



Proud to be a part of

**Batley Multi Academy Trust**



**Batley Multi Academy Trust**  
**Minutes of Manorfield Infant and Nursery School's Governing Board Meeting**  
**Held on Tuesday 16 June 2026, 5:30pm**

**Manorfield Infant and Nursery School**

|                       |                                                                                                                                                                                                                                                                                                                  |             |     |
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| Meeting of:           | Full School Governing Board (SGB)                                                                                                                                                                                                                                                                                |             |     |
| Date and time:        | Tuesday 16 June 2026, 5:30pm                                                                                                                                                                                                                                                                                     |             |     |
| Location:             | Manorfield Infant and Nursery School                                                                                                                                                                                                                                                                             |             |     |
| Present:              | Angela Barnett (Vice Chair of Governors)<br>Nita Gosal (Governor)<br>Kamilla Nadat (Governor)                                                                                                                                                                                                                    |             |     |
| Apologies:            | Geoff Alvy (Chair of Governors)<br>Ibrar Hussain (Governor)<br>Eve Clarke (Governor)<br>Amy Wilby (Governor)                                                                                                                                                                                                     |             |     |
| Others in attendance: | Kate Ellis-Holmes (Headteacher)<br>Sarah Corcoran (Assistant Headteacher)<br>Ben Tierney (Early Years Lead)<br>Sam Vickers (Chief Executive Officer)<br>Kris Shepley (Trust Finance Support Officer)<br>Jane Jackson (Prospective Co-opted Governor and observer)<br>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 |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>1.</b> | <b>Welcome and Introductions</b>                                                                                                                       |        |
|           | In the absence of the Chair, the Vice Chair of Governors opened the meeting at 5:30pm and thanked everyone for attending. A warm welcome and thank you |        |



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|           | was extended to the prospective Co-opted Governor, who was attending in an observer capacity, to the Trust Finance Support Officer and to the newly appointed Assistant Headteacher, who was attending their first SGB meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                  |
| <b>2.</b> | <b>Apologies for Absence, Consent, Declaration of Interest and AOB</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                  |
|           | <p>There were four apologies for absence received in advance of the meeting, from Geoff Alvy, Ibrar Hussain, Amy Wilby and Eve Clarke, all with consent.</p> <p>There were no declarations of interest, no items raised under AOB and the meeting was quorate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                  |
| <b>3.</b> | <b>Finance Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                  |
|           | <p>This item was discussed in detail and a record of this discussion forms Part B.</p> <p><i>Kris Shepley left the meeting at 5:41pm.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                  |
| <b>4.</b> | <b>Representation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                  |
|           | <p>The Governance Professional confirmed there were no new appointments to report and no terms of office expiring in the next three months. A number of Co-opted Governor pen portraits had been shared with Governors in advance of the meeting from prospective candidates. Feedback on the pen portraits was requested from Governors by the Governance Professional, and the Governance Professional was to follow up with prospective candidates outside the meeting.</p> <p><b>Action:</b> Gov Pro to follow up with prospective candidates.</p> <p>The CEO announced that Amy Wilby would be stepping down from the SGB at the end of the academic year, owing to new commitments within the Trust family of schools and across the county. Attendees thanked Amy for her expertise, dedication and strong contributions over the years in her Governor role. Governors were pleased that Amy's services were being retained in the Trust family and wished Amy the very best of luck with her new commitments.</p> <p>The Trust Headteacher also updated the board on the positive engagement work with parents/carers to recruit against the Parent Governor vacancies. Parents/carers had been identified and conversations were ongoing with potential candidates about the application progress. The Governance Professional would follow up with the Trust Headteacher following the meeting.</p> <p><b>Action:</b> Gov Pro and Trust Head to follow up outside the meeting.</p> | <p>Gov Pro</p> <p>HT/Gov Pro</p> |



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| <b>5.</b> | <b>Minutes of the Last Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|           | The minutes of the last meeting held on 14 April 2026 were agreed as a true and accurate record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>6.</b> | <b>Review of Actions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|           | The actions tracker was updated to reflect the completion and progress of all actions, most having been completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>7.</b> | <b>Headteacher's Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|           | <p>The Headteacher's report had been shared with Governors in advance of the meeting. The Chair of the meeting thanked the Trust Headteacher for the detail included within the report. Highlights were made before Governors were invited to put questions and comments forward.</p> <p><b><u>Staffing:</u></b></p> <p>The appointment of the new Assistant Headteacher was reconfirmed, with the positive impacts since the appointment being reported e.g. supporting colleagues via the classroom monitoring initiative and colleagues responding well. Classroom practice is improving as a result. The additional capacity created from the appointment had helped to strengthen and develop colleague support strategies. Governors were made aware that these strategies, such as a staff handbook, would continue to develop ready for implementation by September 2026. Governors agreed that such strategies were significant in continuing to improve professional standards, expectations, raise aspirations and the ongoing professional development of all colleagues. Other key appointments of an Early Careers Teacher (ECT) and of a Higher Learning Teaching Assistant (HLTA) were noted as having positive impacts. Leaders recognised that stable staffing is essential to securing consistently strong outcomes for learners and this remained a key priority moving forward.</p> <p>Q: Will timetables be revisited?</p> <p>A: Yes, a full review will occur in September.</p> <p>Q: How are we ensuring that colleagues continue to feel supported?</p> <p>A: We hold professional meetings to ensure that colleagues feel supported. Where applicable, there is additional support offered from the Trust People and</p> |  |



Talent team. Leaders also operate an open door policy so staff can ask questions, or ask for help and support at any time should they need it.

**Curriculum:**

Governors noted challenges highlighted by school leaders around phonics, however were satisfied with the strong modelling practices and routines discussed by school leaders. Governors were reassured that there were quality improvements in phonics and the school was making considerations about the use of a whole class scheme next year. Leaders follow the Plan, Do, Review and Evaluate cycle. Governors were pleased that the consistency of phonics teaching continued to improve, and it is clear a stronger impact will be seen next year.

Curriculum implementation remained a priority for school leaders owing to much-improved lesson planning and sequencing practices and also identified a correlation between learner attendance and performance. The Trust Headteacher acknowledged the new Assistant Headteacher's contributions to the curriculum, with specific examples on identified areas for improvement provided to Governors. Again, school leaders were now considering schemes for the next academic year and made Governors aware of the DfE's new GLD expectations for Reception learners (minimum 75% to be achieved nationally by 2028).

Looking ahead to the next academic year, school leaders expressed their analysis gives them confidence in the *Read, Write, Inc.* scheme.

Q: Are we confident in the fidelity to the *Read, Write, Inc.* scheme?

A: Yes.

**Attendance:**

Governors recognised the continued progress around attendance and persistent absence (PA) figures. Gaps vs. the national average were eradicated during half term 4 and remained stronger during half term 5. School leaders discussed successful ongoing strategies, including support from the Trust Attendance Lead, breakfast clubs, learner collections and drop-offs from colleagues and consistent approaches with meetings and home visits. School leaders also identified trends in the data which were driving new, innovative actions, such as a reworked home-school agreement and additional support for disadvantaged learners and families to encourage attendance.

Governors reiterated the same message from the last SGB meeting, acknowledging the resilience demonstrated by colleagues for overcoming attendance challenges. Governors again recognised the significant progress



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|           | <p>which had been made with attendance since January 2026. All colleagues, including Trust Central colleagues, were thanked by Governors and school leaders for their strong contributions around attendance management.</p> <p><b><u>SEND:</u></b></p> <p>The Trust Headteacher highlighted areas for Governors' attention before inviting them to put forward any questions and comments:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• An overview of the number of learners with EHCPs and identified as SEND K was provided, including strategies to support learners and families, and the impact these are having.</li> <li>• Continuation of strong early identification processes within Nursery.</li> <li>• The school was reviewing transition information on learners moving into Reception to ensure detailed and robust support of provision continued.</li> </ul> <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. There were no further questions or comments put forward.</p> |    |
| <b>8.</b> | <b>Key Documents (SEF and SIP 2025/26 and 2026/27 Planning)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |
|           | <p>A shortened summary of the SIP document was provided for Governors in advance of the meeting. The official documents would be RAG-rated in the coming weeks as the close of the academic year approaches. These would be made available to Governors in the first SGB meeting of the 2026/27 academic year. <b>Action:</b> provide Governors with rag-rated SEF and SIP documents.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | HT |
| <b>9.</b> | <b>Safeguarding Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |
|           | <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"> <li>• 0 inclusion days</li> <li>• 0 suspension days</li> <li>• 0 permanent exclusions</li> <li>• LOA requests had significantly reduced from half term 1.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |



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|            | <p>Governors were made aware of some behavioural disruptions in particular classrooms, however appropriate actions were in place to mitigate disruptive behaviour and provide the necessary training for staff. School leaders reiterated the importance of the school's Behaviour for Learning Policy in strong behaviour and safeguarding management. The Behaviour for Learning Policy was being implemented more rigorously and consistently.</p> <p>Q: Are we aware of the reason for learners being removed from the school's roll?</p> <p>A: We are aware of all reasons for learners being removed from the school's roll, and this only happens when children move out of the area or leave the country.</p> <p>Governors thanked school leaders for the update and put forward no further questions or comments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>10.</b> | <b>Policies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|            | <p>The Governance Professional confirmed that there were no policies to be reviewed this cycle. There were no questions or comments put forward.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>11.</b> | <b>Trust Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|            | <p>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:</p> <ul style="list-style-type: none"> <li>• <b>Trust-on-a-Page</b> - 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 and the collaborative networks.</li> <li>• <b>Trust Annual Governance Planning Calendar 2025/26</b> - 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.</li> <li>• <b>Role descriptor example</b> - the Finance Link Governor role descriptor was provided as a role descriptor example.</li> <li>• <b>Governor Manual 2025/26</b> - Governors were reminded that key information was available in this document, such as meeting dates, key school contacts and training links.</li> </ul> |  |



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|            | <p>Governors and school leaders extended thanks to the CEO and Trust Central Team for their ongoing support, advice and expertise which had been offered to the school. The Trust's financial investment was also recognised by the SGB and Trust Headteacher, such as with the total refurbishment of the staffroom, the photocopy space, classroom and teaching resources and school library. A special event was planned in September to celebrate the library opening. No further comments or questions were put forward by Governors.</p>                                                                                                                                                                                                                                                                                        |           |
| <b>12.</b> | <b>Training and Development</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |
|            | <p>Governors were reminded of the safeguarding knowledge check deadline of Monday 22 June 2026. The Governance Professional confirmed that they would follow up with individuals who were outstanding. The Trust's 2025/26 acronyms sheet had been provided following this request at the previous SGB meeting.</p> <p>The Chair of the meeting thanked the Governance Professional for the update and there were no further comments or questions put forward.</p>                                                                                                                                                                                                                                                                                                                                                                   |           |
| <b>13.</b> | <b>Upcoming Events (School and Trust-wide)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |
|            | <p>Upcoming events for Governors to note:</p> <ul style="list-style-type: none"> <li>• Batley Bake Off (hosted by Upper Batley High School (UBHS)) - Thursday 25 June 2026, 10:30am - 12:00pm.</li> <li>• UBHS Year 10 Mock Interviews - Friday 26 June 2026, 9:00am - 3:00pm</li> <li>• Purlwell's Batley Brilliance - Thursday 2 July 2026, 1:00pm - 2:30pm</li> </ul> <p>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.</p> <p><b>Action:</b> Governors to confirm their attendance at the above events via the Governance Professional or Director of Compliance and Governance.</p> | Governors |
| <b>14.</b> | <b>AOB</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |
|            | <p>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. <b>Action:</b> Governors to complete <i>Celebrating You!</i> Feedback form.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Governors |



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|            | <p>The Chair of the meeting highlighted a proposed trial for some of the 2026/27 academic year SGB meetings to be held during the day. The CEO 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.</p> <p>The Governance Professional also 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.</p> <p><b>Action:</b> confirm 2026/27 SGB meeting dates once signed off.</p> <p>Governors thanked the CEO and Governance Professional for the update. A huge thank you was also extended to Governors and the school from the Chair of the meeting for their hard work, commitment and contributions throughout the academic year and there were no further comments or questions put forward.</p> | Gov Pro |
| <b>15.</b> | <b>Agenda, minutes and related papers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |         |
|            | <p>It was determined that all of item 3 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 6:55pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |
| <b>16.</b> | <b>Next Meeting:</b> Tuesday 22 September 2026, 5:30pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |