



**Batley Multi Academy Trust**

**Minutes of Manorfield Infant and Nursery School**

**Local Governing Board Meeting held on Wednesday 17 July 2024, 5:00pm**

Manorfield Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 17 July 2024, 5:00pm		
Location:	Batley Multi Academy Trust, Trust Development Centre		
Present:	Ellen Loughhead (Chair of Governors) Farzana Shaikh Kamilla Nadat Eve Clarke Aroosa Ali Nita Gosal		
Apologies:	Mohammed Usman (Governor) Angela Barnett (Vice Chair) Amy Wilby (Governor)		
Others in attendance:	Kim Bradshaw (Headteacher) Kate Ellis-Holmes (Assistant Headteacher) Ben Tierney (Assistant Headteacher) Lorna Stephen (School Business Manager) Ibrar Hussain (Prospective Governor) Sam Vickers (CEO of Trust) 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



Item	Minutes	Action
<b>1.</b>	<b>Welcome</b>	
	<p>The Chair welcomed everyone to the last meeting of the 2023/24 academic year, which was being held in the new Trust Development Centre to allow governors to view the facilities.</p> <p>A warm welcome was extended to Ibrar Hussain, a prospective governor, observing the meeting and to Aroosa Ali and Nita Gosal, both attending their first meeting following their election.</p>	
<b>2.</b>	<b>Apologies for absence, consent and declaration of interest</b>	
	<p>Apologies had been received from Mohammed Usman, Amy Wilby and Angela Barnett, with consent. There were no declarations of interest and the meeting was quorate.</p>	
<b>3.</b>	<b>Representation</b>	
	<p>Nothing to report.</p>	
<b>4.</b>	<b>Minutes of the last meeting</b>	
	<p>The minutes of the last meeting held on 20 March 2024 were agreed as a true and accurate record.</p>	
<b>5.</b>	<b>Matters arising in the minutes</b>	
	<p>All matters arising had been actioned or were included on this meeting's agenda for further discussion.</p> <p>The Headteacher provided an update on the proposal for new IT equipment which had been presented to the Trust Board following the last meeting. The Trust Board had agreed the proposal and the equipment had been purchased and installed, and was fully operational and having an immediate impact on teaching and learning.</p> <p>The SENDCo provided an update on future SEND provision and funding within Kirklees. There had been no further information or clarification since the last meeting with the LA. A cluster lead had not yet been appointed and the CEO confirmed that the Trust had since contacted Kirklees for clarification. Next year will be a transitional year, in which</p>	



	<p>existing EHCPs remain in place. Following the recent change of Government, the CEO confirmed the new Secretary of State for Education had said that SEND would be a priority in an online speech. Governors agreed that the Trust was in the fortunate position of having a Trust SEND lead to advise SENDCos on best practice.</p>	
<p><b>6.</b></p>	<p><b>Finance and Operations Update</b></p>	
	<p>The School Business Manager (SBM) had shared a finance report with governors prior to the meeting. The contents of the document were noted and the SBM provided further insights:</p> <ul style="list-style-type: none"> <li>• New financial systems were working well, staff were adapting to new ways of working and developing new skills as a result.</li> <li>• BGS' Finance and Business Development Manager, was thanked for their recent support in preparing budget forecasts. It was stressed that the deficit budget forecasts provided were subject to change. However, the crucial point to note is that we must work towards an in-year balanced budget moving forward.</li> <li>• It was noted that staffing costs exceed income for 2024/25 and this expenditure was protected by TUPE arrangements following conversion to academy status. The Headteacher has plans for changes to staffing arrangements.</li> <li>• The Headteacher reiterated that high staffing levels result from statutory staffing ratio requirements for 2 year old and nursery provision. As over 50% of learners in the school are in Early Years, the school would continue to have higher than average staffing costs and should be compared against similar schools.</li> <li>• A survey to check for asbestos is due to be completed. It was noted that previous surveys had not found any asbestos.</li> <li>• Building condition surveys had been organised by the Chief Operating Officer (COO) and once available these would determine how future School Condition Allocation (SCA) funding would be spent.</li> <li>• The H&amp;S governor had conducted a H&amp;S walk with the SBM on 20 June 2024 and provided a written visit report for governors (available in the shared governor drive). Compliance inspections and first aid training records had been viewed and were up to date. It was noted that nursery staff were due first aid training in the next planned round of training. Key actions have been fed back to school leaders.</li> </ul>	



	<p>Governors asked what plans were in place to mitigate the deficit budget forecast. It was explained that the Trust has recently implemented three new financial systems and they are working closely with the school to plan ways to eradicate the deficit budget. Schools were not allowed to carry forward negative budgets and the aim was to maintain balanced budgets going forward.</p> <p>Governors thanked the SBM for their report and commented on how the simplified format was easily accessible to aid all governors' understanding of the financial position.</p>	
<p><b>7.</b></p>	<p><b>Headteacher's Report</b></p>	
	<p>The Headteacher's report had been shared with governors before the meeting. The Headteacher summarised achievements and challenges over the year and governors had the opportunity to raise questions.</p> <ul style="list-style-type: none"> <li>● Attendance - the attendance strategy had made a significant impact. Future work will look to improve punctuality. (See agenda item 9)</li> <li>● Outcomes - KS1 results, in particular phonics data is well above NA. EY cohort will require targeted interventions to improve outcomes (See agenda item 8)</li> <li>● Grant bids had been successful with funding for musical instruments (£750), reading books (£3k) and local school nature grants (£650 plus training) approved</li> </ul> <p>With reference to a new, more succinct SIP template which schools would complete before the start of autumn term, the foci for next year had been identified as follows:</p> <ol style="list-style-type: none"> <li>1. Reading standards</li> <li>2. Outcomes for disadvantaged learners - especially those with multiple deprivation indicators (FSM, SEND, EAL, poor attendance, etc)</li> <li>3. Maths - particularly girls</li> <li>4. Attendance - punctuality</li> <li>5. Parental engagement</li> </ol> <p>Support had been provided by Locala to encourage some parents/carers to prepare their children for school and referrals had also been made to the continence team where further support was needed.</p>	



	<p>A brief update was provided on staffing arrangements for 2024/25, CPD completed this year, the range of trips/visitors this term and parental events this term.</p> <p>Q. How well attended have parent events been this year?</p> <p>A. Variable, depending on the event and as discussed earlier, parental engagement would be a focus area next year.</p>	
<p><b>8.</b></p>	<p><b>Quality of Education: Impact</b></p>	
	<p>The data, shared with governors prior to the meeting, highlighted the importance of attending school everyday, and showed what learners could achieve with good attendance.</p> <p><b>Early Years Data</b></p> <ul style="list-style-type: none"> <li>• 50% Good Level of Development (GLD)</li> <li>• 83% of learners whose attendance was over 96% achieved GLD</li> <li>• 35% of learners whose attendance was below 90% achieved GLD</li> </ul> <p>The EY leader noted factors which had impacted the results, such as a boy-heavy cohort, all SEND learners were boys and a high level of holidays taken in term time.</p> <p>The Headteacher emphasised that only one learner had been at age related expectations on entry to reception and that eight learners had narrowly missed out on GLD. The excellent progress achieved was due to the development of reading through the RWI programme and the linking of reading/writing to phonetically plausible writing tasks.</p> <p><b>KS1 Results</b></p> <p>Y1 phonics check - 64.5%</p> <p>Y2 phonics check - 97% (significantly above NA)</p> <p>RWM combined - 52.3% (10% higher than last year)</p> <p>Reading - 64%, 10% greater depth</p> <p>Writing - 60%, no greater depth</p> <p>Maths - 60%, 10% greater depth</p> <p>The Chair offered congratulations, on behalf of governors, to the school for the positive progress made and improved results achieved this year.</p>	



	<p>There is still work to be done here, but outcomes are improving which is great to see.</p> <p>Governors suggested that the data linking attendance and attainment should be highlighted to parents/carers to stress the importance of good attendance on attainment. <b>Action:</b> Headteacher to note and implement.</p>	<p>Headteacher</p>
<p><b>9.</b></p>	<p><b>Attendance and PA</b></p>	
	<p>The Headteacher reported on the significant improvement in attendance this year following implementation of an effective strategy which had been adopted by all staff. The Headteacher shared with governors the comprehensive attendance tracker used to evidence all interventions.</p> <p>Attendance figures this year compared to 2022/23 were:</p> <ul style="list-style-type: none"> <li>• Almost 92% attendance (Autumn and spring terms 2023/24 inc nursery)</li> <li>• Over 93% attendance (Autumn and spring terms 2023/24 excl nursery)</li> <li>• Autumn term increase of 3.97% (with nursery) and 4.93% (excl nursery) against last year</li> <li>• Spring term increase of 3.59% (incl Nursery) and 3.51% (excl nursery) against last year</li> <li>• Cumulative PA to Easter 2024, 21.06% compared to 37.85% for the same period last year</li> <li>• This equates to a reduction in PA of 16.79%</li> </ul> <p>The Headteacher acknowledged that punctuality was an issue to be addressed and noted the strategic change in government guidance on fines for term time absence.</p> <p>Q. How will this be communicated to parents/carers?</p> <p>A. A letter had been sent to all families explaining the change in government guidance.</p> <p>Q: Which part of the attendance strategy has made the biggest difference?</p> <p>A: Communication with families has had the biggest benefit. The</p>	



	<p>approach taken in escalating communications with parents/carers has shown that attendance is taken seriously. Sharing the amount of work missed, especially after term time holidays, has hit home with parents/carers, and sharing the message from a place of support, has helped us to identify underlying problems for which we have been able to provide additional support.</p>	
<b>10.</b>	<b>Safeguarding</b>	
	<p>All actions recommended in the safeguarding review conducted at the start of the academic year had now been actioned including:</p> <ul style="list-style-type: none"> <li>• termly visits to review SCR through the year completed by safeguarding governors</li> <li>• the SENDCo had received DSL training</li> <li>• face to face Prevent training had been undertaken by all staff and some governors.</li> </ul> <p><b>Action:</b> All governors to receive Prevent training as part of statutory safeguarding training during autumn term 2024.</p> <p>Governors raised concerns about the number of filtering reports. The Headteacher explained that this was linked to the firewall blocking threats to the system. It was advised that the only monitoring alert had been actioned by IT at the request of the Headteacher to check the system was working. An email had been received immediately by the Headteacher, confirming the system was working correctly.</p> <p>The Headteacher confirmed that all end of year review meetings related to safeguarding (TAFs, LACS) would be completed before the summer break.</p> <p>Governors asked about communication with other schools that siblings attended. It was confirmed that schools worked closely together and used live documents to track all siblings. Schools had become more reliant on each other due to the limited capacity of the social care system.</p>	<b>ALL</b>
<b>11.</b>	<b>SEND</b>	
	<p>The SENDCo provided an update on actions taken this term and highlighted key strengths from this year and areas identified for improvement going forward.</p>	



	<ul style="list-style-type: none"> <li>• Learning journeys had been created for all learners on EHCPs and work was underway to ensure all staff recorded progress in a similar way.</li> <li>• Work has taken place to develop a smoother transition for key vulnerable learners transferring to Staincliffe Junior School.</li> <li>• The SEND governor had completed a governor visit and shared a thorough report with school and governors (available in the governor folder).</li> <li>• An update was provided on the number of learners with SEND (10.9%) and EHCPs (1.5%) at Manorfield, both lower when compared to national data (SEND 17.3% and EHCPs 4.3%)</li> <li>• Work undertaken with nursery providers to develop links with families of new starters in reception class, some with significant needs.</li> <li>• Attendance at Trust SENDCo networks, visits made to other provision, Senior Mental Health Lead training completed for leadership and personal development.</li> </ul> <p>The SENDCo was thanked for their hard work and dedication during their first year in the SENDCo role by both governors and the CEO.</p>	
<p><b>12.</b></p>	<p><b>Compliance and Governance</b></p>	
	<p>Policies for approval</p> <ul style="list-style-type: none"> <li>• SEND information report No comments and approved</li> <li>• Intimate care policy No comments and approved</li> </ul> <p><b>Action:</b> Sports premium report to be shared on the school website by 31 July 2024.</p>	<p>Headteacher</p>
<p><b>13.</b></p>	<p><b>Trust Update</b></p>	
	<p>The Trust on a page document had been shared with governors providing a useful summary of collaborations within the Trust and with the school and providing useful reminders of the Trust mission statement, vision and values.</p> <p>The CEO recognised the strong growth and developments seen since the school joined the Trust; the hard work of the Headteacher and staff</p>	



	<p>team, cohesive vision provided by the Headteacher and leadership team and the collaboration and support provided by the Governing Board.</p> <p>The CEO explained how the Central Trust Team’s role was to provide support to enable all schools to move forward whilst retaining a strong focus on community. The CEO shared the Trust offer of coaching and preparation for future Ofsted visits available to the Governing Board. The Board shared their appreciation of this offer of support.</p> <p><b>Action:</b> Coaching sessions to be arranged for the Board in the autumn term.</p> <p>Governors attention was drawn to the latest edition of the Great Governance newsletter, which celebrated the excellent work of the whole team of governors and trustees from our local community who provided support and expertise to the Trust family of schools and learners.</p>	<p>CEO/ Governance Professional</p>
<b>14.</b>	<b>Governor Training and Development</b>	
	<p>Governors were reminded to share training records with the Governance Professional and these would be logged accordingly.</p> <p><b>Action:</b> All governors to share any training they undertake with the Governance Professional.</p>	<p>Governors</p>
<b>15.</b>	<b>AOB</b>	
	<p>The Chair thanked all governors for their contribution this year and praised the staff for their continued hard work to improve outcomes for all learners.</p>	
<b>16.</b>	<b>Agenda, minutes and 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>There were no further questions and the meeting closed at 6:50pm</p>	
<b>17.</b>	<b>Next LGB meetings</b>	
	<p>Full - Tuesday 24 September 2024, 5:00pm</p>	



<b>LGB Meeting Actions</b>				
<b>Agenda Item</b>	<b>Date first raised</b>	<b>Action arising from minutes</b>	<b>Action by</b>	<b>Completed Y/N</b>
8. Quality of Education	17/07/24	Headteacher to share school's linked attendance/attainment data with parent/carers to support message around good attendance	Headteacher	<b>Y</b>
10. Safeguarding	17/07/24	Statutory Prevent training to be completed autumn term 2024	Governors	<b>GP to follow up</b>
12. Compliance & Governance	17/07/24	Sports premium report to be shared on the school website by 31 July 2024.	Headteacher	<b>Y</b>
13. Trust Update	17/07/24	Ofsted coaching sessions to be arranged for governors	CEO and Gov Pro	<b>Gov Pro to follow up</b>
14. Governor Training & Development	17/07/24	Governors to share any training they undertake with the Governance Professional.	Governors	<b>Y</b>