



Batley Multi Academy Trust
Minutes of Manorfield Infant and Nursery School's Governing Board Meeting
Held on Tuesday 27 January 2026, 5:30pm

Manorfield Infant and Nursery School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Tuesday 27 January 2026, 5:30pm		
Location:	Manorfield Infant and Nursery School		
Present:	Geoff Alvy (Chair of Governors) Angela Barnett (Vice Chair of Governors) Amy Wilby (Governor) Nita Gosal (Governor) Ibrar Hussain (Governor) Kamilla Nadat (Governor)		
Apologies:	Eve Clarke (Governor)		
Others in attendance:	Kate Ellis-Holmes (Headteacher) Ben Tierney (Early Years Lead) Sam Vickers (Chief Executive Officer) 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	
	<p>The Chair opened the meeting at 5:30pm and thanked everyone for attending. Introductions were made for the benefit of all attendees.</p> <p>The Chair noted the Headteacher's substantive appointment and welcomed them officially to the role.</p>	



2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	There were apologies received in advance of the meeting from Eve Clarke, with consent. There were no declarations of interest, no items raised under AOB and the meeting was quorate.	
3.	Representation	
	<p>The Governance Professional confirmed there were no new appointments to report and no terms of office expiring in the next three months.</p> <p>There were x3 Parent Governor vacancies and x1 Co-opted Governor vacancy confirmed. The Governance Professional confirmed that a readvertisement for x2 Parent Governor roles was live from Monday 26 January 2026 and would close on Friday 13 February 2026, as agreed with the Trust Headteacher and Chair of Governors in advance of the meeting.</p> <p>The Governance Professional would continue to provide the board with relevant updates.</p> <p>Action: update relevant stakeholders on Parent Governor applications received.</p>	Gov Pro
4.	Minutes of the Last Meeting	
	The minutes of the last meeting held on 11 November 2025 were agreed as a true and accurate record.	
5.	Review of Actions	
	<p>Two outstanding actions had been completed. Two outstanding actions remained ongoing. One new action from 11 November 2025's meeting had been completed. Two new actions from 11 November 2025's meeting were ongoing.</p> <p>The actions tracker was updated to reflect the completion and progress of all actions.</p>	
6.	Trust Headteacher's Report	
	The Trust 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:	



Early Years Foundation Stage (EYFS):

- The EYFS curriculum had been revised and great collaborative work was reported between the school’s Early Years Lead and the Trust School Improvement Partner.
- A new writing scheme had been implemented - Governors were informed that learners were already exceeding expectations for this time of the year.
- Handwriting remains a priority and Governors were updated on strategies following a recent writing curriculum review.

KS1:

- Phonics remains a strength via *Read Write Inc*, which is delivered consistently by trained colleagues. Teaching is structured with precise modelling and appropriate adaptations where applicable.
- There are visible positive impacts from the new writing scheme and these had been observed via senior leaders’ learning walks.
- Maths continues to develop via the school’s new Mathematics Lead, with a more consistent approach being applied in classrooms. Developments in the *White Rose Maths* scheme are ongoing.
- Reading remains a priority in KS1.

A finance update was provided to Governors, including a breakdown of key areas within the school’s budget. It was reported that the school would achieve an in-year balanced budget for the 2025/26 academic year.

Q: As a new Trust Headteacher do you feel you are receiving the correct support and training around finances?

A: There are regular meetings with myself, the Trust Finance team and the CEO. We have honest, open dialogue and if we need to purchase items for school we have the opportunity to raise such requests in the finance meetings. In general, the support from the Trust, school colleagues and Governors is fantastic - thank you to everyone for this.

A staff Governor added that the school senior leaders’ and Trust’s ongoing work with finances-related matters was positive and reassuring. Governors were satisfied with the financial update and the Chair requested attendance of the Interim Chief Financial Officer at the next meeting. **Action: add a finance item and request Interim CFO attendance for the next SGB meeting.**

The school’s pupil premium strategy was noted by Governors, who put forward no further questions or comments.

The SEND report had been shared with Governors in advance of the meeting. A SEND Governor visit had also been completed and the report had been shared

Gov Pro



	with Governors in advance of the meeting. A summary of the visit with key highlights was made.	
7.	Attendance Update	
	<p>Attendance data had been shared with Governors in advance of the meeting and the following highlights were made during the meeting:</p> <ul style="list-style-type: none"> ● Attendance remains a priority (target of 98%). ● Impacts on attendance were explained to Governors, such as illnesses, overseas travel and sickness bugs. ● The school won the weekly Trust most improved award for the week commencing 12 January 2026. ● Arbor MIS will further strengthen the data that is available to the school (along with Power BI and the support of the Trust Data Analyst). As a result, teaching staff would be further empowered to own and drive improvements with their classroom’s attendance. <ul style="list-style-type: none"> ○ A Staff Governor reported different initiatives driven by learner feedback and input from a questionnaire. ● The school would be exploring auto-messaging solutions via Arbor. <p>Q: Do we understand the reasons behind attendance trends?</p> <p>A: Yes and we are constantly engaging with parents/carers to demonstrate the context behind missed learning. These come via phone call meetings, letters and face-to-face meetings. We are also focusing on nursery to embed high attendance expectations early ready for statutory school age.</p> <p>Governors acknowledged the challenging circumstances with attendance and were satisfied with the school’s strategies. Consistency in how these strategies are implemented is the key to their success. The Trust Headteacher was thanked for the update and Governors put forward no further questions or comments.</p>	
8.	SEF and SIP Progress	
	No documents were shared in advance of the meeting owing to the continued SEF and SIP work which the new Headteacher was undertaking, with support from the CEO. Governors were provided a verbal update on SEF and SIP progress and it was confirmed that a documented progress update would be provided to Governors in due course. These documents are now much stronger, evidence-informed and analytical.	



	<p>Governors agreed to put forward no questions or comments until the documents had been shared.</p> <p>Action: share the SIP & SEF progress reports in the next SGB meeting.</p>	<p>HT/ Gov Pro</p>
9.	Safeguarding Report	
	<p>The safeguarding report was shared with governors in advance of the meeting. A summary was provided to governors by the school, before governors were invited to put forward any questions and comments. Highlights included:</p> <ul style="list-style-type: none"> • 0 inclusion days • 0 suspension days • 0 permanent exclusions • 1 of the LOA requests received in HT2 had been rejected - parents cancelled their trip after meeting the Headteacher. <p>The school explained their consistent approach with extended leave of absence requests, whereby a formal meeting with the Trust Headteacher was required. This process involved the results of potential lost learning if a learner was not in school.</p> <p>Governors were also advised that some cases continued to be monitored closely, but were not of concern. Governors thanked the school for the update and put forward no questions or comments.</p>	
10.	Policies	
	<p>The policies tabled for the SGB's approval were shared in advance of the meeting. Governors had no amendments suggestions to make and the following policies were ratified:</p> <ul style="list-style-type: none"> • Relationships and Behaviour Policy • Anti-Bullying Policy • RSHE Policy <p>Action: add ratified policies to the school website.</p>	<p>Gov Pro</p>
11.	Trust Update	
	<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>	



- **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.

12. Training and Development

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:

- [Cybersecurity](#) - link to confirm completion [here](#).
- [Safer Recruitment](#) - minimum Chairs and Vice Chairs.

Action: send outstanding training communication to relevant Governors.

Gov Pro

Action: relevant Governors to complete training by Friday 13 February 2026.

Governors

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:

- [Monitoring attendance: The Key](#) (online)

Action: Governors to submit any training certificates to Gov Pro.

Governors



13.	Upcoming Events (School and Trust-wide)	
	<p>Upcoming Events for Governors to note:</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
14.	Governor Deep Dive Visit Feedback	
	<p>Governors were reminded by the Governance Professional to complete the online school visit form once a visit had been completed.</p> <p>A SEND school visit form had been submitted in advance of the meeting and this was shared with Governors in advance of the meeting (discussed during item 6).</p>	
15.	AOB	
	Nothing was added.	
16.	Agenda, minutes and related papers	
	<p>It was determined that part of item 6 be excluded from the copy of the minutes that are available at the school. This information is withheld in accordance with the Freedom of Information Act.</p> <p>Nothing further was discussed and the meeting closed at 7:15pm.</p>	
17.	Next Meeting: Tuesday 24 April 2026, 5:30pm	