

Batley Multi Academy Trust
Minutes of Purlwell Infant & Nursery School's Governing Board Meeting
Held in the Trust Development Centre, % Upper Batley High School on
Monday 24 November 2025, 5:00pm

| Purlwell Infant and Nursery School | | | |
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| Meeting of: | Full SGB | | |
| Date and time: | Monday 24 November 2025, 5:00pm | | |
| Location: | Trust Development Centre, % Upper Batley High School | | |
| Present: | Sarah Palmer (Chair of Governors) Dr. Frances McGregor (Vice Chair of Governors) - present virtually Zulekha Badat (Governor) Ahmed Patel (Governor) Sue Gallivan (Governor) Deborah Halloran (Governor) Tabusem Rafique (Governor) | | |
| Apologies: | None received | | |
| Others in attendance: | Safeena Nazam (Headteacher) Sam Vickers (Chief Executive Officer, CEO) Nawaid Aurangzeb (Interim Chief Finance Officer, CFO) Alistair Milligan (Governance Professional) | | |
| Quorum: | Any three of the Governors of the SGB, or, where greater, one third of the total Governors of the SGB | Quorum met: | Yes |

| Part A | | |
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| Item | Minutes | Action |
| 1. | Welcome | |
| | The Chair opened the meeting at 5:05pm and thanked everyone for attending the meeting. A warm welcome was extended to the Trust's Interim CFO. All attendees introduced themselves. | |



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| 2. | Apologies for Absence, Consent, Declaration of Interest and AOB | |
| | <p>There were no apologies for absence received in advance of the meeting. Asma Khan's absence was noted.</p> <p>There were no declarations of interest, no items raised under AOB and the meeting was quorate.</p> | |
| 4. | Representation | |
| | <p>The Governance Professional confirmed that there was x1 Co-opted Governor vacancy, x1 Parent Governor vacancy and x1 Staff Governor vacancy. It was also confirmed that there were no terms expiring within the next six months.</p> <p><i>At this stage in the meeting, it was not announced that there would be x2 Co-opted Governor vacancies following Zulekha Badat's resignation (their last day as Co-opted Governor was 24 November 2025). This resignation was discussed under the AOB item.</i></p> | |
| 5. | Minutes of the Last Meeting | |
| | <p>The minutes of the last meeting held on 17 September 2025 were agreed as a true and accurate record.</p> | |
| 6. | Review of Actions from the Minutes | |
| | <p>Nine actions had been completed and four actions remained outstanding. All outstanding actions were in progress and would be completed in due course. The actions tracker was updated to reflect the completion and progress of all actions.</p> <p><i>Frances McGregor left the meeting at 5:50pm.</i></p> <p>A governor provided the feedback from a recent school visit. The form was made available to governors in advance of the meeting. Overall, the curriculum development was highlighted as really strong and positive.</p> | |
| 7. | Headteacher's Report | |
| | <p>The Headteacher's report had been shared with governors in advance of the meeting. Highlights were selected and discussed by the Headteacher before governors were invited to put forward any questions or comments:</p> | |



- July 2025 outcomes were very strong and above national averages in almost every measure.
- Strategies were discussed on how the school would achieve the minimum national targets of 75% in GLD and 90% in phonics for the 2025/26 academic year. Strategies involved:
 - Developed CPD offer to provide colleagues with planning confidence.
 - Scheme usage - collaboration with the Trust family of schools was imperative to the successful implementation of such schemes.
 - Additional supportive measures for learners who might become dysregulated.
- Attendance remained strong and above the national average.
 - The Headteacher noted that attendance had been impacted by a sickness bug. This had also impacted all of the schools in the Trust family two weeks prior to the half term break.
 - Persistent absence remained 6% under national averages.
- SEND frameworks continued to be developed to deliver an accessible, broad and balanced curriculum to all learners.
- Colleague update:
 - The new reception teacher, student teacher and trainee (ATE) had settled well and were positive additions.
 - There was no plan to recruit a School Business Manager (SBM) - considerations were being made on delegation of SBM tasks.
- Matters for noting:
 - The Trust family of schools will be migrating to a new Management Information System (MIS) over the course of the 2025/26 academic year. After a rigorous tender and selection process the successful MIS is Arbor. The school has been involved with the whole process via an established MIS Project team led by the Trust's Chief Operating Officer. Purlwell will transfer over in January 2026.
 - Awards - Modeshift Stars Bronze Award and Eco Schools Award.
 - Educational visits and curriculum enrichment - Big Sing
 - Explorer Day, Health Week.

Governors were made aware that the ethnic diversity of the current cohorts was greater than in previous years. This was purely for Governors to note.

The number of term time holidays involving learners was discussed, including what years these learners were in, and what strategies had been



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| | <p>implemented to mitigate term time holidays. It was positively noted by governors that, whilst there was no statutory attendance requirement for nursery learners, the school had still engaged with parents/carers of those learners to highlight the importance of attendance. The Headteacher reported that not all learners who had taken term time holidays had impacted persistent absence data</p> <p>Governors thanked the Headteacher for the update and put forward no further questions or comments.</p> | |
| <p>8.</p> | <p>SEND Update</p> | |
| | <p>The SEND report had been shared with governors in advance of the meeting. The Headteacher highlighted the following to governors:</p> <ul style="list-style-type: none"> ● An overview of the guidance and support provided by an external organisation report. ● In general, the school has lower SEND learners when compared with national figures currently. This is under review and may change as needs in EYFS are identified. ● Attendance of learners with EHCPs was strong for 2024/25 (95.20% and 97.27% without religious observance impacts). <ul style="list-style-type: none"> ○ Attendance in the first half term was even stronger, with 97.27% achieved. ● There were learners identified as requiring EHCP assessments. The SENDCo would be applying for funding via SEND Cluster for sensory equipment to support learners whilst the EHCP assessments were ongoing. <ul style="list-style-type: none"> ○ The process on how funding is distributed was explained to Governors. <p>Q: What if you cannot secure funding from the Cluster?</p> <p>A: We are constantly reviewing ways in which funding could be obtained. Funding can be granted outside of the Cluster.</p> <p>Q: Are there any My Support Plan learners wanting to be put forward for an EHCP assessment?</p> <p>A: Yes, there is an order of priority, and much work is ongoing to complete these processes.</p> <p>Q: What if a parent/carer requests for an EHCP assessment?</p> | |



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| | <p>A: Parents/carers can request for any assessment. However, there is a process which must be followed. We will always support families with their concerns.</p> <p>Governors thanked the Headteacher for the update and put forward no further questions or comments.</p> | |
| 9. | Safeguarding Update | |
| | <p>The Safeguarding report had been shared with governors in advance of the meeting. The Headteacher provided highlights from the report and governors noted positive data, such as:</p> <ul style="list-style-type: none"> ● 0 inclusion days ● 0 suspensions and 0 suspension days ● 0 permanent exclusions <p>It was confirmed that a governor safeguarding visit had recently been completed. Any concerns were addressed and the Trust was supporting where applicable. It was also confirmed that the school's SCR had converted to the Trust's SCR template.</p> <p>Governors put forward no further questions or comments.</p> <p>Action: governor safeguarding link to submit the school visit google form. Action: add visit form to the next SGB meeting folder.</p> | <p>SG link Gov Pro</p> |
| 10. | Policies | |
| | <p>Any policies for governor approval were tabled in advance of the meeting. The Headteacher highlighted the main updates, before inviting questions and comments from governors.</p> <p>Governors agreed with the alignment of policies to the Trust's behaviour expectations (respect self, respect environment, respect community) and ratified the following policy:</p> <ul style="list-style-type: none"> ● Behaviour Policy <p>Action: update school website and relevant files with the ratified policies.</p> | <p>Gov Pro</p> |
| 11. | Trust Update | |



The Governance Professional had shared a number of documents with Governors in advance of the meeting.

Trust on a Page

This was a termly document where governors were informed of work that was being undertaken collaboratively between the Trust and the school and also other schools within the Trust.

Sam Vickers joined the meeting at 6:31pm.

Skills Audit Analysis

Governors were informed that this would be discussed in more detail at the next SGB meeting. In the meantime, the summary document had been provided and this was an overview of the responses received.

Trust Annual Governance Planning Calendar 2025/26

The above document had been launched at the recent Annual Governor Conference and the Governance Professional shared with governors that the document offered full transparency in terms of remit and responsibilities at Member, Trustee and Governor level.

There was a clear structure in place for quality assurance and monitoring at both Trustee and Governor level. Role descriptors for all link areas were included at the back of the document and these were the "mini job descriptions" linked to all areas and included a set of questions that Governors may want to ask as part of their school visits.

The Finance Link Governor role descriptor was discussed as an example.

Governor Manual 2025/26

Governors were reminded that key information was available in this document including meeting dates and other key dates throughout the school year.

The Trust's network meetings were highlighted by the Trust Headteacher as great opportunities for CPD. These networking opportunities also strengthen the focus and alignment of all of the schools within the Trust family. The Trust Headteacher reassured governors that the Trust Central Team was a fantastic tool to receive guidance and support from.

The Headteacher summarised that the transition from local authority to Trust was still ongoing, with the Trust supporting the school in many ways (as above). Finally, the school was targeting a national Eco-school award.



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| | Governors had no further questions or comments to put forward. | |
| 12. | Governor Training and Development | |
| | <p>Governors were asked to complete relevant training no later than Friday 19 December 2025:</p> <ul style="list-style-type: none"> • Cybersecurity - link to confirm completion here. • Safer Recruitment - minimum Chairs and Vice Chairs. • SCR Training - Webinar 2 - link to confirm completion here. <ul style="list-style-type: none"> ○ SG link only <p>Governors were asked to submit any training certificates into the Governance Professional at the earliest opportunity. Action: governors to submit any training certificates to Gov Pro.</p> | Governors |
| 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 - Field Lane - Thursday 11 December 2025, 1pm - 2:30pm. • Batley Brilliance - Healey - Thursday 8 January 2026, 1:45pm - 3:00pm. | |
| 14. | AOB | |
| | <p>Governors requested that the SGB meetings be held, where possible, at the TDC. The Governance Professional advised it is not likely possible on a day other than Thursday due to the site closing times. Action: explore meeting location options.</p> | Gov Pro |
| 15. | Agenda, minutes and related papers | |
| | <p>It was determined that part of item 3 be excluded from the copy of minutes available at the school. This information is withheld in accordance with the Freedom of Information Act.</p> <p>There were no further comments or questions and the meeting closed at 7:10pm.</p> | |
| 16. | Date of Next Meeting: Monday 9 February 2025, 5:00pm | |