussed, including Trust-wide strategies to capture data.</p> <p>Action: preferred communication channels with parents/carers to be explored.</p>	<p>HT</p>

13.	Upcoming Events	
	<p>Upcoming Events [Governors to note]</p> <ul style="list-style-type: none"> • Forest School session - Upper Batley High School - Friday 11 July - 11:00am - 1:00pm • Batley Breakfast - Purlwell - Tuesday 15 July 2025 - 8:00am - 9:30am • Governance Conference - Saturday 11 October 2025 - 9:00am - 12:00pm - Venue TBC <p><i>* Please note that the Governance Conference date has now changed to Saturday 18 October 2025, 9:00am - 12:00pm.</i></p>	
14.	AOB	
	<p>The Headteacher thanked the Trust family and governing board for the immense support through a very challenging but very rewarding year. The Headteacher extended thanks to the Trust's CEO in particular for the guidance offered.</p>	
15.	Agenda, minutes and related papers	
	<p>It was determined that all of item 9 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 7:35pm.</p>	
16.	Date of Next Meeting	
	Next LGB meeting: Thursday 18 September, 5:30pm	



Actions and Matters Arising from Minutes of 8 July 2025

Agenda Item	Date first raised	Actions from minutes	Action by	Notes	Action Complete
7. Headteacher's Report	20/05/25	Neurodiversity training project	Gov Pro	Carried forward (2025/26 project)	
3. Representation	08/07/2025	Extend an invite to the prospective governor	Gov Pro		
6. Headteacher's Report	08/07/2025	Develop phonics scheme proposition	HT		
11. Governor Visits and Training	08/07/2025	Preferred communication channels with parents to be explored.	HT		