



**Minutes of Manorfield Infant and Nursery School Local Governing Board Meeting held on
Thursday 22 September 2022, 5:00pm**

Manorfield Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Thursday 22 September 2022, 5:00 pm		
Location:	Manorfield Infant and Nursery School		
Present:	Ellen Loughhead JP (Chair of Governors) Angela Barnett Victoria Shackleton Joanne Carter		
Apologies:	Sheraz Akram Kamilla Nadat Jabir Laher Kate Ellis-Holmes		
Consent to absence:	Kamilla Nadat Kate Ellis-Holmes		
Others in attendance:	Kim Bradshaw (Headteacher) Ben Tierney (Assistant Headteacher) Sam Vickers (Trust CEO) Laura Bland (Director of Compliance & Governance) Elaine Milligan (Governance Professional)		
Quorum:	3	Quorum met:	Yes




Item	Minutes
1.	Welcome and Introductions
	The Governance Professional opened the meeting and welcomed all to the first LGB meeting of the 2022-23 academic year. A warm welcome was extended on behalf of the Trust to Manorfield School and its Governors on joining the Batley Multi Academy Trust.
2.	Appointment of Chair and Vice Chair
	The Trust had proposed Ellen Loughhead JP as a candidate for Chair of Governors. A pen portrait had been shared with Governors. EL left the meeting to allow Governors to discuss and vote on the proposal.
	Decisions made It was unanimously agreed by Governors present to appoint Ellen Loughhead JP as Chair of the Governing Board for a term of one year. Ellen would also start a four year term effective 22 September 2022 in line with the Trust's Terms of Reference.
	Action and deadline Appointment of Vice Chair was deferred until the next LGB in November. Governors were invited to consider nominations for the role of Vice Chair prior to the next meeting.
3.	Apologies for absence, consent and declaration of interest
	Apologies had been received from Kamilla Nadat and Kate Ellis-Holmes, with consent. It was noted that Sheraz Alram and Jabir Laher were also absent. No declarations of interest were declared for this meeting. The Headteacher added that all Governors had returned their completed Declaration of Interest forms.
4.	Representation
	The Director of Compliance & Governance (DCG) outlined the requirements for the composition of the Governing Board in line with the Trust's Terms of Reference. <ul style="list-style-type: none"> There is the opportunity for the current Parent Governor to consider their position on the board and put forward their pen portrait for the LGB to consider as a Coopted Governor, as they are no longer a parent at the school. Three Parent Governor posts to be advertised by school. One existing Parent Governor will need to be re-elected.



	<ul style="list-style-type: none"> ● One vacant Staff Governor post to be advertised in school. ● The LEA Governor (JC) to convert to Co-opted Governor with continued term of office of four years.
	<p>Action and deadlines</p> <p>The Headteacher will contact Parent Governors to agree a way forward and make arrangements for Parent and Staff Governor posts to be advertised and elected before the next LGB in November.</p> <p>Details of the amended LEA Governor position to be updated on the Governor Tracker by the GP.</p>
5.	Review of Committees and Governor Links
	<p>After discussion about the requirements of the Trust and school in terms of sub-committees, it was agreed to establish Link Governors for Finance and Premises and Curriculum Standards.</p> <p>The HT suggested that, as the main focus areas of the SEF were safeguarding, SEND and attendance, link Governors should be assigned to these areas as a priority. It was noted that additional Link Governors would be appointed in future as required.</p>
	<p>Decisions made</p> <p>The following Link Governors were approved:</p> <ul style="list-style-type: none"> ● Safeguarding, SEND & Attendance - Joanne Carter ● Standards - Angela Barnett ● Finance - to be discussed at next LGB
6.	Minutes of the last meeting
	The minutes of the last meeting were agreed as a true record, following corrections to grammatical errors noted.
7.	Matters arising from the minutes
	<p>The following matters arising were reported on:</p> <ul style="list-style-type: none"> ● Election of Vice Chair was deferred to the next LGB meeting. ● KLP visit had been shared and was very positive. ● PE and Sport Premium report had been published on the school website. ● SIP is being updated and will be shared at the next LGB.
8.	Trust Vision
	The CEO shared a Trust Information leaflet with Governors which outlined who the Trust is, the core purpose of the Trust, and its vision and values for those young people it serves.



	<p>The CEO reiterated how effective collaboration between stakeholders would enable the Trust to provide effective business and operational services for the school, allowing the Headteacher more time and funding to develop teaching and learning for the benefit of the young people. The CEO noted how the Trust family of schools lies at the heart of the community, with great staff working in partnership with the young people and their families to ensure success for all.</p> <p>Q: How was the Trust CPD Day received by staff? A: Staff reported a very positive experience and left with a shared sense of togetherness. Staff morale had been higher following the CPD day and it had inspired and motivated all staff to develop a renewed team spirit, after a hard year following their Ofsted inspection.</p> <p>Q: How have parents reacted to Manorfield school becoming part of the Trust? The HT reported that there had been no complaints and no negative comments had been received. There had been good communication between parents and the Trust, which had clearly shown a commitment to invest in their families and the community.</p> <p>The CEO offered congratulations to the HT and the school team for their continued hard work improving and building on the school's strengths over the last year and looked forward to collaboration with the school in the future.</p>
<p>9. Governance</p>	
	<p>The DCG advised that all Governors had been provided with a Trust email account for use in all Governing Board matters. The process for receipt of agenda, minutes and related papers for future meetings was explained. It was confirmed that all documents would be made available two weeks prior to each meeting via a link to Google Drive from the Governance Professional.</p> <p>The following documents were shared with Governors at the meeting.</p> <ul style="list-style-type: none"> ● Code of Conduct ● Terms of Reference ● Scheme of Delegation ● Skills Audit ● 2022 Academy Trust Handbook  05e Academy Trust Handbook 2022.pdf ● Governor Privacy Notice <p>It was important that all Governors read and understood all documents carefully, particularly the Terms of Reference and Scheme of Delegation as these documents set out the roles and responsibilities of the board. They also show how and when the Trust can support the school in certain areas, for e.g. appointment of staff.</p>
	<p>Action and Deadlines</p> <ul style="list-style-type: none"> ● Code of Conduct - signed confirmation slip to be returned to school by 6 October 2022. ● Terms of Reference, Scheme of Delegation, Academy Trust Handbook (2022) and Governor Privacy Notice - Governors to read and become familiar with the documents. Any questions to be referred to the HT or GP by 6 October 2022.



	<ul style="list-style-type: none"> ● Skills Audit - completed Skills Audits to be returned to the HT by 6 October 2022.
10.	SEF and SIP
	<p>The HT talked through the SEF heat map shared with Governors during the meeting. This identified areas requiring improvement following the Ofsted inspection. The HT highlighted areas of focus including attendance and punctuality, curriculum design and access for all pupils, staff wellbeing and effective governance.</p> <p>The following were discussed :</p> <ul style="list-style-type: none"> ● Progress seen in the quality of education following implementation of a broad and balanced curriculum. ● Priority given to reading and writing. Read. Write, Inc. was introduced and is being embedded to good effect. ● Nurture class of mixed Y1/2 introduced in September with high adult support already showing benefits for the children. Governors commented that it would be useful to monitor the attendance of pupils in this class to measure the impact of the support given and how this encourages pupils to attend school. ● Attendance and punctuality remains a continued area of focus. <p>Q: When will children in the nurture class transfer into their year group classes? A: Identified children will be transferred on an individual basis. A review will take place at the end of the year to check on progress made.</p>
	<p>Action and Deadlines</p> <p>The HT reported that the SIP is in the process of being rewritten and transferred over to the Trust format and will be shared with Governors at the next LGB meeting.</p>
11.	Headteacher's Report
	<p>The Headteacher's Report was circulated prior to the meeting and the HT highlighted key developments and known strategic risks. Governors were invited to share any feedback/comments or ask any questions.</p> <ul style="list-style-type: none"> ● Assessment results showed an improving trend against LA and National, the gap is reducing, though there is still work to be done. ● In Early Years, where GLD was not achieved, this was due to low attainment in the specific areas of reading, writing and maths, with girls achieving lower than boys. ● Y1 Phonics screening was 46%, though children are making accelerated progress since the introduction of RWI and considerably improved results are expected going forward. ● KS1 SATs results were not far below National, with the Y2 cohort outperforming LA and National in some curriculum areas. ● Persistent Absenteeism was over 39%. This was due to key children with poor attendance and extended holiday leave.



	<ul style="list-style-type: none"> ● It was noted that the data showed no significant difference between FSM/non FSM. This was due to a low take up of FSMs as a result of all children up to age 7 receiving a school meal for free. ● Due to the low birth rate, NOR had allowed for a reduction by one class this year across Y1/Y2. ● NOR in nursery is very low due to the declining birth rate. ● Following a fire risk assessment in September, some minor changes are in the process of being made. ● Improvements have been made to the physical environment (bushes cut back, unsafe trees removed and outdoor areas improved) and to school buildings (new reception area, new signage and new autistic friendly classroom). <p>Q: Why did girls achieve lower GLD than boys? A: This was due to a number of girls with SEND and to poor attenders who had potential but missed too much education during the year.</p> <p>Q: What are the reasons for the marked difference in attendance between classes? A: No significant groups have been identified, there is a mix through the cohorts.</p>
<p>12.</p>	<p>Safeguarding Update</p>
	<ul style="list-style-type: none"> ● School Safeguarding Report was shared with Governors. It was noted that there had been no significant changes in safeguarding since the start of the academic year. KCSIE training had been completed by teachers and associate staff training was ongoing. ● SEND Summary Report 2021-22 was shared with Governors. The SENDCo provided an update on the actions taken during 2021-22, training undertaken and the good outcomes and progress achieved by all children with SEND. ● KCSIE 2022: Governors to read part one prior to attending safeguarding training at UBHS. <p>Q: Will SEND be a priority going forward? A: Yes. The proposals for the next year will be discussed at a future LGB meeting in greater depth to ensure Governors are aware of targets set.</p>
<p>13.</p>	<p>Governor Training (HT1)</p>
	<p>The DCG updated Governors on the proposed Governor training programme provided by the Trust. Up to three training sessions will be offered each half term either online or in person.</p> <p>Training for HT1 are as follows:</p> <ul style="list-style-type: none"> ● Ofsted readiness training (details tba) ● Safeguarding ● Data Protection



	<p>It was confirmed that Governors were to attend a 2 hour training session covering safeguarding and data protection, delivered at the Jo Cox Conference Centre at Upper Batley High School on one of the following dates.</p> <ul style="list-style-type: none">● Tuesday 27 September - 5:30pm - 7:30pm● Thursday 6 October - 5:30pm - 7:30pm● Thursday 13 October - 5:30pm - 7:30pm
14.	AOB
	<ul style="list-style-type: none">● Summary of Ofsted Handbook changes September 2022. An update on changes to the Ofsted Handbook was shared with Governors for their information.● On behalf of the LGB, the Chair extended thanks to the Trust's CEO and Director of Compliance and Governance for attending the meeting. <p>The meeting was closed at 6:55pm.</p>
15.	Agenda, minutes and related papers
	<p><i>It was determined that no part of the minutes be excluded from the copy that is available at the school.</i></p>
16.	Next meeting: Thursday 17 November 2022, 5:00pm