

Batley Multi Academy Trust
Minutes of Purlwell Infant & Nursery School's Governing Board Meeting
Held at Purlwell Infant and Nursery School
Monday 20 April 2026, 5:00pm

Purlwell Infant and Nursery School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Monday 20 April 2026, 5:00pm		
Location:	Purlwell Infant and Nursery School		
Present:	Sarah Palmer (Chair of Governors) Dr. Frances McGregor (Vice Chair of Governors) Ahmed Patel (Governor) Sue Gallivan (Governor) Deborah Halloran (Governor) Tabusem Rafique (Governor)		
Apologies:	None received		
Others in attendance:	Safeena Nazam (Headteacher) 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 5:10pm and thanked everyone for attending.	
2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	There were no apologies for absence received in advance of the meeting and all Governors were present.	



	There were no declarations of interest and two additional items were raised under AOB. The meeting was quorate.	
3.	Representation	
	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 was one term of office due to expire within the next three months. Governors were made aware that this individual had put themselves forward for re-election and as per the Terms of Reference was eligible for a second term of office. The individual left the room and Governors voted in favour of the individual serving a second term. The Chair acknowledged the Governor's ongoing support and contributions to the effectiveness of the SGB and wider school community. An update was provided on the progress of two Parent Governor applications. The Governance Professional reconfirmed that should both candidates be successfully appointed, the number of Parent Governor vacancies would be reduced to x0. The enrolment process linked to the applications were progressing. The Governance Professional would continue to update the board on the applications where applicable. Action: continue to update the SGB on the Governor applications.	Gov Pro
4.	Minutes of the Last Meeting	
	The minutes of the last meeting held on 9 February 2026 were agreed as a true and accurate record.	
5.	Review of Actions from the Minutes	
	The actions tracker was updated to reflect the completion and progress of all actions.	
6.	Headteacher Report	
	The Headteacher's report had been shared with Governors in advance of the meeting. Highlights were discussed by the Headteacher before Governors were invited to put forward any questions or comments: Premises update - Governors noted specific site remedial works and how the collaboration between the Trust and the school significantly contributed to the progress of these works.	



- Finance update - a summary was provided on the positive finance meetings which had occurred between Finance Link Governors, the Trust Headteacher and the Trust Finance Team.
- Curriculum - there was strong progress made in the implementation of the *Ready, Steady, Write* scheme - this had been recognised by the Trust's CEO in a letter addressed to all colleagues. Actions to further improve practices were discussed following classroom observations and reviews at year group level. Governors were updated on the improved modelling of writing (which is aligned with the writing framework), with structured repetitive routines creating a more accessible curriculum for all learners - there were specific interventions in place to support learners where required. Governors were made aware that a positive learner voice had been captured in response to the scheme, with evidence of a broadening confidence in learners' overall academic work (including subjects outside English and writing). Governors were satisfied with the scheme, its effectiveness, and the implementation by relevant colleagues. A curriculum school visit would be arranged in due course to allow the board to observe the scheme in practice. Governors added that they looked forward to the results of reception learners as they moved through the school over the coming years and thanked colleagues for their continued efforts.

Action: curriculum school visit to be arranged before the next SGB meeting to compare and contrast with the visit from November.

- Careers - Careers Week was reported as a success, with a range of activities that prompted thought, discussion and excitement e.g. dressing up in the Early Years. The Unifrog Platform will be introduced next term to support, further develop and evidence the array of opportunities provided to learners throughout their school life (trips, enrichment, visitors, clubs). Governors were also made aware that every teaching colleague has a career path profile on display outside classrooms. This strategy encourages learners to think about what future jobs and roles might be available to them, and importantly, what skills they might want to consider developing to achieve a desired career path.
- SEND - Governors were updated on the number and progress of EHCP applications the school was preparing to submit. An overview was also provided on the SEND needs of the incoming reception cohort (starting in September 2026), including relevant transition funding opportunities being explored. The Headteacher confirmed that all learners are visited at nursery by the Deputy Headteacher/SENDCo. Parents/carers are invited to meet with the SENDCo as an additional transition meeting.
- Attendance - Governors noted the very strong year-to-date attendance figure of 96.78% (up to half term 4). Governors were very pleased with

Governors

	SEND EHCP attendance, achieving 100% in two half terms and a 98.81% year-to-date figure. The Headteacher identified improvement areas and discussed the strategies in place to overcome attendance challenges. Governors were satisfied with these approaches, extending their gratitude to all colleagues for their efforts - high attendance = high attainment. Colleagues were acknowledged for setting a great example to learners with their own strong attendance performance. Q: How do colleagues feel about the new writing scheme? A: Extremely positive. Colleagues are very confident in lesson modelling owing to the clear, strong structure provided by the scheme. The consistency has been key to the scheme's success. Q: Are learners aware of their progress? A: Teachers assess the learners and provide specific feedback on their progress. Targeted interventions occur where applicable. Q: How many providers are the Reception cohort transitioning from? A: Next academic year we have three main providers, but this number can vary from year to year. Q: Do we know the percentage of the cohort who have not been to any provision? A: All learners transitioning into Reception have registered at a provision previously. Governors thanked the Trust Headteacher for the update and put forward no further questions or comments.	
7.	SEND Update	
	This item was covered during item 6.	
8.	Safeguarding Report	
	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: 0 children missing in education	



	• 0 inclusion days • 0 suspensions and 0 suspension days • 0 permanent exclusions Governors discussed the low number of internet filtering incidents and were made aware that any online activity concerns would be flagged by the Trust IT team for the attention of the Headteacher, this included colleagues who may have use of school IT facilities. It was agreed that a summary on the internet filtering system would be obtained from IT by the next SGB meeting. Action: obtain internet filtering system summary via IT. The Headteacher confirmed that face-to-face preventing radicalisation training sessions for school colleagues were scheduled during the week commencing 27 April 2026. Governors thanked the Headteacher for the update and put forward no further questions or comments.	HT/ Gov Pro
9.	Policies	
	The Governance Professional highlighted the new Trust Restrictive Policy for Governors to take cognisance over. This policy was implemented following a statutory guidance update in April 2026 around the use of reasonable force. Action: Governors to note and take cognisance of this policy. The Headteacher added that there was a Trust-wide tracker in place to log incidents in which reasonable force had to be used. Governors were reassured that such instances across the Trust family of school were very rare.	Governors
10.	Governor Deep Dive Visits	
	Governors were reminded to submit any school visit reports via the online form. This could be provided in the Governor manual (which is provided in every meeting folder) and upon request via the Governance Professional.	
11.	Trust Update	
	A number of documents had been shared with Governors in advance of the meeting. The Governance Professional highlighted the 'Belonging in Batley' draft document which had been created following suggestions from fellow SGBs. As part of the Trust's "you said, we did" culture, the proposed document was an additional supportive tool to better equip Governors as custodians of the organisations' culture. The document was created with invaluable Governor input to support Governors with their understanding on whether staff feel they have a sense of belonging within the Trust family. Governor feedback was	



	welcomed and encouraged. Action: Governors to provide feedback/amendment suggestions to the Governance Professional or Director of Compliance and Governance. Governors were reminded of each document which would continue to be made available in each SGB meeting document folder: • 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. • 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.	Governors
12.	Training and Development	
	The Trust's 2025/26 acronyms sheet had been updated following the last cycle of SGB meetings. This was shared in advance of the meeting with Governors. Governors provided feedback on the document's positive impact and support it provided them with.	
13.	Upcoming Events (School and Trust-wide)	
	Upcoming events for Governors to note: • Batley Girls' Batley Brilliance - Thursday 23 April 2026, 1.00pm - 2.30pm. • Hyrstmount's Batley Brilliance - Thursday 4 June 2026, 1:00pm - 2:30pm. • Batley Bake Off (hosted by Upper Batley High School) - Friday 19 June 2026, 10:30am - 12:00pm. The Governance Professional advised Governors that the official invites to Hyrstmount's Batley Brilliance and the Batley Bake Off events would follow in due course. Action: Governors to confirm their attendance at the above events via the	



	Governance Professional or Director of Compliance and Governance.	Governors
14.	AOB	
	The Headteacher informed Governors that a summarised version of the SEF and SIP would be provided to support their reviews of the documents. Action: provide Governors with a summarised version of the SEF and SIP documents by the next SGB meeting. The Headteacher requested voluntary support from the board for an upcoming school trip to Bridlington in June. The specific details on the trip were shared in the meeting. Action: Governors to consider availability and confirm via the Governance Professional/Chair if they could support the school trip as soon as possible. The Governance Professional requested voluntary support from Purlwell Governors for Manorfield's upcoming school trip to The Deep in May. The specific details on the trip were shared in the meeting. Action: Governors to consider availability and confirm via the Governance Professional/Chair if they could support the school trip as soon as possible.	HT Governors Governors
15.	Agenda, minutes and related papers	
	It was determined that part of item 6 be excluded from the copy of minutes available at the school. This information is withheld in accordance with the Freedom of Information Act. There were no further comments or questions and the meeting closed at 6:30pm.	
16.	Date of Next Meeting: Monday 22 June 2026, 5:00pm	