



**Batley Multi Academy Trust**  
**Minutes of Manorfield Infant and Nursery School's Local Governing Board**  
**Meeting**

**Held on Tuesday 16 September 2025, 5:30pm**

<b>Manorfield Infant and Nursery School</b>			
Meeting of:	Full LGB		
Date and time:	Tuesday 16 September 2025, 5:30pm		
Location:	Manorfield Infant and Nursery School		
Present:	Ellen Loughhead JP (Governor) Angela Barnett (Governor) Amy Wilby(Governor) Eve Clarke (Governor) Kamilla Nadat (Governor)		
Apologies:	Ibrar Hussain (Governor) Nita Gosal (Governor)		
Others in attendance:	Geoff Alvy (Prospective Governor) Kate Ellis-Holmes (Headteacher) Ben Tierney (Assistant Headteacher) Samantha Vickers (Chief Executive Officer) 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:	Yes

<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>1.</b>	<b>Welcome and Introductions</b>	
	The Governance Professional opened the meeting at 5:34pm and thanked everyone for attending the first meeting of the 2025/26 academic year.  The Governance Professional extended a warm welcome to a	



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	prospective Governor and observer at the meeting, and a formal introduction would be made in item 3.	
<b>2.</b>	<b>Apologies for Absence, Consent, Declaration of Interest and AOB</b>	
	Apologies had been received from Ibrar Hussain and Nita Gosal in advance of the meeting, with consent. There were no declarations of interest and the meeting was quorate.	
<b>3.</b>	<b>Representation</b>	
	<p>The Governance Professional provided an update on recent movement on the governing board since the last meeting on 8 July 2025. This included a warm welcome to a new prospective Co-opted Governor. The Co-opted Governor introduced themselves and spoke of their governance experience, which spanned over a 35-year period with over 20 years experience acting as a Chair of Governors. There were no objections to the Co-opted Governor joining the board, and they were welcomed by all attendees. The Chair of Governors advised attendees that they would be stepping down as Chair following an interim period where they supported as Chair and the proposed Co-opted Governor would then assume this position. Governors recognised the need for this change in the structure and were happy to proceed on this basis.</p> <p>Recent Governors that had stepped down or ceased their position were recognised for their contributions and thanked formally by the Governance Professional on behalf of the school and governing board.</p> <p>The Governance Professional confirmed there were three Parent Governor vacancies and one Staff Governor vacancy. The Headteacher and Governance Professional agreed that a plan to recruit for the roles would be made following the meeting. <b>Action: agree recruitment plan and advertise for governor vacancies.</b></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>	Gov Pro/HT



	<p>The Governance Professional shared the proposal created 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) - Geoff Alvy          *SEND (including pupil premium/disadvantaged) - Angela Barnett          Careers - TBC (filled by possible future appointment)          Outcomes/Curriculum (incl reading/EYFS) - Amy Wilby          Behaviour and Attendance - Ibrar Hussain and Kamilla Nadat          Finance - Geoff Alvy, Angela Barnett and Ibrar Hussain          Health &amp; Safety - (Estates Management including catering provision) - Eve Clarke          Community - Nita Gosal</p> <p>(*statutory link roles)</p>	
<p><b>4.</b></p>	<p><b>Appointment of Chair and Vice Chair</b></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. Geoff Alvy was appointed as the Chair of Governors. Governors and the Headteacher extended a thank you to the former Chair of Governors for guiding and supporting the school in the interim period. Their expertise was recognised and the school was grateful for their leadership.</p> <p>Governors were invited to put themselves forward for the role of the Vice Chair of Governors. One governor put themselves forward and all governors agreed that the candidate did not need to leave the room</p>	



	<p>whilst they voted. Angela Barnett was appointed as the Vice Chair of Governors.</p> <p>Governors were then invited to introduce themselves for the benefit of the new Chair of Governors.</p>	
<b>5.</b>	<b>Minutes of the last meeting</b>	
	The minutes of the last meeting held on 8 July 2025 were agreed as a true and accurate record.	
<b>6.</b>	<b>Review of Actions from the minutes</b>	
	<p>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.</p> <p>Two actions were outstanding.</p>	
<b>7.</b>	<b>Governance</b>	
	<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"> <li>● <b>Scheme of Delegation (full) including Terms of Reference and the LGB constitution</b> <ul style="list-style-type: none"> <li>○ 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 a local level with Trust Heads and our Local Governing Boards and committees.</li> <li>○ 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</li> </ul> </li> </ul>	



	<p>on the importance of collaboration across our family of schools.</p> <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"> <li>● <b>Academy Trust Handbook</b> <ul style="list-style-type: none"> <li>○ Governors were asked to read and familiarise themselves with the 2025 Academy Trust Handbook. The biggest changes were focused on finance and financial expectations.</li> </ul> </li> </ul> <p>Governors had been asked to complete the following by Friday 26 September 2025:</p> <ul style="list-style-type: none"> <li>● Code of Conduct</li> <li>● Skills Audit</li> <li>● Conflict of Interest Form</li> </ul> <p><b>Action:</b> Governors to complete the above forms.</p> <ul style="list-style-type: none"> <li>● <b>Role of: documents</b> - link governor role descriptors, include useful questions to ask on school visits; these will be shared with individual governors. <b>Action:</b> share documents with Governors.</li> <li>● <b>Governor Privacy Notice</b>            The Governor Privacy Notice was also shared which explains how the Trust collects, stores, and uses personal data about Governors.</li> </ul>	<p>Governors</p> <p>Gov Pro</p>
<p><b>8.</b></p>	<p><b>New Guidance (DfE) (for information)</b></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> <ul style="list-style-type: none"> <li>● <a href="#">Keeping Children Safe In Education 2025 (September 2025)</a></li> <li>● <a href="#">Early Years Foundation Stage Framework 2025 (September 2025)</a></li> </ul>	
<p><b>9.</b></p>	<p><b>Headteacher’s Report</b></p>	
	<p>The Headteacher provided some context on the challenges the school had faced during the 2024/25 academic year. Governors acknowledged these challenges before being provided with key updates on:</p>	



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

Outcomes highlights were as follows:

- Early Years GLD - 53.6% (3.6% year-on-year increase).
- Year 1 phonics screening - 81% (17.5% year-on-year increase).
- Year 2 reading (WTS) - 44.6% (9.2% year-on-year increase).
- Year 2 writing (WTS) - 50% (10% year-on-year increase).
- Year 2 maths (EXS) - 60.7% (2.2% year-on-year increase).

The Headteacher provided a summary of reading schemes to governors, and explained the collaboration that the Trust family of schools had undertaken in exploring such schemes. The school was encouraged to use a different scheme as a result, which was also supported by an external organisation who continue supporting the school with reviews of their strategies.

Q: How do colleagues feel about delivering a number of different schemes?

A: The feedback is generally positive. There are clear structures to the schemes that have been adopted. The supports the teaching and learning in the classrooms.

Q: What action is taken if schemes are not providing the required level of comprehension?

A: The great thing about the schemes is they allow adaptations for every lesson. Once feedback is collated from colleagues, we make the necessary amendments. Lessons are adapted to fit the specific classroom setting that it is being delivered in. This supports teachers to deliver the lesson at the correct pace. When colleagues have identified the need to break down writing and reading lessons further, this has happened to maintain an engaging and focused learning environment.

Q: When do you expect the scheme to be rolled out on a wider scale?

A: In due course now we are nearing the end of the trial period.



	<p>A discussion followed on the importance of the continuity of schemes from Year 1 into Year 2 and it was agreed that the school should continue exploring and developing appropriate schemes. Governors were satisfied with the school's reflective work to establish the best scheme(s) which supports the needs of the learners. Governors were reassured that any development of a scheme was to ensure that the school continued to offer a broad, ambitious and balanced curriculum that was accessible to all learners. The schemes helped to streamline this offer in a logical way and were constantly reviewed by senior leaders. Final comments were made around the cost and a potential discount option was being explored.</p> <p>Last year's SEF heatmap was discussed and governors noted that the school continued its positive journey across all areas, with no area considered 'limited' and over 70% of areas in the green.</p>	
<b>10.</b>	<b>Project/Site Works Summary</b>	
	<p>The Headteacher provided a verbal update on recent projects completed and ones that needed to be carried out:</p> <ul style="list-style-type: none"> <li>• Headteacher and reception office spaces were completed.</li> <li>• Roofing repairs - support and direction was being received by the Trust's Chief Operating Officer.</li> </ul>	
<b>11.</b>	<b>Policies</b>	
	<p>One policy was shared with governors in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• SEND Info Report.</li> </ul> <p>The main amendments were presented to governors. A brief discussion was had around the use of phone and tablet screen usage at home. The school confirmed that no learner had brought a device into school. No further questions or comments were put forward and governors ratified the document.</p>	
<b>12.</b>	<b>Trust Update</b>	
	<p>An update was provided by the Governance Professional:</p> <ul style="list-style-type: none"> <li>• Trust representative - will attend LGB meetings at governors' invitation. Governance Professional to arrange as required.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Trust Offer - the services that the Trust offers to its family of schools was outlined and reference was made to the Trust Offer document. Overall, the Trust comprises eight schools, over 700 colleagues, over 4,500 learners which ultimately form one community.</li> <li>• Trust-on-a-page - the document shared termly providing information about collaborations between the Trust and school.</li> <li>• 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.</li> <li>• Governor Manual - updates shared for 2025/26.</li> <li>• 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.</li> </ul>	
<p><b>13.</b></p>	<p><b>Upcoming events (school and Trust wide)</b></p>	
	<p>Governors were reminded of the following upcoming events:</p> <ul style="list-style-type: none"> <li>• Batley Brilliance - UBHS - Thursday 18 September, 1pm -2:30pm</li> <li>• Governance Conference - Saturday 18 October, 9am - 12:00pm at Gomersal Park Hotel</li> </ul> <p><b>Action:</b> 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>
<p><b>14.</b></p>	<p><b>Training and Development</b></p>	
	<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"> <li>• Thursday 25 September 2025 6pm - 7.30pm</li> <li>• Thursday 9 October 2025 9.30am - 11am</li> </ul> <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><b>Action:</b> Governors to confirm their attendance at one of the above training sessions.</p> <p><b>Action:</b> Governance Professional to share relevant training linked to Governor's remit/area of responsibility.</p> <p><b>Action:</b> Governors to complete relevant training.</p>	<p>Governors</p> <p>Gov Pro</p> <p>Governors</p>
<b>15.</b>	<b>AOB</b>	
	<p>A thank you was extended to Ellen Loughhead JP by the CEO and Headteacher for her contributions and support in her capacity as interim Chair of Governors.</p> <p>Nothing further was discussed and the meeting closed at 7:20pm.</p>	
<b>16.</b>	<b>Agenda, minutes and related papers</b>	
	It was determined that no part of the minutes be excluded from the copy that is available at the school.	
<b>17.</b>	<b>Next Meeting:</b> Tuesday 11 November 2025, 5:30pm	

### **Actions from the Minutes**

<b>Agenda Item</b>	<b>Date first raised</b>	<b>Matter arising from minutes</b>	<b>Action by</b>	<b>Notes</b>	<b>Actioned Y/N</b>
7. Headteacher's Report	15/05/2025	Neurodiversity training project	Gov Pro		
3. Representation	08/07/2025	Extend invite to prospective governors	Governors		<b>Y</b>
6. Headteacher's Report	08/07/2025	Develop Phonics scheme	SG Gov/HT		<b>Y</b>
11. Governor Visits and Training	08/07/2025	Preferred communication channels with parents to be explored	HT		



3. Representation	16/09/2025	Agree recruitment plan and advertise for governor vacancies.	Gov Pro/HT		
7. Governance	16/09/2025	Complete Code of Conduct; Skills Audit; Conflict of Interest forms by Friday 26 September	Governors		
7. Governance	16/09/2025	Share the role descriptor documents with Governors	Gov Pro		
13. Upcoming events (school and Trust-wide)	16/09/2025	Confirm attendance at upcoming events via Gov Pro/DofC&G	Governors		
14. Training and development	16/09/2025	Confirm attendance for safeguarding training session via Gov Pro/DofC&G	Governors		
14. Training and development	16/09/2025	Share relevant training links	Gov Pro		
14. Training and development	16/09/2025	Governors to complete relevant training linked to their role	Governors		