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Batley Multi Academy Trust

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Minutes of Manorfield Infant and Nursery School's Governing Board Meeting
Held on Tuesday 22 September 2026, 5:30pm

Manorfield Infant and Nursery School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Tuesday 22 September 2026, 5:30pm		
Location:	Manorfield Infant and Nursery School		
Present:	Geoff Alvy (Governor) Angela Barnett (Governor) Jane Jackson (Governor) Ibrar Hussain (Governor) Kamilla Nadat (Governor)		
Apologies:	None		
Others in attendance:	Kate Ellis-Holmes (Headteacher) Sarah Corcoran (Assistant Headteacher) Laura Bland (Director of Compliance and Governance) 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 Governance Professional opened the meeting at 5:30pm and thanked everyone for attending the first meeting of the 2026/27 academic year. The Governance Professional extended a warm welcome to the Director of Compliance and Governance, Laura Bland, and a new Co-opted Governor, Jane Jackson, who was attending their first SGB meeting. All attendees	

	introduced themselves.	
2.	**Apologies for Absence, Consent, Declaration of Interest and AOB**	
	There were no apologies received in advance of the meeting. Nita Gosal's absence was noted. There were no declarations of interest and the meeting was quorate.	
3.	**Appointment of Chair and Vice Chair**	
	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. Governors were invited to put themselves forward for the role of the Chair of Governors. One Governor put themselves forward and as such, 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 Chair of Governors for their continued leadership, commitment and guidance offered to the SGB and school. Governors were invited to put themselves forward for the role of the Vice Chair of Governors. One Governor put themselves forward and as such, all Governors agreed that the candidate did not need to leave the room whilst they voted. Angela Barnett was appointed as the Vice Chair of Governors. The Chair of Governors provided a brief summary of the previous academic year's challenges and was excited for the year ahead, given the solutions that the school had worked hard to put in place. This was reflected in the school's Batley Brilliance (an exclusive event held for the Trust's governance volunteers) held the week before, in which many colleagues and learners participated. The Chair was delighted to report a real positive energy around the school from everyone involved, including the opening of the school's brand new library. The Vice Chair agreed and extended a thank you on behalf of the whole SGB for hosting such a successful event.	
4.	**Representation**	
	The Governance Professional provided an update on recent movement on the SGB since the last meeting on 16 June 2026, including the number of vacancies:	

- Three Parent Governors
- One Staff Governor
- One Co-opted Governor

The Trust Headteacher advised Governors of an informal coffee morning as a Parent Governor recruitment strategy. This was being held during the week. It was agreed the Governance Professional would attend this event to support the recruitment strategy.

The Governance Professional reminded Governors of the pen portrait that had been shared with the SGB at the last meeting. The Governance Professional would follow up with the prospective Governor with regards to observing the next SGB meeting. **Action:** extend an invite to the next SGB to the prospective Governor and update the SGB accordingly. Gov Pro

The Staff Governor vacancy would be discussed further with the Governance Professional and Headteacher. However, it was agreed that this was not the recruitment priority at the moment and that the recruitment of Parent Governors was key.

A thank you was extended to two Governors who had stepped down from their roles since the last SGB meeting. Attendees formally recognsied their contributions and efforts in supporting the school, not least for providing guidance and support during the school's 'Good' Ofsted inspection outcome in May 2025.

The Governance Professional explained that much work had been carried out over the summer months to review the Governor link roles across the Trust family of schools. A proposed document was presented to Governors, this document had taken into consideration statutory requirements, the White Paper and the Ofsted Toolkit, as well as being aligned with each individual school improvement plan and skill sets.

Ibrar Hussain joined the meeting at 5:44pm.

The Governance Professional invited comments and suggestions from Governors. Role descriptors had been revised in line with the link role changes. Governors were reminded that role descriptors included remits and responsibilities as well as training requirements for the role and prompts/questions for the Governor to ask whilst carrying out a Governor visit. All schools within the Trust family would receive these role descriptors. It was agreed that the link roles would be fully finalised in the next SGB meeting to allow Governors the chance to review the role descriptors. It was

	confirmed that there was no proposed Sub Committee for 2026/27 academic year. **Action:** share the role descriptor documents with Governors. **Action:** review link role descriptors by the next SGB meeting. **Action:** finalise role allocations in the next SGB meeting.	Gov Pro Governors ALL
5.	**Minutes of the last meeting**	
	The minutes of the last meeting held on 16 June 2026 were agreed as a true and accurate record.	
6.	**Review of Actions from the minutes**	
	The actions tracker was reviewed, of which all outstanding actions were completed. One ongoing action remained ongoing.	
7.	**Governance**	

	The Governance Professional provided updates on the following documents, highlighting amendments for 2026/27:
	
	• **Scheme of Delegation (SoD) including Terms of Reference and the SGB constitution**
	  ○ 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, in particular the CEO, who works closely with the Board of Trustees to determine the Trust's strategy, and including at a local level with Trust Headteachers, and our SGBs and Committees.
	  ○ In summary, some key changes to the 2026/27 Scheme of Delegation highlighted for Governor attention include:
	  ■ To maintain a dynamic and forward-thinking governing board, Parent and Staff Governors will serve one four-year term, ensuring new voices and perspectives regularly have the chance to contribute to the school's future. This approach is to create ongoing opportunities for our parents/carers and staff members while keeping our governance fresh and inclusive.
	  ■ The Trust's vision, core principles and values had been streamlined (refer item 11 for the full update).	

        - Policies update:- included new policies, such as the Allergy Management and Anaphylaxis (Benedict's Law) Policy and a Trust-wide Behaviour for Learning Policy to be ratified by the Board of Trustees in due course. School-specific behaviour policies would therefore be superseded. There were no behaviour management expectation changes for schools within the Trust family.

- **Academy Trust Handbook 2026 - Effective October 2026**
    - Governors were asked to read and familiarise themselves with the 2026 Academy Trust Handbook. The biggest change for SGBs was the focus on inclusion and disadvantaged learners.

Governors were referred to key DfE guidance, including KCSIE 2026, which had been covered during statutory safeguarding training. The Governance Professional confirmed that all Governors had completed the Trust's 2026/27 Safeguarding and Child Protection training and were thanked for this.

- Keeping Children Safe In Education (September 2026)
    - All colleagues (including site, associate and central functions) must read Part One of KCSIE. All organisations must be able to evidence that all colleagues have read and understood Part One.
- Early Years Foundation Stage Framework (September 2026)
    - All colleagues must read Section Three of the EYFS framework. Organisations must be able to evidence that all colleagues have read and understood Section Three.

- **Governor Manual**
    - The Governor Manual had been updated for the 2026/27 academic year and was launched during the meeting.
    - Governors were reminded of the reason behind trialling SGB meetings throughout the day, to support colleagues and Governors from a mental health, wellbeing and workload management perspective. An opportunity would be offered to Governors to observe the school during operational hours e.g. a school visit may be arranged before/after the SGB meeting.

- **Annual Planning Calendar**
    - Key updates included draft agendas for all governance meetings (Members, Trustees and Governors).
    - Governors were made aware of the updated link role descriptors available in the document. The role descriptors included useful

	guidance and information on the role as well as useful questions to put forward when completing a school visit. Governors were asked to complete the statutory documents which had been made available as online google documents. A deadline of Friday 9 October 2026 was set. The documents were: • Code of Conduct • Skills Audit • Conflict of Interest Form • Photo and Video Consent Form (for new Governors only) **Action**: Governors to complete the above forms. • **Governor Privacy Notice** The Governor Privacy Notice was also shared which explains how the Trust collects, stores, and uses personal data about Governors. There were no questions or comments put forward from Governors on this.	Governors
8.	**Headteacher's Report**	
	The Headteacher's report and relevant accompanying documentation had been provided to Governors in advance of the meeting. The Trust Headteacher shared that the school had made a positive start to the 2026/27 academic year. The school's staff handbook had been officially launched and hard copy examples had been provided at the meeting for Governors to review. Governors raised some concerns around the application and implementation of the document, but school leaders reassured the SGB that the document provided colleagues with a clear framework around best practice. The aim was to ensure a high level of teaching and learning in every classroom as well as bringing consistency to the purposeful teaching and learning environments across the school. School leaders confirmed that the Staff Handbook would be reviewed annually. Governors discussed learner and colleague attendance improvements, with colleagues being acknowledged for their hard work, dedication and commitment to raising standards and expectations. Colleagues were recognised for taking ownership of attendance and driving positive actions. Governors were made aware that, following support on attendance by external organisations, the school had demonstrated good practices which those external organisations sought to utilise in other school settings. Attendance highlight figures included:	

- 2025/26 whole school attendance had exceeded the DfE's attendance target by 0.7%.
- At the date of the SGB meeting, the school had reduced persistent absence (PA) by 18.2% when compared to the same point in the 2025/26 academic year.
- School Leaders confirmed that year-to-date (YTD) statutory attendance was 98% and EHCP learners YTD attendance stood at 100% since the start of the new academic year. Governors congratulated the school on such a positive position.
- Trust People & Talent Team continued to support the school where applicable. Governors who attended Manorfield's Batley Brilliance commented on colleagues clearly modelling the *Be Ready, Be Respectful, Be Your Best* slogan - a great example to all learners.

Governors recognised that EYFS GLD had risen by 6.4% and the positive trend was closing the gap to national averages, but all attendees acknowledged that the hard work had to continue to bridge that gap and achieve the government's 75% GLD target by 2028. Governors raised points on the girl/boy split of the Reception cohort this academic year, to which School Leaders were able to explain, in detail, methods to support the learning and development of Reception learners. Governors were satisfied that school leaders were aware of the numbers and had implemented varied and consistent strategies to which all colleagues would be held to account.

There was specific discussion on Phonics, with Governors highlighting the need for even greater support around the (now) Y2 cohort, given lower than anticipated outcomes in 2025/26. School leaders discussed adaptations to the *Read, Write, Inc* scheme, including 1:1 tutoring to support all learners who require additional support. Other strategies included pupil progress meetings and timetabling adaptations to ensure the correct support was in place.

Regular meetings with the Trust Finance Team remained in place, with financial strategies proving effective - the three year forecast projected an in-year surplus of £27,383 by the end of the 2028-29 academic year.

Q: How will the good practices outlined in the Staff Handbook be observed?

A: Via senior leaders' teaching and learning walks. We can then work quickly to put the correct supportive measures in place. There is also the tangible feeling in the school that Governors have already acknowledged. There is a shift in culture and this is driven by setting clear and managed expectations.

	Q: How will you continue to ensure that a high quality of teaching is being delivered? A: Appraisals, support and coaching and monitoring methods. Q: What are this year's current supply teacher costs for? A: Due to three vacancies. We are entering the next steps of the recruitment processes and are confident in strong appointments. Q: Do we understand the reasons for learners being removed from the school's roll? A: Yes, such as learners moving schools. There are no safeguarding concerns. Q: In terms of website filtering, do we understand the reasons behind the increased number in HT5 and HT6? A: There was a subtle change in the filtering system during the summer which caused a spike in the number of blocked sites. We have continued to work with the Trust IT Team and we expect the numbers of blocked websites to decrease to 'normal' levels from the start of this academic year. Governors put forward no further questions or comments and thanked the School Leaders for the update.	
9.	**Project/Site Works Summary**	
	The Headteacher provided a verbal update on recent projects as follows: • Refurbishment of the staff room had been received very positively by all colleagues. • The school's new library was launched at the Batley Brilliance event. Attendees extended a thank you to colleagues, in particular the Site Maintenance Team, for their craftsmanship and creativity to build furniture and library. • Classrooms had new carpets. • Marketing updates - new school and Trust flags, banners and posters were located around the school grounds. • New bins - parents/carers had provided positive feedback on the quality improvements on previous bins.	

10.	**Policies**	
	One policy was shared with Governors in advance of the meeting for approval: • SEND Information Report - APPROVED **Action:** update school website with the relevant policy. In addition, there was one policy tabled at the meeting for Governor approval: • Accessibility Policy Attendees were provided a draft hard copy of the policy at the meeting. The Governance Professional requested that Governors put forward any amendment suggestions by close of business on Tuesday 29 September 2026 to the Trust Headteacher and Governance Professional. If no feedback or amendment suggestions were received by this deadline, the policy would be ratified by the SGB, effective 30 September 2026. **Action:** provide feedback to the Governance Professional on the draft Accessibility Policy. *No Governor feedback was received, therefore the Accessibility Policy was ratified in September 2026 and uploaded to the school's website on 30 September 2026.*	Gov Pro Governors
11.	**Trust Update**	

	An update was provided by the Director of Compliance and Governance (DC&G):
	
	• An extended thank you was shared (again) to the Headteacher and school for their superb Batley Brilliance - the event was an incredibly positive way to start the school year.
	• A letter addressed to all governance volunteers had been shared from the Chair of Trustees. The DC&G encouraged all Governors to read this. The Chair of Trustees had shared the new vision, core principles and values for the Trust, as follows:
	  ○ Vision - Improving the life chances for all children.
	  ○ Core principles and values:
	  ■ Belonging in Batley - Believing that a deep sense of belonging and togetherness is essential for every child and colleague to succeed and thrive.
	  ■ Equity, Inclusion & Diversity - Children and our colleagues all have different needs. We respect and celebrate those	

	differences. Inclusion is key to ensuring everyone's needs are met, with high ambition for all. ▪ Believe, Achieve & Succeed – no child or colleague is ever left behind. We foster an inclusive environment where everyone can succeed. ▪ More In Common - We celebrate and respect difference and culture because we all have far more in common than that which divides us. • The DC&G also made Governors aware that Healey School (a school within the Trust family) had been inspected by Ofsted on 14/15 September and the formal report would be shared on the school website in due course. • Governors were reminded that they could request the attendance of a member of the Trust team at their SGB meetings. This would be coordinated, as appropriate, by the Governance Professional • The Trust-on-a-page document would be shared from HT2 onwards. This document shares the support from the Trust to the school for that relevant half term and should be used by Governors as a measure of collaboration between the two.	
12.	**Upcoming events (school and Trust wide)**	
	Governors were reminded of the following upcoming events: • Batley Brilliance at Hyrstmount: Thursday 8 October, 1pm - 2:30pm • Governance Conference: Saturday 10 October, 9am - 12:00pm at Gomersal Park Hotel • Batley Brilliance at Upper Batley High School: Thursday 19 November, 1:00pm - 2:30pm **Action**: Governors were asked to confirm their attendance at the above events with the Governance Professional or the Director of Compliance and Governance.	Governors
13.	**Training and Development**	
	The Governance Professional launched the new school visit schedule. The tracker included key information pertaining to a school visit e.g. the area/focus of the visit, the relevant Governor, the relevant school links, the agreed date of the visit, the date the visit form was submitted etc. would be tracked and discussed in its own agenda item in every SGB meeting. It was explained that the document was intended to support both Governors' and schools' visit experiences and to continue improving the already strong	

	triangulation between the school visit, the reports provided in advance of meetings and the discussions in the SGB meetings. This in turn would allow for greater SGB effectiveness to be evidenced if needed. The Governance Professional would be in attendance at each school visit (where possible) as part of a Trust-wide project for the 2026/27 academic year. This approach would create a valuable, Trust-wide opportunity to identify and share best practices, as well as the opportunity to identify areas for improvement within the entire school visit process. Specific Governor training had been scheduled during HT4 around the school visit process and this project. The Governance Professional reconfirmed that all Governors had completed the statutory 2026 Safeguarding and Child Protection training. Governors extended thanks to the provider and commented on the quality of the Safeguarding and Child Protection training they had received. Further training links relevant to their role would be shared by the Governance Professional. Governors thanked the Governance Professional for the update and put forward no further questions or comments.	
14.	**AOB**	
	The Chair of Governors reiterated the school's positive start to the 2026/27 academic year.	
15.	**Agenda, minutes and related papers**	
	It was determined that part of item 8 be excluded from the copy that is available at the school. This information is withheld in accordance with the Freedom of Information Act. Nothing further was discussed and the meeting closed at 7:10pm.	
16.	**Next Meeting:** Tuesday 10 November 2026, 10:00am	