

Minutes of Manorfield Infant and Nursery School Local Governing Board Meeting
Held on Thursday 17 November 2022, 5:00pm

PART A

Manorfield Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Thursday 17 November 2022, 5:00 pm		
Location:	Manorfield Infant and Nursery School		
Present:	Ellen Loughhead JP (Chair of Governors) Angela Barnett (Vice Chair of Governors) Victoria Shackleton Kamilla Nadat		
Apologies:	Joanne Carter Sheraz Akram		
Consent to absence:	Joanne Carter		
Others in attendance:	Kim Bradshaw (Headteacher) Ben Tierney (Assistant Headteacher) Kate Ellis-Holmes (Assistant Headteacher) 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.	Welcome
	The Chair opened the meeting at 5:30pm after a delayed start and thanked all for attending.
2.	Apologies for absence, consent and declarations of interest.
	Apologies had been received from Joanne Carter, with consent. Absence from Sheraz Akram was noted. Governors discussed the importance of attending LGB meetings and when relevant, apologies must be sent in advance. Non-attendance will be followed up in line with relevant Trust policy and documentation. The Chair noted there was a confidential agenda item at AOB in which Staff members had a conflict of interest.
	<i>Decisions made</i> It was AGREED to formally write to the Parent Governor regarding their non attendance in line with Trust policy and documentation.
	<i>Actions and deadlines</i> Formal letter to be sent to the Parent Governor regarding their non attendance in line with Trust policy and documentation. Person responsible: Director of Compliance & Governance (Trust)
3.	Representation
	Angela Barnett was nominated for the vacant role of Vice Chair of the LGB. There were no other nominations. Governors present approved the nomination and a vote was held. The Chair informed all that the Co-opted Governor (JL) had submitted their resignation to the Board with effect from 14 November 2022. The LGB placed on record their thanks for their contribution to the LGB over recent years. It was noted that vacancies for Parent Governors were to be advertised by school. A pen portrait was shared with Governors for a prospective Co-opted Governor. Governors APPROVED this and opened an invitation for them to attend the next LGB meeting as an observer.
	<i>Decisions made</i> The Board voted unanimously to appoint Angela Barnett as Vice Chair of the LGB until the end of the 2022/23 academic year.



	After discussion about vacant link Governor roles, Governors APPROVED Co-opted Governor as co link Safeguarding Governor.
	<p><i>Actions and deadlines</i></p> <ul style="list-style-type: none"> Letter of thanks to be sent to retiring Governor on behalf of the Trust. <i>Person responsible: HT</i> Advert for Parent Governors to be sent to all parents/carers. <i>Person responsible: HT</i> Invitation to be sent to prospective observer to attend LGB on 16 March 2023, 5.00pm. <i>Person responsible: Director of Compliance & Governance (Trust)</i> Agenda item to be raised to fill vacant Finance Link Governor position following appointment of additional Governors. <i>Person responsible: Governance Professional</i>
4.	Minutes of the last LGB meeting (22 September 2022)
	The minutes of the last meeting held on 22 September 2022 were agreed as a true and accurate record, and were signed off by the Chair.
5.	Matters Arising from the Minutes
	<p>Governors were reminded to complete and return outstanding Code of Conduct forms and Skills Audits.</p> <p>All other matters arising had been resolved or included on the meeting's agenda.</p>
	<p><i>Actions and deadlines</i></p> <p>Signed Code of Conduct forms and Skills Audits to be returned to school or Director of Compliance & Governance no later than 30 November 2022. <i>Persons responsible: All Governors</i></p>
6.	Headteacher's Update and Governor Questions
	The Headteacher's report had been circulated prior to the meeting and the HT highlighted key developments and potential risks. Governors were invited to share any feedback/comments or ask any questions.
	<p><i>Discussion and Challenge</i></p> <p>Governors raised concerns about the high level of persistent absenteeism (PA) and its impact on children's learning. A discussion took place about the measures in place and strategies which may encourage good attendance. Governors acknowledged that school was closely monitoring the situation.</p> <p>Q: Is there any additional support that the Trust can provide?</p>



	<p>A: A Trust wide approach is being developed and they are looking to appoint a Trust wide APSO (Attendance and Pupil Support Officer) to support our families and address PA.</p> <p>Governors noted the challenges experienced by all schools in terms of budgets in relation to staffing and fuel costs. Governors expressed concerns that the expected fuel costs for Manorfield were estimated to be £78k higher than was budgeted for.</p> <p>The HT explained there were additional problems with the old heating system. The heating had been switched on recently and there was a potential problem with a leak on the boiler in addition to issues with regulating the temperature and setting the timers.</p> <p>The Chair noted that all Trust schools had been offered a review of their heating systems to ensure they were running efficiently during the last academic year. It was clear that Manorfield’s boiler needed attention in order to reduce the anticipated overspend on fuel costs.</p>
	<p><i>Actions and deadlines</i></p> <p>The Chair agreed to raise the matter of PA with the Trust to ascertain if any support is available in the short term. <i>Person responsible: Chair</i></p> <p>The Chair agreed to raise the issue of maintenance of the boiler and heating system and enquire as to whether support from the Trust would be possible. <i>Person responsible: Chair</i></p>
7.	SEF and SIP Update
	The HT had shared a concise version of the SEF, the SEF heat map and the SIP with Governors in the Governor folder on G Drive. The SEF priorities had been discussed in detail within the HT update.
8.	Finance Update
	An update was provided on the transfer of school funds from Kirklees to the Trust, which was due to take place on 31 December 2022. A healthy carryover was anticipated and a financial update would be provided at the next meeting.
9.	Curriculum Standards Update
	Nothing to report.
10.	Safeguarding Update
	A Safeguarding report had been shared with Governors prior to the meeting but there were no major changes to report, other than to note that CPOMS had migrated over to the new MIS system.



11.	Compliance and Governance
	<p>Policies for approval</p> <ul style="list-style-type: none"> ● Attendance Policy Governors approved the policy ● Complaints Procedure Governors approved the policy ● SEND Policy Governors approved the policy <p>PAN for each Year group 2024/25</p> <p>PAN approved by Governors for 2024/25.</p> <p>The initial number of nursery places available for the 2024/25 school year will be 54. The initial number of reception places available for the 2024/25 school year will be 60. The initial number of year 1 places available for the 2024/25 school year will be 90. The initial number of year 2 places available for the 2024/25 school year will be 90.</p>
12.	Governor Training (HT 2)
	<p>Governors were reminded of the following Governor training course.</p> <ul style="list-style-type: none"> ● Ofsted Readiness training invitation Tuesday 6 December, 6:00pm - 8:00pm in the Lecture Theatre at Batley Girls' High School
13.	Any Other Business
	Staff members left the meeting due to conflict of interest at 6:35pm.
14.	Agenda, minutes and related papers
	<p>It was determined that some part of item 13 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.</p> <p>The meeting was closed at 6:55pm.</p>
16.	Next meeting: Thursday 16 March 2023, 5:00pm