

**Batley Multi Academy Trust**

**Minutes of Purlwell Infant & Nursery School**

**Local Governing Board Meeting held on Wednesday 4 June 2025, 5:00pm**

<b>Purlwell Infant and Nursery School</b>			
Meeting of:	Full LGB		
Date and time:	Wednesday 4 June 2025, 5:00pm		
Location:	Purlwell Infant & Nursery School		
Present:	Sarah Palmer (Chair of Governors) Dr Frances McGregor (Vice Chair of Governor) Sue Gallivan (Governor) Zulekha Badat (Governor) Ahmed Patel (Governor) Deborah Halloran (Governor) Huma Cassamoali (Governor) Tabusem Rafique (Governor)		
Apologies:	None.		
Others in attendance:	Safeena Nazam (Headteacher) Laura Bland (Director of Compliance and Governance) 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

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>1.</b>	<b>Welcome</b>	
	<p>The Chair of Governors opened the meeting at 5:07pm. A warm welcome was given to everyone and an introductory statement was read:</p> <p>As Chair of Governors at Purlwell Infant &amp; Nursery School, I would like to welcome you to our Governing Board. In choosing to become a Governor you are making a commitment to the young people of Batley Multi Academy</p>	



	<p>Trust to enable them to realise and achieve their potential through the experiences provided by our schools and Trust.</p> <p>As a Governing Board, we aim to work together, alongside the Headteacher and staff, utilising our range of skills and knowledge to achieve the best possible outcomes, whilst maintaining confidentiality at all times. We are confident to challenge appropriately, whilst establishing good working relationships, in order to provide a strong focus on a high quality education for all our young people.</p> <p>The Chair invited all attendees to introduce themselves and their roles.</p>	
<b>2.</b>	<b>Apologies for absence, consent, declaration of interest and AOB</b>	
	<p>There were no apologies of absence received in advance of the meeting. Asma Khan's absence was noted.</p> <p>There were no declarations of interest and the meeting was quorate.</p> <p>There were two items declared under AOB.</p>	
<b>3.</b>	<b>Representation</b>	
	<p>There was one staff governor and one parent governor vacancy confirmed. There were no terms of office due to expire in the next six months.</p> <p><b>Action:</b> advertise for vacancies starting in September.</p>	HT/Gov Pro
<b>4.</b>	<b>Minutes of the last meeting</b>	
	The minutes of the last meeting held on 12 February 2025 were agreed as a true and accurate record.	
<b>5.</b>	<b>Trust Governance Welcome and Introduction</b>	
	<p>The Director of Compliance and Governance extended a warm welcome to attendees and a welcome to the Trust. This was the school's first LGB meeting as part of the Batley Multi Academy Trust family of schools. A summary of the Trust was provided:</p> <ul style="list-style-type: none"> <li>• Eight schools</li> <li>• 4,500 learners</li> <li>• 750 colleagues</li> <li>• Nearly 90 local governance volunteers spanning Members, Trustees and Governors. This was an incredible achievement and Governors</li> </ul>	



were thanked for their commitment to improving the lives of young people.

It was confirmed that there would be no changes to each representation of the governor role (co-opted, staff, parent). More information on the constitution of the LGB could be found in the terms of reference.

Key documents were highlighted:

- Articles of Association - these are the primary governing document for the Trust and set out how the organisation operates. Governors were to be aware of this document, know these are in existence and that the Trust is held accountable by these. The Trust had recently adopted the DfE's most recent model version of the Article of Association (June 2021).
- Scheme of Delegation (SoD) - this document was a key document to ensure each layer of governance was aware of their delegated authority. The Trust applies the RASCI model (responsible, accountable, support, consult and inform) to delegated authority and this was applicable to Members, Trustees, CEO, LGBs and the Trust Headteacher network. It was important that Governors were familiar with this document, understood it and were confident they knew the level of delegated authority applicable to LGBs. The SoD was available on the school and Trust website and a copy was provided in the meeting folder.
- Within the SoD was the Terms of Reference (ToR). These set out the constitution of the LGB; the categories of representation and the number of appointments. The key difference for Governors and the Headteacher to note was that the Headteacher does not get a vote within the Trust's ToR. All voting is by Governors only. This was acknowledged.
- Each term of office was confirmed at four years, with key statutory governor links at primary stage noted as safeguarding and SEND. At secondary level, there is also a Careers link. The Trust is keen to secure this as primary level too, but this is not compulsory.
- In addition to Safeguarding and SEND, other key areas of responsibility for Governors (within the SoD) were standards and stakeholder engagement e.g. parent/carers. Collaborative work across the Trust was commented on and how this was a real strength of the Trust.
- Governor manual - Governors were made aware this document had been created following feedback from Governors about the volume of key information they needed access to, key dates and contact details and general governance information. This had been created as a one-stop-shop for Governors. It was best used as an online document



with live links to websites etc. The DC&G talked through key areas of the manual:

- Calendar of the year, including exams and the Trust’s unique selling point of providing an education for young people aged between two - 19 years old.
- Batley Breakfasts - networking opportunities with all governance volunteers across the Trust.
- Role of documents - these had been created for parent, staff and co-opted roles. It was important that parent governors in particular felt fully informed about their role as it can often be perceived as direct access to the board to pursue complaints or share experiences about their child(ren) only. The role of a Parent Governor is to represent the parent body as a whole - the same principles apply to Staff Governors.
- Link governors - there were role descriptors (mini job descriptions) for each link area including specific training and suggested questions for Governors to ask when carrying out school visits.
- Governors were made aware of three forms that would need to be completed for this academic year.
  - Code of Conduct - this is a standard form that all layers of Governors are asked to complete. It is based on the Nolan Principles (which the Batley Ethical Leadership Charter is also based on).
  - Skills Audit - this helps the governance team inform the recruitment strategy for the year as well as plan relevant training for specific need.
  - Declaration of Interests - Governors have completed this under Kirklees, but the Trust must hold its own responses to be publish on the school website.

**Action:** Governance Professional to send the Governor manual and useful links and documents.

Gov Pro

**Action:** Governors to complete the three forms referenced above.

Governors

- Policies - the Trust was working hard to streamline policies with less school-specific policies and increased Trust wide policies.
- Trust on a Page - Governors were made aware that the Trust-on-a-page document features in every LGB meeting folder. It is a one-page summary of the collaborative work across the family of schools, any support the school is receiving from the Trust as well as the Trust-wide networks.



Communication standards between governors, the school and Trust was discussed:

- All governors had their own school-specific governor emails created prior to the meeting. All communications would be sent via this email address, unless in the event of an urgent matter. Governors were asked, at their discretion, to provide their personal email address and contact numbers as a contingency.
  - Any issues in accessing school-specific email addresses had been raised and resolved prior to the meeting, and the Governance Professional offered continued technical support.
  - Apologies to LGB meetings, either verbal or written, would be accepted in advance of the meeting via the Chair and/or Governance Professional.
- LGB documents would be sent in an accessible folder to governors' school email addresses seven days prior to the LGB meeting date. Governors and the Headteacher were informed of a Trust-wide format of such documentation, although there was no expectation to adopt this until the next academic year. LGB documentation would usually include, but was not limited to:
  - Previous LGB minutes - a hard copy would also need to be signed by the Chair for school records.
  - LGB agenda - includes timings per agenda item to support meeting efficiency. The agenda could be adapted e.g. timed items removed if the LGB felt this was not necessary.
  - Headteacher Report (presented by HT).
  - Safeguarding (presented by HT/(Designated Safeguarding Lead (DSL))).
  - SEND (presented by HT/SENDCo).
  - Trust update (presented by HT).
  - Governor visits (presented by governors).
  - Upcoming Trust events (for governors to note).
  - AOB (contribution by any attendee - ideally sent to the HT, Chair and Governance Professional in advance of the meeting).
- Governors would be kept updated on Trust events, and would receive regular email communication on governance matters across the Trust family of schools. This would usually include, but was not limited to:
  - Batley Breakfast events (already discussed).
  - Great Governance newsletter - monthly update provided to the Trust family of schools' volunteer community. It recognises great stories from the governance team and updates them on upcoming events which all governors are invited to.



	<ul style="list-style-type: none"> <li>○ Batley Buzz - monthly newsletter which updates our whole community on the amazing work of the Trust’s colleagues and learners.</li> <li>○ CEO Blog - weekly update provided by the Trust’s CEO.</li> <li>● Statutory training and tasks would be communicated via email, with reminders noted in LGB meetings. Governors were reminded of the statutory Cyber Security training and the Safeguarding Knowledge Check deadline of Friday 4 July. The Governance Professional would support governors through this process.             <ul style="list-style-type: none"> <li>○ The Governor Manual contained links to useful websites for: further training, further information, and useful guidance.</li> </ul> </li> <li>● The Trust’s DBS process was explained to governors. Governors were made aware of potential DBS check renewals and would be contacted by the Governance Professional in due course.</li> </ul> <p><b>Action:</b> contact relevant governors requiring a renewed DBS check.</p> <p>There were no comments or questions put forward by governors.</p>	<p>Gov Pro</p>
<p><b>6.</b></p>	<p><b>Headteacher’s Update</b></p>	
	<p>The Headteacher’s updates were sent to governors in advance of the meeting. The updates were focused on attendance and outcomes. The standardised documents were shared and a full Headteacher’s report would be presented in the next LGB meeting. The Headteacher invited questions from governors.</p> <p>Q: What current strategies are working to ensure the school’s current learners receive a strong good level of development (GLD)?</p> <p><i>Sue Gallivan left the meeting at 5:36pm.</i></p> <p>A: Maximising our resources and implementing interventions have contributed to our improved GLD outcomes since December 2024. The interventions have helped us identify learners who need additional support. Once identified, we can ensure that learners receive the correct support to continue developing and that no learner gets left behind.</p> <p><i>Sue Gallivan and Huma Cassamoali entered the room at 5:37pm.</i></p> <p>For the benefit of the Director of Compliance and Governance and Governance Professional, a governor reported on a number of completed school visits undertaken in the academic year. A change of use to a classroom was highlighted as having positive operational impacts. The space</p>	



	<p>created between classes was utilised better and has allowed learner’s to further develop core strengths. The governor observed fully engaged interactions between teachers and learners in the area via the <i>Squiggle Wiggle</i> program. The investment in creating the space was reported as great value for money by the governor which contributed to the improved GLD score.</p> <p>Phonics and writing improvements were recognised by the governors and the Headteacher reported that the school’s processes around identifying areas for improvement had developed throughout the academic year. This had allowed teachers to be more focused and precise in lessons, which in turn improved the outcomes.</p> <p>The impact of Eid on the Trust family of schools’ attendance figures was acknowledged, with the Headteacher reporting an approximate 3% impact. Governors were informed of Trust Heads’ collaborative working methods to improve attendance across the Trust. The Headteacher and Governance Professional advised governors that the Trust’s Data Analyst had the Trust’s attendance data, including and excluding Eid impacts, readily available. This is shared with Trustees and at the Trust Headteacher network.</p>	
<p><b>7.</b></p>	<p><b>Safeguarding and SEND Update</b></p>	
	<p>The SEND and Safeguarding reports had been shared with governors prior to the meeting.</p> <p>Leave of absence (LOA) requests were highlighted by governors who recognised the consistent approach undertaken by the school not to approve these, in line with policy. The Headteacher reported on the school’s consistency in applying the policy and follow up meetings with parents/carers were arranged, following unauthorised LOA to discuss the importance of learners not missing school days. Governors were made aware of the Trust’s attendance video and the consistent message delivered in that video “attendance matters - every day counts!”</p> <p><b>Action:</b> share attendance video with governors.</p> <p>Support and required adjustments for learners with EHCPs moving from Key Stage 1 into Key Stage 2 was discussed and meetings were ongoing with relevant schools. Next academic year’s reception cohort would total 60 learners: 30 from the school’s current nursery cohort, 30 external learners. Meetings were underway with external families before the start of the next academic year.</p>	<p>Gov Pro</p>



	<p>Q: Of the 30 new learners, how many different nursery providers are they coming from?</p> <p>A: There are a number of different providers and these change year-on-year. The strategy we are implementing for SEND learners is a feeder nursery visit by the Deputy Headteacher/SENDCo.</p> <p>Q: Have the Key Stage 2 schools for the relevant SEND learners been confirmed?</p> <p>A: The majority have been confirmed. There are meetings organised with the relevant SENDCo links at those schools.</p> <p>Q: Were the financial processes of EHCP support changed?</p> <p>A: No, it is still managed by the Local Authority. The cluster meetings take place every half term and include Kirklees and multiple professionals from multiple locations. It is the same process in terms of how the funding is allocated. It has been helpful to attend and have the Trust representation also present.</p> <p>There were no further questions or comments.</p>	
<p><b>8.</b></p>	<p><b>Governor Visits and Training</b></p>	
	<p>A governor visit was discussed in item 6 and there were no further visits reported. All attendees agreed that the school would trial the new school visit form proposed by the Trust. Feedback from Governors was to be provided to the Governance Professional.</p> <p><b>Action:</b> send visit form link to governors.</p> <p><b>Action:</b> complete forms and provide feedback.</p> <p>The creation of a prospective link governor area was discussed and will be explored in the future.</p> <p><b>Action:</b> think how a class governor role might work in the school’s context, including responsibilities and expectations. A Governor would then “see the class through” from Reception to KS1.</p> <p><b>Action:</b> a link governor of quality of education and safeguarding agreed to organise a school visit with the Headteacher.</p>	<p>Gov Pro</p> <p>Governors</p> <p>ALL</p> <p>HT/ Governors</p>



<b>9.</b>	<b>Upcoming Events</b>	
	<p>Upcoming Events [Governors to note]</p> <ul style="list-style-type: none"> <li>● Batley Breakfast - Hyrstmount - Tuesday 10 June 2025 - 8.00 - 9.30am - the plan for the day was briefly discussed by the Headteacher</li> <li>● Chair &amp; Vice Chairs Meeting - Thursday 19 June 2025 - 6.00 - 7.30pm (TDC) <ul style="list-style-type: none"> <li>○ Apologies from the Chair and Vice Chair of Governors were noted by the Director of Compliance and Governance and Governance Professional.</li> </ul> </li> </ul> <p><b>Action:</b> HT to email governors with upcoming school events</p>	HT
<b>10.</b>	<b>AOB</b>	
	<p>Governor contact information and governor link roles were collated from governors.</p> <p>Governor link roles were declared and new ones discussed.</p> <p><b>Action:</b> Governance Professional to set up all Governors on The Key and The NGA with new logins.</p> <p><b>Action:</b> Governance Professional to follow up with Governors directly re: relevant training for their role and any outstanding training shared by the Trust.</p>	Gov Pro  Gov Pro
<b>11.</b>	<b>Agenda, minutes and related papers</b>	
	<p>It was determined that no item be excluded from the minutes available at the school. There were no further comments or questions and the meeting closed at 6:20pm.</p>	
<b>12.</b>	<b>Date of Next Meeting</b>	
	<b>Next LGB meeting: Monday 7 July 2025, 5:00pm</b>	

**Actions Arising from Minutes of Wednesday 4 June 2025**

<b>Agenda Item</b>	<b>Date first raised</b>	<b>Matter arising from minutes</b>	<b>Action by</b>	<b>Notes</b>	<b>Action Complete</b>
3. Representation	04/06/2025	Advertise for vacancies	Headteacher/ Gov Pro		
5. Trust Governance Welcome and Introduction	04/06/2025	Send governor manual and links to governors	Gov Pro		<b>Y</b>
5. Trust Governance Welcome and Introduction	04/06/2025	Complete relevant forms	Governors		
5. Trust Governance Welcome and Introduction	04/06/2025	Renewed DBS check	Gov Pro		<b>Y</b>
7. Safeguarding and SEND Update	04/06/2025	Attendance video	Gov Pro		<b>Y</b>
8. Governor Visits and Training	04/06/2025	Send visit form link	Gov Pro		<b>Y</b>
8. Governor Visits and Training	04/06/2025	Complete visit forms in new format	Governors		
8. Governor Visits and Training	04/06/2025	Consider classroom governor role	All		
8. Governor Visits and Training	04/06/2025	School visit to be organised	Headteacher/ SG and QoE Governor		
9. Upcoming Events	04/06/2025	Schools events to be emailed to governors	Headteacher		
10. AOB	04/06/2025	New key and NGA logins	Gov Pro		
10. AOB	04/06/2025	Training follow ups with governors	Gov Pro		<b>Y</b>