

**Batley Multi Academy Trust**  
**Minutes of Purlwell Infant & Nursery School**

**Local Governing Board Meeting held on Monday 7 July 2025, 5:00pm**

<b>Purlwell Infant and Nursery School</b>			
Meeting of:	Full LGB		
Date and time:	Monday 7 July 2025, 5:00pm		
Location:	Purlwell Infant & Nursery School		
Present:	Sarah Palmer (Chair of Governors) Dr Frances McGregor (Vice Chair of Governor) Sue Gallivan (Governor) Asma Khan (Governor)		
Apologies:	Deborah Halloran (Governor) Huma Cassamoali (Governor) Tabusem Rafique (Governor) Zulekha Badat (Governor)		
Others in attendance:	Safeena Nazam (Headteacher) 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:	No

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>1.</b>	<b>Welcome</b>	
	The Chair of Governors opened the meeting at 5:10pm. A warm welcome was given to everyone.	
<b>2.</b>	<b>Apologies for absence, consent, declaration of interest and AOB</b>	
	Apologies for absence were received in advance of the meeting from: Deborah Halloran, Tabusem Rafique, Zulekha Badat and Huma Cassamoali in advance of the meeting, with consent. Ahmed Patel's absence was noted.	



	There were no declarations of interest and the meeting was not quorate. There were no items declared under AOB.	
<b>3.</b>	<b>Representation</b>	
	There was one staff governor and one parent governor vacancy confirmed. It was agreed that both roles were to be advertised at the start of the next academic year. There were no terms of office due to expire in the next six months.	
<b>4.</b>	<b>Minutes of the last meeting</b>	
	<p>The minutes of the last meeting held on Wednesday 4 June 2025 were agreed as a true and accurate record by attendees.</p> <p>The Governance Professional agreed to email the previous minutes to absent governors for approval.</p> <p><b>Action:</b> email absent governors for minutes approval.</p>	Gov Pro
<b>5.</b>	<b>Review of actions from the minutes</b>	
	Three actions were carried forward to the next LGB meeting.	
<b>6.</b>	<b>Headteacher's Report</b>	
	<p>The Headteacher's report was 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 and comments from governors.</p> <p>Governors noted that the aspirational target of 62% for the GLD (good level of development) had been achieved. The reasons why learners might not have achieved strong GLD outcomes was discussed, with the school identifying gaps and proposing solutions for the next academic year. There were no gender biased outcomes and 50% of the cohort being summer born, as recognised by governors. Governors were satisfied with the strategies to achieve even stronger GLD outcomes next academic year. Parental engagement was noted as an important contributing factor to strong GLD outcomes.</p> <p>Ofsted key actions were discussed. The school had worked on the implementation and recognised this was still an area for improvement in the</p>	



	<p>curriculum. Governors were satisfied with the school’s strategies to further strengthen the curriculum offer. Governors requested the development of an in-year SEF update that could be provided to them during the next academic year. This was agreed by the Headteacher.</p> <p><b>Action:</b> in-year SEF report to be presented to governors from academic year 2025/26.</p> <p><i>Frances McGregor joined the meeting at 5:30pm.</i></p>	<p>HT</p>
<p><b>7.</b></p>	<p><b>Safeguarding</b></p>	
	<p>The safeguarding report was shared with governors in advance of the meeting. The Headteacher provided a summary of the report before inviting governors to put any questions or comments forward:</p> <ul style="list-style-type: none"> <li>● The number of looked after children at the school had increased.</li> <li>● No learners are subject to a child protection plan.</li> <li>● The school nurse was recognised for her ongoing work in reducing early help referrals.</li> <li>● Three referrals to Children Missing Education (CME) have been made since the last LGB meeting.</li> <li>● Governor safeguarding visit was completed on Monday 30 June 2025.</li> </ul> <p>Governors discussed the increased number of looked after children at the school, and the school’s duty to deliver a strong offer of support. Governors also challenged the school on the processes being followed, to which the Headteacher discussed the actions undertaken by the school. Governors were satisfied that due processes were being followed and noted the attendance impacts relating to the CME referrals.</p> <p>A review of the attendance data was completed as part of the governor safeguarding visit. The Headteacher highlighted the following key points on attendance before inviting governors to put any questions or comments forward:</p> <ul style="list-style-type: none"> <li>● Year-on-year attendance improvement currently at 0.59% with the expectation that this will further improve.</li> <li>● The school ranked 4th out of 21 schools in the local area in the DfE ‘similar schools comparison’ table, and 8th out of 21 schools in the national DfE comparison.</li> <li>● The school also placed 1st out of 144 schools in severely persistent absence and 1st out of 144 schools relative to the percentage of</li> </ul>	



	<p>learners who receive free school meals (1st place in both instances was the highest rank schools could have achieved).</p> <p>Governors congratulated the school for their continued strong attendance. The dedication from all staff colleagues to achieve this was acknowledged. No further questions or comments were put forward.</p>	
<b>8.</b>	<b>SEND</b>	
	<p>The SEND report was shared with governors in advance of the meeting. The SENDCo provided a summary of the report before inviting governors to put any questions or comments forward:</p> <ul style="list-style-type: none"> <li>• The school will increase the number of SEND learners next year, with some learners joining who have different needs to what the school currently has. Appropriate adjustments will be in place for the next academic year.</li> <li>• Nursery visits completed by the SENDCo. Different transition requirements to support the needs of these learners have been considered and appropriate adjustments will be in place for the next academic year.</li> <li>• Staff training to administer medication.</li> <li>• The school continues to work collaboratively with parents to maintain the strong SEND offer for all of its learners. This has involved amending adjustments and utilising external support.</li> <li>• There is no persistent absence amongst SEND learners.</li> </ul> <p>Additional SEND informal parental meeting to discuss SEND offer and support transition between years and through the school. A discussion followed on SEND funding and any potential impacts at the school. Governors were advised that funding received from EHCPs would decrease due to the number of year 2 learners progressing from the school.</p> <p>Governors thanked the SENDCo for her work throughout the year and wished her a great summer break. Governors put no further questions or comments forward.</p>	
<b>9.</b>	<b>Finance and Operations Update</b>	
	<p>The finance and operations report was shared with governors in advance of the meeting. The Headteacher highlighted the key points before inviting governors to put any questions or comments forward:</p> <ul style="list-style-type: none"> <li>• A building conditional survey has been carried out with recommendations and actions. These will be worked through with</li> </ul>	



	<p>support from the Trust’s Chief Operations Officer.</p> <ul style="list-style-type: none"> <li>• Collaboration between the Trust and school is strong - in the absence of the school caretaker, the Trust caretaker has been supporting the school.</li> <li>• A fire drill was practiced on 23 May 2025, with all colleagues and learners evacuated in two minutes.</li> <li>• The RPA audit has been postponed until autumn 2025/26.</li> <li>• The School Fund closing balance is £20,748.21 and will be transferred into the school account by the end of the month.</li> <li>• Moving forward, an in-year balanced budget must be achieved.</li> <li>• The school will carry forward £127k from this financial year which means staffing should just break even next year.</li> </ul> <p>The Headteacher added that budgeting reviews with the Trust’s Financial Team were ongoing for the next two academic years. A further update would be provided in September’s LGB meeting.</p> <p>Governors thanked the Headteacher for the update and put no questions or comments forward.</p>	
<b>10.</b>	<b>Compliance and Governance</b>	
	<p>The Governance Professional advised governors that outstanding training and form completions would be chased in due course.</p> <p><b>Action:</b> provide an update to governors on outstanding documentation.</p>	Gov Pro
<b>11.</b>	<b>Trust Update</b>	
	<p>The Trust on a Page document was shared with governors in advance of the meeting. The Headteacher discussed the continued collaborative work that had occurred across the Trust family of schools and highlighted key points:</p> <ul style="list-style-type: none"> <li>• ‘How to’ guides on different aspects of school e.g. behaviour for learning, safeguarding, and attendance.</li> <li>• SLT summary sheets.</li> <li>• Batley Breakfasts.</li> <li>• Trust visit to another out-of-area school.</li> <li>• New SIP and SEF template to be used from September.</li> </ul> <p>Governors thanked the Headteacher for the update and did not put any questions or comments forward.</p>	
<b>12.</b>	<b>Governor Visits</b>	



	<p>A safeguarding school visit was completed on 30 June 2025 and the report was shared with governors in advance of the meeting.</p> <p>The Headteacher confirmed that a school visit had been arranged on Tuesday 15 July. The importance of the governor completing the visit was commented upon, however given the time of year, considerations were to be made around the structure of the visit for the wellbeing benefit of staff.</p> <p><b>Action:</b> confirm if the school visit was completed and agree proposed new date if postponed.</p>	HT
<b>13.</b>	<b>Upcoming Events</b>	
	<p>Upcoming Events [Governors to note]</p> <ul style="list-style-type: none"> <li>● Forest School session - Upper Batley High School - Friday 11 July 2025 11:00am - 1:00pm. <ul style="list-style-type: none"> <li>○ RSVP required by COP Friday 4 July 2025.</li> </ul> </li> <li>● Batley Breakfast - Purlwell - Tuesday 15 July 2025 - 8:00am - 9:30am</li> <li>● New Chair and Vice Chair meeting (ALL) - Tuesday 15 July 2025 - 6:00pm - 7:30pm</li> <li>● Governance Conference - Saturday 11 October 2025 - 9:00am - 12:00pm - Venue TBC*</li> </ul> <p><i>* Please note that the Governance Conference date has now changed to Saturday 18 October 2025, 9:00am - 12:00pm.</i></p>	
<b>14.</b>	<b>AOB</b>	
	<p>Preferred days for LGB meetings was discussed and the calendar for the next academic year was agreed to be shared with governors.</p> <p><b>Action:</b> Share provisional calendar dates - suggested to move to a Monday.</p>	Gov Pro
<b>15.</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 6:25pm.</p>	
<b>16.</b>	<b>Date of Next Meeting</b>	
	<b>Next LGB meeting: Wednesday 17 September 2025, 5:00pm</b>	

### Actions from Minutes of Monday 7 July 2025

Agenda Item	Date first raised	Actions from minutes	Action by	Notes	Actioned (Y/N)
3. Representation	04/06/2025	Advertise for vacancies	Headteacher/ Gov Pro	Carried forward	
5. Trust Governance Welcome and Introduction	04/06/2025	Complete relevant forms	Governors	Carried forward	
10. AOB	04/06/2025	New key and NGA logins	Gov Pro	Carried forward	
4. Minutes of the last meeting	07/07/2025	Email governors for minutes approval	Gov Pro		<b>Y</b>
6. Headteacher's Report	07/07/2025	Present in-year SEF report governors (from academic year 2025/26)	HT		
10. Compliance and Governance	07/07/2025	Update governors on outstanding documentation	Gov Pro		
12. Governor Visits and Training	07/07/2025	School visit to be organised	HT and Governor		
14. AOB	07/07/2025	Share 2025/26 LGB meeting dates with governors	Gov Pro		