

Batley Multi Academy Trust
Minutes of Purlwell Infant & Nursery School's Local Governing Board Meeting
Held on Wednesday 17 September 2025, 5:00pm

Purlwell Infant and Nursery School			
Meeting of:	Full LGB		
Date and time:	Wednesday 17 September 2025, 5:00pm		
Location:	Purlwell Infant & Nursery School		
Present:	Sarah Palmer (Governor) Zulekha Badat (Governor) Ahmed Patel (Governor) Sue Gallivan (Governor) Asma Khan (Governor) Deborah Halloran (Governor)		
Apologies:	Tabusem Rafique (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

Item	Minutes	Action
1.	Welcome	
	The Governance Professional opened the meeting at 5:10pm and thanked everyone for attending the first meeting of the 2025/26 academic year.	
2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	Apologies for absence were received in advance of the meeting from Tabusem Rafique in advance of the meeting, with consent. Dr. Frances McGregor's absence was noted.	



	<p>There were no declarations of interest and the meeting was quorate. There were no items declared under AOB.</p>	
<p>3.</p>	<p>Appointment of Chair and Vice Chair</p>	
	<p>Governors were informed of the voting process and that those that wish to put themselves forward for roles would be required to add why, and what skills and attributes they would bring to that role. Voting would only take place once the proposed individual(s) left the room.</p> <p>Governors were invited to put themselves forward for the role of the Chair of Governors. One governor put themselves forward and all governors agreed that the candidate did not need to leave the room whilst they voted. Sarah Palmer was appointed as the Chair of Governors.</p> <p>Governors were invited to put themselves forward for the role of the Vice Chair of Governors. No governors put themselves forward. It was agreed that the Vice Chair of Governors for the 2024/25 academic year would be contacted to confirm if they would assume the role for the 2025/26 academic year. Action: contact the Vice Chair of Governors for the 2024/25 academic year.</p>	<p>Gov Pro</p>
<p>4.</p>	<p>Representation</p>	
	<p>The Governance Professional explained that work had been carried out over the summer months to streamline link roles across the Trust family of schools. This was a different strategy to the 2024/25 academic year, where roles were allocated in accordance to statutory requirements and aligned with each individual school's SIP - statutory roles remained present across the Trust family of schools for the 2025/26 academic year.</p> <p>The Governance Professional shared the Governor link roles proposed by the Governance Team and invited comments and suggestions from Governors. Role descriptor work was still ongoing, and would be provided to governors in due course. Governors were reminded that role descriptors included brief remits as well as training requirements for the role and prompts/questions for the Governor to ask whilst carrying out a Governor visit. All schools in the Trust would receive these role descriptors.</p> <p>Specific Governor links were confirmed, as follows:</p>	



	<p>*Safeguarding (inc. digital standards) - Sarah Palmer and Deborah Halloran</p> <p>*SEND (including pupil premium(PP)/disadvantaged) - Deborah Halloran Careers - Dr. Frances McGregor</p> <p>Quality of Education/Curriculum/Outcomes - Ahmed Patel and Asma Khan</p> <p>Behaviour and Attendance - Tabusem Rafique</p> <p>Finance - Sarah Palmer and Dr. Frances McGregor</p> <p>Health and Safety (Estates Management inc. catering provision) - Sue Gallivan and Tabusem Rafique</p> <p>Community - Zulekha badat</p> <p>Early Years Foundation Stage - Zulekha Badat</p> <p>Reading - Asma Khan</p> <p>(*statutory)</p>	
5.	Minutes of the Last Meeting	
	The minutes of the last meeting held on 7 July 2025 were agreed as a true and accurate record.	
6.	Review of Actions from the Minutes	
	The Trust had developed a new actions tracker over the summer and this was shared with the Headteacher and Governors in advance of the meeting. The Governance Professional invited feedback from attendees, who responded positively to the actions tracker. It was confirmed that there would be no change to how actions were recorded throughout the meetings and tabled at the end of the minutes.	
7.	Governance	
	<p>The Governance Professional provided updates on the following documents, highlighting amendments for 2025/26. Governors were reminded to complete the statutory documents (hyperlinked in blue), which this year had been made available as online google documents:</p> <ul style="list-style-type: none"> ● Scheme of Delegation (full) including Terms of Reference and the LGB constitution <ul style="list-style-type: none"> ○ The SoD outlines which powers and functions are delegated to which level of governance, including Members who operate with a 'eyes on, hands off' approach, the board of Trustees and Trust Central Team (Trust executive leaders), in particular the CEO, who works closely with the Board of Trustees to determine the Trust's strategies, and including at 	



	<p>a local level with Trust Heads and our Local Governing Boards and committees.</p> <ul style="list-style-type: none"> ○ In summary, the 2025/26 Scheme of Delegation reflects a refinement of policies, roles, and governance processes. The updates provide greater detail in certain areas, adjust colleague responsibilities, and emphasises a greater focus on the importance of collaboration across our family of schools. <p>The Governance Professional added this document had been tabled at the Board of Trustees meeting 2 weeks prior.</p> <ul style="list-style-type: none"> ● Academy Trust Handbook <ul style="list-style-type: none"> ○ Governors were asked to read and familiarise themselves with the 2025 Academy Trust Handbook. The biggest changes were focused on finance and financial expectations. <p>Governors had been asked to complete these by Friday 3 October 2025:</p> <ul style="list-style-type: none"> ● Code of Conduct ● Skills Audit ● Conflict of Interest Form <p>Action: Governors to complete the above forms.</p> <ul style="list-style-type: none"> ● Role of: documents - link governor role descriptors, include useful questions to ask on school visits; these will be shared with individual governors. Action: share documents with Governors. ● Governor Privacy Notice The Governor Privacy Notice was also shared which explains how the Trust collects, stores, and uses personal data about Governors. 	<p>Governors</p> <p>Gov Pro</p>
<p>8.</p>	<p>New Guidance (DfE) (for information)</p>	
	<p>Governors were referred to key DfE guidance, including KCSIE 2025, which would be covered during statutory Safeguarding training, to which governors had been invited to attend in September or October.</p> <p>Suggestion, to put into context for governors. Productive and informative</p> <ul style="list-style-type: none"> ● Keeping Children Safe In Education 2025 (September 2025) ● Early Years Foundation Stage Framework 2025 (September 2025) 	
<p>9.</p>	<p>Headteacher's Report</p>	



The Headteacher provided key updates on:

- 2024/25 outcomes
- SEF 2025/26
- SIP 2024/25 summary and SIP 2025/26

Outcomes highlights were as follows:

- Writing (EXP) - 64.8% (0.6% above national average).
- Maths (EXP) - 74.1% (1.1% above national average).
- RWM (EXP) - 63% (3.8% above national average).
- Year 1 phonics - 84.6% (4.7% above national average).

Strong attendance was highlighted (0.59% increase year-on-year - including nursery) and governors extended a well done and thank you to the Headteacher, colleagues, learners and parents/carers for understanding the importance of attendance - "attendance matters, every day counts!" Governors also noted strong phonics outcomes, as well as areas in which the school had exceeded national averages. The Headteacher invited comments and questions from governors.

Governors commented on phonics in Year 2 and were reassured that the level of development was not a cause for concern. Governors also noted SEND learner outcomes and the Headteacher and SENDCo provided an update. Governors were satisfied that the school had strategies in place to continue the school's strong SEND offer, such as home visits before joining the school.

Deborah Halloran temporarily left the meeting at 5:46pm.

Q: Are we expecting the same phonics targets to be set this academic year?

A: Yes and our aim is to achieve the aspirational phonics targets again.

Deborah Halloran rejoined the meeting at 5:48pm.

Governors were satisfied that the school did not have plans to change the aspirational targets, owing to the expected progress from Year 1 to Year 2.

Year 2 disadvantaged outcomes for reading, writing and maths at both expected and greater-depth levels were all above national averages and the hard work to support these learners was acknowledged by governors



from the Headteacher, senior leaders, and all teaching colleagues at the school. Governors put no further questions or comments forward.

The Self-Evaluation Form (SEF) and School Improvement Plan (SIP) had been shared with governors in advance of the meeting. The Headteacher also provided governors with a verbal update before inviting governors to put forward any questions or comments. A discussion followed on the handwriting and the motor skills work the school had undertaken via various schemes. Governors questioned the schemes and were satisfied that the school had identified strategies around them to create an effective teaching and learning classroom environment. The Headteacher added that a strong handwriting scheme had been developed and that colleagues were on board with it. Governors confirmed the ownership at school, and agreed that the schemes would be reviewed as part of the Quality of Education (QoE) school link visit.

Q: How will we measure the progress of the schemes throughout the year?

A: Half-termly updates can be provided in the LGB meetings. The skills developed by learners will be evident upon a school visit. Please review their work and speak to learners upon your school visit(s).

Q: How has this been received by colleagues?

A: Colleagues have received the scheme positively.

Q: How are we capturing the learners' engagement and their voice?

A: They can be captured as part of school visits' reporting.

Q: Are other Trust schools exploring these schemes?

A: The handwriting scheme we have developed is bespoke to us. Some Trust schools have been looking into sourcing the Literacy Counts Ready, Steady, Write scheme. This will further strengthen the teaching of English and writing and align with the Writing Framework 2025.

Governors welcomed the Trust's collaboration and understood the vision of a Trust-wide approach with reading and writing schemes.

Asma Khan left the meeting at 5:58pm.



	<p>The Headteacher discussed the RAG-rated SIP for 2024/25. Strategies were outlined, for example, around parental engagement, to continue meeting the school’s SIP expectations for the 2025/26 academic year. Governors were satisfied that the school was constantly reviewing its strategies, were identifying where a change might be needed, and actioning an effective solution where it was applicable.</p> <p>Governors discussed the school’s current pupil admission number (PAN) and compared this with birth rate data and other local schools. Governors explored ways in which the school might be able to identify additional disadvantaged learners and the school confirmed that they complete home visits prior to learners joining the school. The school also confirmed the work to support disadvantaged learners and families outside of an educational setting. Governors agreed that the school must continue to carry out these duties and commented that the school was exemplary for these supportive methods.</p>	
10.	Project/Site Works Summary	
	<p>The Headteacher reported that no major building works were planned over the summer holidays. Key points were highlighted:</p> <ul style="list-style-type: none"> ● The Caretaker was acknowledged for their painting and decorative work that needed urgent attention around the school. ● Roof repair work was completed. <ul style="list-style-type: none"> ○ The Caretaker was acknowledged for their quick action to help resolve the matter. ● A tree survey was carried out resulting in the removal of a tree on health and safety grounds. ● A detailed building conditional survey has been carried out with support from the Trust Chief Operating Officer (COO). Any recommendations/actions are being carried out in order of priority and with the guidance of the Trust COO. ● Boiler surveys were also completed and the COO will support with any resulting actions. 	
11.	Policies	
	<p>There were three policies tabled by the Headteacher:</p> <ul style="list-style-type: none"> ● SEND Info Report ● EYFS Policy ● Fire Procedure Policy 	



	<p>A discussion followed on the school specific policies, and the Governance Professional confirmed that Trust policies supersede school-specific ones. It was confirmed that the school had flexibility to add an appendix or procedure if it was aligned with the Trust policy. The Governance Professional advised the Board that they would support the Headteacher with policies before the next LGB meeting. Action: meeting to discuss policies.</p>	<p>Gov Pro/HT</p>
12.	Trust Update	
	<p>An update was provided by the Governance Professional:</p> <ul style="list-style-type: none"> • Trust representative - will attend LGB meetings at governors' invitation. Governance Professional to arrange as required. • Trust Offer - the services that the Trust offers to its family of schools was outlined and reference was made to the Trust Offer handbook. Overall, the Trust comprises eight schools, over 700 colleagues, over 4,500 learners which ultimately form one community. • Trust-on-a-page - the document shared termly providing information about collaborations between the Trust and school. • Governor Visit Guidelines and Form - the new visit form was shown to governors and where to find the link (refer governor manual). The visit form was to be completed following a school visit and shared with staff visited, Headteacher and Governance Professional. • Governor Manual - updates shared for 2025/26. • Governors were informed that training would be via the NGA and Key Leaders websites. Face-to-face training would continue every half term and Governors would receive invitations to this training nearer the time. 	
13.	Upcoming Events (School and Trust-wide)	
	<p>Governors were reminded of the following upcoming events:</p> <ul style="list-style-type: none"> • Batley Brilliance - UBHS - Thursday 18 September, 1pm - 2:30pm • Governance Conference - Saturday 18 October, 9am - 12:00pm at Gomersal Park Hotel <p>Action: Governors were asked to confirm their attendance at the above events with the Governance Professional or the Director of Compliance and Governance.</p>	<p>Governors</p>
14.	Governor Training and Development	



	<p>Governors were informed that training links relevant to their role would be shared by the Governance Professional and they were reminded about the upcoming statutory Safeguarding and Child Protection training dates:</p> <ul style="list-style-type: none"> • Thursday 25 September 2025 6pm - 7.30pm • Thursday 9 October 2025 9.30am - 11am <p>Governors were reminded that the financial training was postponed and would be held at the Governance Conference. Additional sessions would be offered to governors who cannot not attend the conference.</p> <p>Action: Governors to confirm their attendance at one of the above training sessions.</p> <p>Action: Governance Professional to share relevant training linked to Governor's remit/area of responsibility.</p> <p>Action: Governors to complete relevant training.</p>	<p>Governors</p> <p>Gov Pro</p> <p>Governors</p>
15.	AOB	
	<p>The Headteacher advised governors that fiscal matters would be tabled and discussed at the next LGB meeting.</p> <p>Potential LGB calendar dates were shared by the Governance Professional. All current dates were agreed to move to proposed dates.</p> <p>Action: Move current LGB dates to proposed ones.</p>	<p>Gov Pro</p>
16.	Agenda, minutes and related papers	
	<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 6:53pm.</p>	
17.	Date of Next Meeting: Monday 24 November 2025, 5:00pm	

Actions from the Minutes



Agenda Item	Date first raised	Actions from minutes	Action by	Notes	Actioned (Y/N)
3. Representation	04/06/2025	Advertise for vacancies	HT/Gov Pro		
5. Trust Governance Welcome and Introduction	04/06/2025	Complete relevant forms	Governors		Y
10. AOB	04/06/2025	New key and NGA logins	Gov Pro		Y
4. Minutes of the Last Meeting	07/07/2025	Email governors for minutes approval	Gov Pro		Y
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		Y
12. Governor Visits and Training	07/07/2025	School visit to be organised	HT/Governor		
14. AOB	07/07/2025	Share 2025/26 LGB meeting dates with governors	Gov Pro		Y
3. Representation	17/09/2025	Contact the Vice Chair from the 2024/25 academic year	Gov Pro/HT		Y
7. Governance	17/09/2025	Complete Code of Conduct; Skills Audit; Conflict of Interest forms by Friday 26 September	Governors		
7. Governance	17/09/2025	Share the role descriptor documents with Governors	Gov Pro		
11. Policies	17/09/2025	Policy deep-dive meeting	HT/Gov Pro		
13. Upcoming events (school and Trust-wide)	17/09/2025	Confirm attendance at upcoming events via Gov Pro/DofC&G	Governors		
14. Training and development	17/09/2025	Confirm attendance for safeguarding training session via Gov Pro/DofC&G	Governors		



14. Training and development	17/09/2025	Share relevant training links	Gov Pro		
14. Training and development	17/09/2025	Governors to complete relevant training linked to their role	Governors		
15. AOB	17/09/2025	Share proposed LGB dates with governors	Gov Pro		Y