



Batley Multi Academy Trust
Minutes of Manorfield Infant and Nursery School's Governing Board Meeting
Held on Tuesday 14 April 2026, 5:30pm

Manorfield Infant and Nursery School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Tuesday 14 April 2026, 5:30pm		
Location:	Manorfield Infant and Nursery School		
Present:	Geoff Alvy (Chair of Governors) Angela Barnett (Vice Chair of Governors) 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) Nawaid Aurangzeb (Chief Financial Officer) Kris Shepley (Trust Finance Support 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	
	The Chair opened the meeting at 5:30pm and thanked everyone for attending. A warm welcome and thank you was extended to the Trust Chief Finance Officer (CFO) and Trust Finance Support Officer for attending the meeting. Introductions were made for the benefit of all attendees.	



2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	There was one apology for absence received in advance of the meeting, from Eve Clarke, with consent. Amy Wilby's absence was noted. There were no declarations of interest, no items raised under AOB and the meeting was quorate.	
3.	Finance Update	
	This item was discussed in detail and a record of this discussion forms Part B. <i>Nawaid Aurangzeb and Kris Shepley left the meeting at 6:00pm.</i>	
4.	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 there had been a change of approach for the Parent Governor recruitment strategy whereby the Governance Professional attended the school's latest Stronger Together Parent Forum. Leaflets and the Parent Governor role descriptor were handed out and the school's colleagues continued to engage with parents/carers on the opportunities available. Action: Headteacher to keep Governance Professional updated on any potential parent/carer candidates.</p>	HT
5.	Minutes of the Last Meeting	
	The minutes of the last meeting held on 27 January 2026 were agreed as a true and accurate record.	
6.	Review of Actions	
	<p>The actions tracker was updated to reflect the completion and progress of all actions.</p> <p>The Headteacher provided a verbal update on the SIP and SEF and Governors noted the updates were in conjunction with Ofsted's new toolkit. The Chair agreed that converting the documents into a new format had been a lengthy but worthwhile exercise. The SIP has been shared and the SEF is currently being updated again in light of spring term progress data. Action: share the newly formatted SEF again when spring term updates are finalised.</p>	HT



7.	Headteacher's Report	
	<p>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:</p> <p><u>Attendance:</u> The school's consistent approach was leading to improved attendance outcomes. There was a continued half termly positive trend in attendance data and national average gaps were being eradicated.</p> <p>Governors challenged the discrepancies between nursery classes, particular days of the week, and severe PA. Governors were satisfied that the school understood the reasons in which attendance areas could be further improved, and were pleased that strategies were in place to continue improving attendance. Strategies included, but were not limited to, attendance letters, meetings with teachers and the Headteacher and support from the Trust Attendance Lead.</p> <p>Governors congratulated the school for continuing to remain resilient and for overcoming attendance challenges. Governors were satisfied that the school's consistent strategies were delivering positive attendance outcomes. Significant progress has been made in this area since January this year. Governors thanked leaders for their hard work and tenacious approach to the management of attendance.</p> <p><u>Outcomes:</u> Outcomes data was provided to Governors who were invited to ask questions, outside of the meeting following greater discussion on earlier agenda items.</p> <p>The Trust Headteacher was thanked for the update and Governors put forward no further questions or comments. The Chair extended thanks to senior leaders, all teaching colleagues, and operational and associate colleagues for their continued positivity, hard work and dedication. It had been a challenging term due to staff absence and the new Headteacher had managed this challenging situation extremely well. There would be further capacity now that the new HLTA and AHT have taken up post this term.</p>	
8.	SEND Update	
	<p>The SEND report had been shared with Governors in advance of the meeting. The Headteacher highlighted areas for Governors' attention before inviting them to put forward any questions and comments:</p>	



	<ul style="list-style-type: none"> • Ongoing support was being offered by the Trust SEND Lead to ensure the school was meeting its statutory responsibilities and providing a high quality, highly accessible curriculum. • An overview of the number of learners with EHCPs and identified as SEND K was provided, including strategies to support learners and families. <p>School leaders and Governors extended their gratitude to the Trust SEND Lead for continuing to offer support to the school and for continuing to share their expertise and knowledge.</p>	
<p>9.</p>	<p>Safeguarding Update</p>	
	<p>The safeguarding report was shared with Governors at the meeting. A summary of the data was provided to Governors by the Early Years Lead, 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 • LOA requests had reduced throughout the year and only one was received in HT4. <p>Governors commented on the positive update and were satisfied that effective strategies were in place for the school to continue strong safeguarding practices. Governors thanked the school for the update and put forward no further questions or comments.</p>	
<p>10.</p>	<p>Policies</p>	
	<p>The Governance Professional highlighted the new Trust Restrictive Interventions Policy for Governors to take cognisance of. This policy was implemented following a statutory guidance update in April 2026 around the use of reasonable force.</p> <p>Action: Governors to note and take cognisance of this policy.</p> <p>There were no questions or comments put forward by Governors.</p>	<p>Governors</p>
<p>11.</p>	<p>Trust Update</p>	
	<p>A number of documents had been shared with Governors in advance of the meeting. The Governance Professional highlighted the 'Belonging in Batley' draft</p>	



	<p>document which has 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.</p> <p>The CEO also reminded Governors of each of the following documents which would continue to be made available in each SGB meeting folder:</p> <ul style="list-style-type: none"> ● 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. <p>In addition, major site development works have been undertaken over the Easter break with the remodelling and total refurbishment of the staffroom, the photocopy space, the library, the purchasing of classroom resources, all new learner chairs throughout school and visualisers for every classroom. Also, the School Improvement Consultant support has been ongoing throughout this academic year and would continue next year. The entire school staff team were taken on a visit to two exceptional schools in January to support further development in curriculum development and teaching and learning. Colleagues need to see firsthand what exceptional looks like in every area of school life.</p>	<p>Governors</p>
<p>12.</p>	<p>Training and Development</p>	
	<p>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.</p>	



	Governors provided feedback on the document's positive impact and support it provided them with.	
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. • 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. <p>The Governance Professional advised Governors that the official invite to Hyrstmount's Batley Brilliance event would follow in due course.</p> <p>Action: Governors to confirm their attendance at the above events via the Governance Professional or Director of Compliance and Governance. Official invitations for Hyrstmount's and the Batley Bake Off events would follow in due course.</p>	Governors
14.	AOB	
	<p>The school requested voluntary support from Governors for an upcoming school trip to The Deep in May. The specific details on the trip were shared in the meeting.</p> <p>Action: Governors to consider availability and confirm via the school if they could support the school trip as soon as possible.</p> <p>Action: Governance Professional to put forward the request to other Trust family SGBs.</p>	Governors Gov Pro
15.	Agenda, minutes and related papers	
	<p>It was determined that all of item 3 and part of item 7 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>	
16.	Next Meeting: Tuesday 16 June 2026, 5:30pm	