

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 9 February 2026, 5:00pm

Purlwell Infant and Nursery School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Monday 9 February 2026, 5:00pm		
Location:	Trust Development Centre, % Upper Batley High School		
Present:	Sarah Palmer (Chair of Governors) Dr. Frances McGregor (Vice Chair of Governors) Zulekha Badat (Governor) Ahmed Patel (Governor) Sue Gallivan (Governor) Deborah Halloran (Governor)		
Apologies:	Tabusem Rafique (Governor)		
Others in attendance:	Safeena Nazam (Headteacher) Sam Vickers (Chief Executive Officer, CEO) Nawaid Aurangzeb (Interim Chief Financial 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		
Item	Minutes	Action
1.	Welcome and Introductions	
	The Chair opened the meeting at 5:15pm and thanked everyone for attending the meeting. It was confirmed that the finance item would be taken later in the meeting when the Trust's CEO and Interim CFO were present.	



2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	<p>There was one apology for absence received in advance of the meeting from Tabusem Rafique, with consent.</p> <p>There were no declarations of interest and one item raised under AOB. The meeting was quorate.</p>	
4.	Representation	
	<p>The Governance Professional confirmed that there were currently x2 Co-opted Governor vacancies, x1 Parent Governor vacancy and x1 Staff Governor vacancy. There were no new appointments to report. It was also confirmed that there were no terms expiring within the next three months.</p> <p>An update was provided on the progress of two Parent Governor applications. This followed a ballot held for a period of 10-school days in which parents/carers were allowed to vote up to 12 noon on Wednesday 28 January 2026. The parents/carers who received the highest number of votes progressed to the next stage of the application process. The Governance Professional confirmed that should both candidates be successfully appointed, the number of Parent Governor vacancies would be reduced to x0. The Governance Professional would continue to update the board on the applications where applicable. Action: continue to update the SGB on the Governor applications.</p>	Gov Pro
5.	Minutes of the Last Meeting	
	<p>The minutes of the last meeting held on 24 November 2025 were agreed as a true and accurate record.</p>	
6.	Review of Actions from the Minutes	
	<p>Actions were reviewed, most having been completed and some actions were carried forward to the next meeting.</p> <p>The actions tracker was updated to reflect the completion and progress of all actions.</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>	



- Site remedial works ongoing and specific updates were provided. Ongoing support and guidance was being offered by the Trust.
- Arbor MIS transition went smoothly.
- Early Years (reception) - an overview of numbers/percentages on track was shared in advance of the meeting. With targeted intervention for 11 learners, the 2025 NA figures should be achieved.
- KS1 - the school was aiming to achieve its aspirational targets in phonics (10% above the NA). The school also reported on its aims to achieve its aspirational targets in reading, writing and maths (all exceeding NAs). The school was on target to exceed NAs based on assessment point 1 data.
- Pupil premium strategy - this was reviewed, updated accordingly and uploaded to the school website to meet compliance requirements.
- A review of the school's Ofsted Inspection Data Summary Report (IDSR) was completed.

Acronyms had already been added to the acronym sheet:

CWSW - Children With Social Worker;
 CPKTSC - Children Previously Known to Social Care

Action: Governors to note acronyms.

Governors

- Governors were satisfied with the strategies and interventions that were in place to support all learners. Governors were pleased that colleagues were feeling positive and on board with approach changes and new strategies.

Q: Have we captured all pupil premium learners?

A: We consistently engage with parents/carers to ensure all pupil premium learners are recognised. There are possibly more EYFS (reception) learners not captured, this will be revisited. This ensures that all learners receive the correct and most appropriate support possible.

Q: What are the targets based on?

A: Year 1 targets are based on reception performance. There is a focus on learners who just missed out on GLD. These learners are set an aspirational 'expected' target, reading is prioritised.

Q: Is there a particular area learners do not achieve when they miss out on GLD?



	<p>A: It can vary depending on need, however, it is usually writing. We have adopted a slightly different strategy this year which focuses on writing. We are observing great modelling in the classrooms as a subsequence of this change in approach which is also developing learners’ reading abilities.</p> <p><u>SEND:</u></p> <p>The Headteacher reported on new challenges the school had faced and an overall increase in higher needs of some learners. However, the school was taking appropriate steps to ensure that needs were identified as early as possible. This, in turn, supported the implementation of specific plans with relevant support. Holistic approaches were being adopted, for example the involvement of external organisations, to ensure the correct actions were being taken.</p> <p>Governors commented positively on the anonymised breakdown of SEND learners by class. This provided the SGB with a more insightful strategic overview of the school’s current and future SEND requirements. The school had explored temporary funding support (reception transition funding) whilst EHCP submissions were being considered. Parents/carers of learners with SEND needs were engaged and working collaboratively with the school to find the most effective regulation methods. One learner with SEMH needs now has a MSP in place. A Staff Governor added that teachers had greater confidence in implementing SEND provisions in classrooms owing to the greater ownership of individual education plans on provision map.</p> <p>Governors put forward no further questions or comments and thanked the Headteacher for the updates.</p>	
<p>8.</p>	<p>Attendance Update</p>	
	<p>Attendance data had been sent to Governors in advance of the meeting. A live demonstration of Power BI (the Trust’s data analysis tool) was provided to Governors by the Headteacher. Governors were reminded of the Trust’s aspirational attendance target of 98%.</p> <p>The Headteacher compared the school’s attendance data with others schools within the Trust family to demonstrate what the school scrutinises and areas in which they can challenge or collaboratively work with other schools within the Trust family on effective strategies. Granular data for specific groups was demonstrated with the application of filters and drilling into different categories. It was explained that, following a review of the data in such ways, school leaders would then agree subsequent actions.</p>	



	<p>Governors positively noted that free school meal learners and SEND learners were exceeding the NA. Owing to successful strategies, the school had placed:</p> <ul style="list-style-type: none"> • In the top 5 in the DfE’s similar schools attendance table. • 2nd for lowest PA. <p>Colleagues' absence was also highlighted as one of the lowest in the Trust family of schools. Absences of colleagues were understood by Governors who agreed that appropriate support was offered. No further questions or comments were put forward and the Headteacher was thanked for the Power BI demonstration.</p>	
9.	SEF and SIP Progress	
	<p>The Headteacher provided a verbal update on the SEF and SIP to Governors owing to work being carried out to transpose the documents into the new Trust-wide formats.</p> <p>Action: share SEF and SIP documents by the next SGB meeting.</p>	HT
10.	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 children missing in education • 0 inclusion days • 0 suspensions and 0 suspension days • 0 permanent exclusions <p>Discussions followed on the numbers of learners removed from the school’s roll and the number of leave of absence requests. The Headteacher explained the reasons to Governors who had no concerns. The school had adopted a consistent approach in terms of rejecting leave of absence requests and follow up meetings with the Headteacher to demonstrate the impact on learning.</p> <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 thanked the Headteacher for the update and put forward no further questions or comments.</p>	



11.	Policies	
	<p>Policies for Governors' approval were made available in advance of the meeting. There were no questions or comments put forward from Governors and the following policies were ratified:</p> <ul style="list-style-type: none"> ● Relationships and Health Education (RHE) Policy ● Accessibility Plan 2025-28 ● Anti-Bullying Policy <p>Action: update school website and relevant files with the ratified policies.</p>	Gov Pro
12.	Trust Update	
	<p>The Headteacher provided an update on recent IT equipment upgrades.</p> <p>Action: liaise with the IT team on the removal of old IT equipment.</p> <p>The Governance Professional had shared a number of documents with Governors in advance of the meeting. Governors were reminded of each document which would continue to be made available in each SGB meeting document folder:</p> <ul style="list-style-type: none"> ● Trust-on-a-Page - 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. ● Skills Audit Analysis - the data and summary document demonstrated the board's areas of strength and areas for improvement with regards to their skillset. Relevant actions to support the board were produced from the skills audit completed by Governors at the beginning of the 2025/26 academic year. ● Trust Annual Governance Planning Calendar 2025/26 - this document offered full transparency in terms of remit and responsibilities at Member, 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. ● Role descriptor example - the Finance Link Governor role descriptor was provided as a role descriptor example. ● Governor Manual 2025/26 - Governors were reminded that key information was available in this document, such as meeting dates, key school contacts and training links. 	HT
13.	Governor Training and Development	



	<p>The Governance Professional provided an update on Governor’s outstanding training courses. Reminders had been sent in advance of the meeting and Governors would receive further communication on any outstanding training from the Governance Professional following the meeting:</p> <ul style="list-style-type: none"> • Cybersecurity - link to confirm completion here. • Safer Recruitment - minimum Chairs and Vice Chairs. <p>Action: send outstanding training communication to relevant Governors.</p> <p>Action: relevant Governors to complete training by Friday 20 February 2026.</p> <p>Governors were also made aware of the following non-mandatory but recommended training to support knowledge and understanding on attendance - a KPI focus across the Trust family of schools:</p> <ul style="list-style-type: none"> • Monitoring attendance: The Key (online) <p>Action: Governors to submit any training certificates to the Governance Professional.</p>	<p>Gov Pro</p> <p>Governors</p> <p>Governors</p>
<p>14.</p>	<p>Governor Deep Dive Visit Feedback</p>	
	<p>Governors were reminded by the Governance Professional to complete the online school visit form once a visit had been completed. A safeguarding school visit had been completed in November 2025 (refer item 7) and had been made available to Governors in advance of the meeting. A brief summary of the visit was provided by the Safeguarding Link Governor.</p> <p>The Headteacher and Governors thanked the Safeguarding Link Governor for taking the time to complete the school visits. The Chair thanked the school leaders for facilitating the school visits.</p> <p>A Governor had attended the school’s Parents’ Evening, which was well-attended with a good atmosphere. The Trust Attendance Lead attended the school’s parents’ evening to continue promoting attendance and positive conversations about how attendance can be improved.</p> <p><i>Sam Vickers and Nawaid Aurangzeb joined the meeting at 6:37pm.</i></p>	



3.	Finance Update	
	<p>This item was discussed in detail.</p> <p><i>Sam Vickers and Nawaid Aurangzeb left the meeting at 7:10pm.</i></p>	
15.	Upcoming Events (School and Trust-wide)	
	<p>Governors were reminded of the following upcoming events:</p> <ul style="list-style-type: none"> • Batley Girls' Batley Brilliance - Thursday 23 April 2026, 1.00pm - 2.30pm. <p>Action: Governors were asked to confirm their attendance to BGHS' event with the Governance Professional or the Director of Compliance and Governance. An official invitation for this would follow in due course.</p> <p>Manorfield's Batley Brilliance event, scheduled on Thursday 12 February 2026, 1.00pm - 2.30pm, had been postponed. More information would follow on a rearranged date and time when applicable.</p>	Governors
16.	AOB	
	<p>The Vice Chair provided Governors with feedback from the Chairs and Vice Chairs Meeting held in January 2026. It was reported that all schools within the Trust family were represented, which provided the opportunity for best practice sharing and positive discussions about activities that had occurred and were upcoming across the Trust. The school's Headteacher was recognised in the meeting due to the great work attendance work that had been undertaken.</p> <p>Governors extended a thank you to the Vice Chair for attending and the Vice Chair extended a thank you to the Trust and attendees for the meeting.</p>	
17.	Agenda, minutes and related papers	
	<p>It was determined that all 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 7:15pm.</p>	
18.	Date of Next Meeting: Monday 20 April 2026, 5:00pm	