



Batley Multi Academy Trust
Minutes of Manorfield Infant and Nursery School Local Governing Board Meeting
Held on Wednesday 21 June 2023, 5:00pm

Manorfield Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 21 June 2023, 5:00pm		
Location:	Manorfield Infant & Nursery School		
Present:	Angela Barnett (Vice Chair and acting Chair for this meeting) Victoria Shackleton Farzana Shaikh		
Apologies:	Ellen Loughhead (Chair of Governors) Kamilla Nadat Sufyan Master Mohammed Usman Sam Vickers (CEO of Trust)		
Others in attendance:	Kim Bradshaw (Headteacher) Ben Tierney (Assistant Headteacher) Kate Ellis (Assistant Headteacher) Lorna Stephen (School Business Manager) Eve Clarke (Prospective Staff Governor) 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

Part A	
Item	Minutes
1.	Chair's Welcome



	In the absence of the Chair, the Vice Chair took on the role of acting Chair. The meeting opened at 5:00pm and a warm welcome was extended to all, including the recently elected Staff Governor, who was present in an observer capacity.
2.	Apologies for absence, consent and declaration of interest
	Apologies had been received from Ellen Loughhead, Sufyan Master, Mohammed Usman and the Trust CEO, with consent. There were no declarations of interest and the meeting was quorate.
3.	Representation
	<p>It was confirmed that the new Staff Governor would observe the meeting prior to joining the Board. Governors thanked the Staff Governor for sharing their pen portrait.</p> <p>Action: <i>Staff Governor Induction process to be implemented following the meeting. (Gov Pro)</i></p> <p>An update was provided on current Governor vacancies. It was confirmed that there was one Co-opted Governor vacancy. Governors noted that the present Staff Governor had secured a post in another school and would be required to offer their resignation in due course.</p> <p>Action: <i>Staff Governor election process to take place to allow prospective Staff Governor to observe at the next LGB (HT/SBM). Headteacher to liaise with the Director of Compliance and Governance.</i></p> <p>Linked Governor roles were discussed and the following posts were elected:</p> <ul style="list-style-type: none"> ● Safeguarding link - Farzana Shaikh ● SEND link - Angela Barnett <p>It was agreed that appointment of other linked Governor posts, including Finance, would be tabled for discussion and election at the first LGB of the 2023/24 academic year.</p> <p>Action: <i>Governors to consider their skillset and interests for link Governor posts and to contact Headteacher to discuss.</i></p>
4.	Minutes of the last meeting
	The minutes of the last meeting held on 8 March 2023 were agreed as a true and accurate record.
5.	Matters arising from the minutes
	<p>All matters arising had been actioned or were on the agenda for discussion at the meeting other than the following:</p> <p>It was noted that the Trust had appointed an energy efficiency expert, who had completed a boiler and lighting assessment. It was anticipated that lighting would be updated to LEDs through funding from the Energy Efficiency Grant during the summer break. Governors were advised that</p>



	<p>the Children's Centre was invoiced separately for maintenance costs and it had been confirmed that 35% of maintenance costs relating to the Children's Centre would be met by the LA.</p>
<p>6.</p>	<p>Headteacher's Report and Governor Questions</p>
	<p>The Headteacher (HT) had shared reports with Governors prior to the meeting and briefly highlighted key points. The HT opened up the item for discussion.</p> <p>Staffing Governors offered their thanks to the SENDCo who was due to leave at the end of summer to take up a new post. This had opened up an opportunity for a Y2 teacher with an interest in SEND to take up the role. The current SENDCo would continue to support the new SENDCo until the October half term. The National Award in SEN Coordination would need to be completed by the SENDCo within 3 years as outlined in the SEND Code of Practice.</p> <p>Staffing of the Nurture Class was discussed in relation to the success seen over the past year. The HT expanded on individual progress made and how the children benefited from a team approach rather than children relying on a single adult. It was noted that external agencies had commented on the good progress seen.</p> <p>Q: Could you explain the profile of the Nurture class? The class structure including details of MSPs, ECHPs and pupil premium numbers was explained. It was confirmed that the class was run by a qualified teacher supported by additional high quality teaching assistants.</p> <p>Q: How do you evidence the progress being made in terms of the very small steps achieved? Assessment is made using the engagement model with progress mapped on a spreadsheet.</p> <p>Website. The new website was in the process of being created with new branding, in line with other schools in the Trust. It would be more accessible and simple to use as well as being more user friendly.</p> <p>Q: Is the Twitter account going to be active from September? It is already live and being used. The Twitter feed will also be embedded in the new website. The handle is @manorfieldinf for anyone who wants to follow the school.</p> <p>Q: Is it compliant? Yes. Minimal staff members have access to the account and there are Trust wide social media guidelines that are followed.</p> <p>Parental Engagement Governors attention was drawn to the range of events which had taken place including a weekly sewing club, coffee mornings, Starting School Challenge, Reception parent workshops and Y1 engagement in the Change project.</p> <p>Governors were invited to attend the Summer Fayre due to take place on Thursday 27 July from 2:00pm onwards.</p>



	<p>Q: What is the Change project? A Y1 class worked alongside a professional artist to create a piece of artwork that will be displayed in a gallery and will become a permanent display piece in school. Our pieces will be displayed at Oakwell Hall at the beginning of July. This has been an amazing project for us to be a part of and our parental engagement was incredible. https://www.changeproject.co.uk/</p> <p>Q: How is school able to utilise parental engagement to help families needing support in the current financial climate? The HT noted some of the links between school, the Trust and community support programmes that were being offered to assist families, such as uniform exchange, Batley food bank, BBEST Community Hub, providing toiletry packs and breakfast cereal and the Bed scheme. Every opportunity was being used to remove barriers which may prevent families from accessing the support needed.</p> <p>Outcomes Phonics screening data and KS1 data had been shared recently with Governors. EYFS data was not yet available.</p> <p>Action: <i>Outstanding data would be shared with all Governors by the Headteacher once available.</i></p> <p>Changes to the School Day From September 2023 the school day would be extended to 8:40 am - 3:10 pm in line with Government expectations of a minimum 32.5 hour week.</p> <p>Q: How will the time between 8.40 am - 9:00 am be utilised? School will open at 8:40am with this time being utilised in different ways- independent reading, 1:1 readers, finishing off work/pre teaching, early morning tasks, wellbeing check ins, speech and language interventions. At 8:55 am doors will be closed, registers taken and children will commence phonics groups by 9:00 am.</p> <p>Q: Will the time changes help alleviate the parking problems associated with Manorfield and Staincliffe schools? No, the start and finish times, though slightly different, will not prevent ongoing parking issues.</p> <p>Concern was raised about site safety and security in the staff car park with cars/taxis able to enter the site. In an attempt to increase safety, cars waiting to pick up children had been prevented from entering the car park by closing the gates, but this had hindered staff entering and leaving. It was agreed that an electronic gate system would increase security and safety and that this would need to be addressed through an application for Trust SCA funding.</p>
7.	Safeguarding Report
	A comprehensive report had been provided for Governors prior to the meeting. It was reported that refresher staff training on CPOMs had been delivered to all staff recently. In addition, staff were now required to report all safeguarding incidents within 15 minutes onto the CPOMs system



	<p>via chromebooks, which were accessible through school. This had resulted in a greater number of incidents being recorded, which DSLs were able to review and deal with more effectively.</p> <p>Q: How did the lockdown practice go? Were you happy with the outcome? Teachers, parents/carers and children were briefed beforehand. Children were told it was a game of hide and seek to reduce any anxiety. All classes acted quickly and efficiently and no children could be seen from outside the building. There were some lessons noted and these were discussed. All children were given a certificate to celebrate how amazing they were at hide and seek and said they had enjoyed the game.</p> <p>Q: If asked, would our children know the differences between the colours of the school lanyards worn by the adults present on the premises and what they mean? The different coloured lanyards are a new development here and something that does need to be reinforced with the children. Action: <i>Headteacher to ensure correct messages are relayed to all staff and children.</i></p>
8.	Budget Approval
	<p>The SBM confirmed the 2023-24 budget was in the process of being set and a meeting was due to take place with the Trust Finance Manager to finalise the budget. The budget would receive final approval by the Board of Trustees and be shared with the LGB.</p> <p>Governors were informed about a recent successful joint bid for £10k for the development of community spaces within the Sure Start centres at Manorfield and Field Lane schools. The two sites were to be rebranded as 'The Fields' and a coordinator would be appointed to run both sites and generate interest in the community spaces available. Additional grants to improve IT and to develop the outdoor area of the Sure Start centres were also being sought.</p>
9.	SEND Report
	<p>See Headteacher Report for update.</p> <p>An external SEND review was due to take place on 18 October 2023, which would form the basis for a SEND action plan for 2023-24 and show progress made following the Ofsted inspection in September 2021. It was anticipated this would provide the incoming SENDCo with a clear picture of future actions required. Action: <i>Headteacher to feedback results of the review to Governors once published.</i></p>
10.	Compliance and Governance
	<i>For information</i> - Trust Risk Management Policy updated and was available on the school website.
11.	Governor Visits/Training and Feedback



	<p>Governors discussed potential visits to school and were reminded to complete a visit report to share with all Governors.</p> <p>Action: <i>Vice Chair to arrange a visit to school with a curriculum focus with the Headteacher.</i></p> <p>Action: <i>Joint visit to be arranged between the Trust safeguarding lead and the new safeguarding link Governor by the Headteacher.</i></p>
12.	AOB
	<p>It was confirmed by the Headteacher that plans had been put in place for possible teacher strike action due to take place on 5 and 7 July. It was anticipated that school would remain open for vulnerable children and children of key workers.</p> <p>Action: <i>Governors were invited to attend Healey's Batley Breakfast - Tuesday 11 July, 8:00am - 9:30am at Healey School.</i></p>
13.	Agenda, minutes and related papers
	<p><i>It was determined that some part of item 6 be excluded from the copy of the minutes that are available at the school. This information is withheld in accordance with the Freedom of Information Act.</i></p> <p>Nothing further was discussed and the meeting closed at 6:30pm.</p>
	Date of Next Meeting - to be advised