

Batley Multi Academy Trust
Minutes of Purlwell Infant & Nursery School's Governing Board Meeting
Held at Purlwell Infant and Nursery School
Monday 22 June 2026, 5:00pm

Purlwell Infant and Nursery School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Monday 22 June 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) Kanza Asjad (Governor) Anisha Ravat (Governor) Tabusem Rafique (Governor) - present virtually		
Apologies:	None received		
Others in attendance:	Safeena Nazam (Headteacher) Amanda Bryant (prospective Co-opted Governor and observer) 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 5:05pm and thanked everyone for attending the final SGB meeting of the academic year. A warm welcome and thank you	

	was extended to a newly appointed Parent Governor, Kanza Asjad, and to a prospective Co-opted Governor, Amanda Bryant, who was attending in an observer capacity. All attendees introduced themselves.	
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 one item was raised under AOB. The meeting was quorate.	
3.	Representation	
	<i>Anisha Ravat entered the meeting at 5:10pm. Everyone reintroduced themselves for the benefit of Anisha.</i> The Chair reconfirmed the x2 new Parent Governor appointments of Kanza Asjad and Anisha Ravat. As a result of the successful Parent Governor appointments, there were no Parent Governor vacancies; there remained x2 Co-opted Governor vacancies and x1 Staff Governor vacancy. Should the observer's application progress to a successful appointment, the number of Co-opted Governor vacancies would reduce to x1. There was also a new prospective Staff Governor who had put themselves forward for the role, although no official expression of interest had yet been received. Governors would continue to be updated on the progress of any new Staff Governor expression of interest. The Governance Professional confirmed that there were no terms of office due to expire within the next three months. Action: update Governors on Staff Governor onboarding process. The Trust Headteacher announced that they had taken the decision to complete a 12-month sabbatical and would therefore not be present in any capacity during the 2026/27 academic year. The Trust Headteacher confirmed that robust plans were in place to cover the headship duties and responsibilities, with the current Deputy Headteacher stepping up to assume the role of Head of School and the current Early Years Lead stepping up to assume the role of Assistant Headteacher. Governors noted that there would be changes to the SGB's structure following these school structural changes. It was confirmed that communication around the 2026/27 academic year structural changes had been distributed to parents/carers in advance of the SGB meeting on Monday 22 June 2026.	Governors

	Q: Who will be responsible for SEND during the 2025/26 academic year? A: The responsibility of SEND will be shared between the Head of School and the Assistant Headteacher. Q: Is there a handover plan in place? A: A handover is already underway and easier with current staff taking on the roles. Governors were satisfied with the school's approach and wished the Headteacher all the best for the year ahead. All Governors offered support to those colleagues stepping up and expressed confidence in the proposed plans. A discussion on workload occurred, with there being no concerns and Governors agreed that this was a great continued professional development opportunity for those colleagues assuming new roles. The Trust Central Team would be available to offer support where needed. The Chair highlighted a proposed trial for some of the 2026/27 academic year SGB meetings to be held during the day. The Chair and Governance Professional explained that the two meetings to be held during the day would be during the winter months. The trial would occur at three schools within the Trust family to support school colleagues and Governors with their workload, family life, and wellbeing. As always, this trial was subject to the Trusts' plan, do, review and evaluate framework at the close of the 2026/27 academic year, with feedback from Governors welcome throughout the year. Action: Governors to review the proposed early afternoon meeting dates. The Governance Professional shared the first three proposed meeting dates for the next academic year. These were being reviewed by the Trust and school leaders with an imminent update confirming the dates soon to be provided. Action: confirm 2026/27 SGB meeting dates once signed off. The Trust Headteacher was thanked for the update and there were no further questions or comments put forward by Governors.	Governors Gov Pro
4.	Minutes of the Last Meeting	
	The minutes of the last meeting held on 20 April 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, most of which had been completed since the last meeting.	
6.	Headteacher Report	
	The Headteacher's report had been shared with Governors in advance of the meeting. Highlights were discussed by the Trust 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 school significantly contributed to the progress of these works scheduled over the summer break. Governors extended thanks to the school and Trust for mitigating the school's budget impacts via School Condition Allocation (SCA) funding. Governors were satisfied with the general improved safeguarding practices following the new CCTV and access management system installed during the half term break. School leaders confirmed that in the event of an emergency, the fob system would deactivate to allow safe exiting. • Finance update - a summary was provided on the ongoing positive finance meetings which had continued between Finance Link Governors, the Trust Headteacher and the Trust Finance Team. • Curriculum - strong implementation practices of the <i>Ready, Steady, Write</i> scheme continued. Most areas were emerging above the national average (NA), such as Early Years GLD, Y1 and Y2 phonics and writing expected and greater depth standards. With phonics, Governors were reassured that newer learners at the school who were categorised as EAL (English as an additional language) had received the correct supportive interventions to catch up and succeed in phonics. Governors also noted that all EHCP learners reached the expected phonics standard. Writing was discussed specifically owing to the successful implementation of the scheme. Governors were satisfied with the focus on writing as the Trust Headteacher reported significant developments in other aspects of learning developed from learners' confidence in their writing - a recent learner voice survey and curriculum Governor school visit corroborated this. • 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 number of SEND learners and their specific needs in each year starting in September 2026 - appropriate provisions were being considered for every learner for September 2026. As at the start of the	

next academic year, the number of EHCP learners on roll remained unchanged at the beginning of the year. Governors were reminded that SEND changes were ongoing following the White Paper and there was a general national increase in need coming through early years. The process to obtain an EHCP was lengthy, with much evidence required before an application could be submitted. Governors thanked school leaders and teachers for gathering as much supportive evidence as possible and were aware of EHCP application challenges. All attendees celebrated the 98.77% SEND EHCP attendance which bucked the national trend.

- Attendance - Governors noted the very strong year-to-date attendance figure of 95.50% (up to half term 5). Governors were very pleased with SEND EHCP attendance. The Headteacher identified improvement areas and discussed the strategies in place to overcome attendance challenges, extended leave was a specific example discussed. Strategies proved effective as the school had ranked top of the DfE's similar schools comparison league tables for both overall attendance and persistent absence (PA) attendance for the spring and summer terms. Governors extended their gratitude to all colleagues for their efforts - high attendance = high attainment. All colleagues were commended by Governors and school leaders for setting a great example to learners with their own strong attendance performance.

Q: How do we ensure that there is learning continuity across the Trust?

A: There are a variety of collaborations across the Trust family of schools. Regular meetings with representatives from every school attend these. There are curriculum-based meetings with specific subject meetings, like maths, science and reading, to more pastoral areas like safeguarding, behaviour for learning, attendance and careers meetings. These collaborations are great CPD opportunities for attendees to share and learn best practice.

Q: How do we recognise the best attending learners?

A: We have a variety of initiatives at both a school and Trust level. School recognitions include whole-school assemblies, where medals and certificates are awarded. The Trust incentives include whole-school trophies, such as the best weekly attendance, most improved and highest achieved for each half term.

Governors thanked the Trust Headteacher for the update and put forward no further questions or comments.



7.	Key Documents (SEF and SIP 2025/26 and 2026/27 Planning)	
	The school improvement plan (SIP) was shared with Governors in advance of the meeting. A hard copy of the summarised school evaluation form (SEF) was provided for Governors at the meeting. The Trust Headteacher made Governors aware that the SIP was a working document in which the school was continually working hard to close off outstanding actions. The SIP used a RAG-rating for each area and the Trust Headteacher highlighted key actions within the document for Governors' attention. The current SIP was to be added to the meeting folder following the meeting. Action: SIP work-in-progress to be added to the Governor folder. Action: Governors to review the SEF and submit questions to the Trust Headteacher and Trust Deputy Headteacher.	Gov Pro Governors
8.	Safeguarding Update	
	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 inclusion days • 0 suspensions and 0 suspension days • 0 permanent exclusions The Trust Headteacher raised there had been an increase in encompass calls, although there was nothing of serious concern and appropriate actions and measures were in place to support all families (support offered to parents/carers and learners). The school had organised positive handling training for 13 colleagues as part of colleague continued professional development (CPD). Governors were reassured that such incidents occurred very rarely, and positive handling promoted the deescalating of potentially harmful situations. The Trust Headteacher was thanked for the update and no further questions or comments were put forward.	
9.	Governor Deep Dive Visits	
	A SEND school visit report had been shared with Governors in advance of the meeting. A recent curriculum visit had also been completed and the report	



	would be submitted and made available to Governors before the close of the academic year. Summaries of both visits were provided at the meeting. The curriculum visit highlighted the positive impacts of the writing scheme amongst learners and colleagues alike. Governors put forward no further comments or questions.	
10.	Policies	
	It was confirmed that there were no policies to be reviewed this cycle. Governors were made aware of the intention to reintroduce some policies, which would be worked on and table for Governor approval in due course. Governors discussed the school's statutory obligations to meet new legislation, such as the Children's Wellbeing and Schools Act 2026 and Benedict's Law. Governors were reassured that steps had been taken and continued to be worked hard on at both a school and Trust level to ensure the school and Trust continued to operate lawfully.	
11.	Trust Update	
	A number of documents had been shared with Governors in advance of the meeting. Governors were reminded of each of the following documents which would continue to be made available in each SGB meeting folder: • Trust-on-a-Page - a termly update 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.	
12.	Training and Development	
	The Trust's 2025/26 acronyms sheet had been provided following this request at the previous SGB meeting. A thank you was also shared to Governors who had	

	completed the safeguarding knowledge check. This feedback was vital in supporting the development of the Trust's safeguarding strategy for the coming academic years. The Chair thanked the Governance Professional for the update and there were no further comments or questions put forward.	
13.	Upcoming Events (School and Trust-wide)	
	Upcoming events for Governors to note: • Batley Bake Off (hosted by Upper Batley High School (UBHS)) - Thursday 25 June 2026, 10:30am - 12:00pm. • UBHS Year 10 Mock Interviews - Friday 26 June 2026, 9:00am - 3:00pm • Purlwell's Batley Brilliance - Thursday 2 July 2026, 1:00pm - 2:30pm • Purlwell's Festival - Wednesday 15 July 2026, 9am start Governors were advised that UBHS had opened up an invite to all governance volunteers within the Trust family to support their Y10 mock interview process. The Governance Professional confirmed that the official invite to Purlwell's Batley Brilliance event 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 Governance Professional requested Governors complete a feedback form in which their brilliance would be celebrated in the upcoming and last Great Governance newsletter of the academic year. This link had been shared in advance of the meeting and was reshared at the meeting. Action: Governors to complete <i>Celebrating You!</i> Feedback form. Governors acknowledged their role in supporting colleagues during the 2026/27 academic year. Support was also offered and available any time from colleagues within the Trust family of schools, including the Trust Central Teams. The Trust Headteacher was wished a final enjoyable and restful 12-month sabbatical. There were no further comments or questions put forward.	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 6:50pm.	
16.	Date of Next Meeting: Monday 28 September 2026, 5:00pm	