

Batley Multi Academy Trust
Minutes of Hyrstmount Junior School's Local Governing Board Meeting
Held on Thursday 18 September 2025, 5:00pm

Hyrstmount Junior School			
Meeting of:	Full LGB		
Date and time:	Thursday 18 September 2025, 5:00pm		
Location:	Hyrstmount Junior School		
Present:	Samira Karolia (Governor) Dawn Greaves (Governor) Abeda Adam (Governor) Lee Miller (Governor) Nadia Kauser (Governor) Nafeesa Talib (Governor)		
Apologies:	Rachel Morton (Governor) Michaela Prince (Governor)		
Others in attendance:	Matthew Leach (Headteacher) Alistair Milligan (Governance Professional)		
Quorum:	Any three of the Governors of the LGB, or, where greater, one third of the total Governors of the LGB	Quorum met:	Yes

Item	Minutes	Action
1.	Welcome	
	The Governance Professional opened the meeting at 5:05pm and thanked everyone for attending the first meeting of the 2025/26 academic year.	
2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	Apologies had been received from Rachel Morton and Michaela Prince in advance of the meeting, with consent.	

	<p>There were no declarations of interest and the meeting was quorate. There were three items raised under AOB.</p>	
3.	Appointment of Chair and Vice Chair	
	<p>Governors were informed of the voting process and that those who wished to put themselves forward for roles would be required to add why, and what skills and attributes they would bring to that role. Voting would only take place once the proposed individual(s) left the room.</p> <p>Governors were invited to put themselves forward for the role of the Chair of Governors. Samira Karolia was appointed as the Chair of Governors.</p> <p>Governors were invited to put themselves forward for the role of the Vice Chair of Governors. Dawn Greaves was appointed as the Vice Chair of Governors.</p>	
4.	Representation	
	<p>The Governance Professional confirmed that there were no terms of office expiring in the next six months. There was one staff governor vacancy and one parent governor vacancy confirmed. A parent had put themselves forward for the Parent Governor vacancy, but due to work commitments could not attend the meeting tonight. The statement provided by the candidate as part of the application form was shared with governors in advance of the meeting. An update would be provided to Governors following a meeting between the Governance Professional and candidate. Governors approved the candidate in principle. Action: update governors following the meeting.</p> <p>The Governance Professional explained that work had been carried out over the summer months to streamline link roles across the Trust family of schools. This was a different strategy to the 2024/25 academic year, where roles were allocated in accordance to statutory requirements and aligned with each individual school's SIP - statutory roles remained present across the Trust family of schools for the 2025/26 academic year.</p> <p>The Governance Professional shared the Governor link roles proposed by the Governance Team and invited comments and suggestions from Governors. Role descriptor work was still ongoing, and would be provided to governors in due course. Governors were reminded that role descriptors included brief remits as well as training requirements</p>	Gov Pro

	<p>for the role and prompts/questions for the Governor to ask whilst carrying out a Governor visit. All schools in the Trust would receive these role descriptors.</p> <p>Specific Governor links were confirmed, as follows:</p> <p>*Safeguarding (inc. digital standards) - Abeda Adam and Dawn Greaves *SEND (including pupil premium(PP)/disadvantaged) - Samira Karolia and Nafeesa Talib Careers - Dawn Greaves Quality of Education/Curriculum/Outcomes - Nadia Kauser and Lee Miller Behaviour and Attendance - Michaela Prince Finance - Samira Karolia and Nafeesa Talib Health and Safety (Estates Management inc. catering provision) - Lee Miller and Rachel Morton Community - Nadia Kauser and Zubair Chothia Reading - Abeda Adam and Lee Miller</p> <p>(*statutory)</p>	
<p>5.</p>	<p>Minutes of the Last Meeting</p>	
	<p>The minutes of the last meeting held on 1 July 2025 were agreed as a true and accurate record.</p>	
<p>6.</p>	<p>Review of Actions from the Minutes</p>	
	<p>The Trust had developed a new actions tracker over the summer and this was shared with the Headteacher and Governors in advance of the meeting. The Governance Professional invited feedback from attendees, who responded positively to the actions tracker. It was confirmed that there would be no change to how actions were recorded throughout the meetings and tabled at the end of the minutes.</p> <p>All actions were completed except one. The outstanding action was rolled into the next meeting.</p> <p>Q: Would there be any cost to the minibus from the Trust?</p> <p>A: No.</p>	

7.	Governance	
	<p>The Governance Professional provided updates on the following documents, highlighting amendments for 2025/26. Governors were reminded to complete the statutory documents, which this year had been made available as online google documents:</p> <ul style="list-style-type: none"> ● Scheme of Delegation (full) including Terms of Reference and the LGB constitution <ul style="list-style-type: none"> ○ The SoD outlines which powers and functions are delegated to which level of governance, including Members who operate with a 'eyes on, hands off' approach, the board of Trustees and Trust Central Team (Trust executive leaders), in particular the CEO, who works closely with the Board of Trustees to determine the Trust's strategies, and including at a local level with Trust Heads and our Local Governing Boards and committees. ○ In summary, the 2025/26 Scheme of Delegation reflects a refinement of policies, roles, and governance processes. The updates provide greater detail in certain areas, adjust colleague responsibilities, and emphasises a greater focus on the importance of collaboration across our family of schools. <p>The Governance Professional added this document had been tabled at the Board of Trustees meeting 2 weeks prior.</p> <ul style="list-style-type: none"> ● Academy Trust Handbook <ul style="list-style-type: none"> ○ Governors were asked to read and familiarise themselves with the 2025 Academy Trust Handbook. The biggest changes were focused on finance and financial expectations. <p>Governors had been asked to complete these by Friday 26 September 2025:</p> <ul style="list-style-type: none"> ● Code of Conduct ● Skills Audit ● Conflict of Interest Form <p>Action: Governors to complete the above forms.</p> <ul style="list-style-type: none"> ● Role of: documents - link governor role descriptors, include useful questions to ask on school visits; these will be shared with individual governors. Action: share documents with Governors. 	<p style="text-align: right;">Governors</p> <p style="text-align: right;">Gov Pro</p>

	<ul style="list-style-type: none"> ● Governor Privacy Notice The Governor Privacy Notice was also shared which explains how the Trust collects, stores, and uses personal data about Governors. 	
<p>8.</p>	<p>New Guidance (DfE) (for information)</p>	
	<p>Governors were referred to key DfE guidance, including KCSIE 2025, which would be covered during statutory Safeguarding training, to which governors had been invited to attend in September or October.</p> <p>Suggestion, to put into context for governors. Productive and informative</p> <ul style="list-style-type: none"> ● Keeping Children Safe In Education 2025 (September 2025) ● Early Years Foundation Stage Framework 2025 (September 2025) 	
<p>9.</p>	<p>Headteacher’s Report</p>	
	<p>The Headteacher provided key updates on:</p> <ul style="list-style-type: none"> ● 2024/25 outcomes ● SEF 2025/26 ● SIP 2024/25 summary and SIP 2025/26 <p>The Headteacher delivered outcomes headlines and advised governors that December figures would be adjusted to reflect changes in the cohort before governors were invited to put forward any comments or questions.</p> <p>Strategies were identified to further improve greater depth for the 2025/26 academic year. The Trust family of schools had identified a scheme in reading and writing. This was being explored to streamline the learning in primary settings across the Trust.</p> <p>Q: What are the main differences between 2024/25 and 2023/24 in terms of resources?</p> <p>A: Challenging budgets have made things more difficult as well as the bigger class sizes.</p> <p>Q: What are the resources looking like this year?</p> <p>A: We have a similar outlook this academic year. The schemes will</p>	

support the teaching and learning environment and we are planning on holding additional booster sessions for the learners, including from Senior Leaders, which are to be held earlier in the year. This strategy is aimed at improving learners at greater.

The Headteacher summarised the SIP 2024/25 and noted that the school fell just short of the FFT20 target. Governors were satisfied that the school could overcome challenges to achieve this in the 2025/26 academic year.

Attendance was reported as being strong in the first weeks of the academic year, with week-on-week improvements of 3% being reported from week 1 to week 2. Governors were made aware of illness impacts, but attendance remained strong at over 96.5% this week (above national average) and governors were pleased with this.

The school's 2025/26 SIP had been streamlined across the Trust family of schools, with 10 areas of focus. Governors noted that the school's aspirational greater-depth target of 33% in reading provided them with confidence that the school remained focused on delivering great outcomes. Good opportunities had been identified for the school to maintain its broad and ambitious but accessible curriculum, via the streamlining of areas in the curriculum and recommendations from an external primary setting expert. Governors discussed additional methods to improve parental engagement and how the Stronger Together forum was a good foundation to build on improving parental engagement.

Q: Are you adopting all 10 areas up from three?

A: Yes, that is the Trust model.

Q: The school achieved Outstanding with Ofsted in the last inspection in personal development. How are we ensuring we continue strong personal development opportunities for our learners?

A: We are reviewing our resources and how we can be smarter. An element of this ties in with the parental engagement.

Q: Is it possible to pool resources across the Trust family of schools?

A: This is something that can be explored. Considerations would need to be made around travel and times.

Q: Does everything that was outstanding in the 2024/25 SIP fit into the

	<p>new model?</p> <p>A: The majority of it does. Some refinement is required, but we do not foresee this being an issue.</p> <p>Governors thanked the Headteacher for the update and there were no further questions or comments put forward.</p>	
10.	Project/Site Works Summary	
	<p>The Headteacher reported that some building works were completed over the summer break. One job was planned for October half term and the key points were highlighted:</p> <ul style="list-style-type: none"> • Yorkshire Water returned to complete the agreed works over the summer. There have been issues reported since. • Building works were completed with the support from the Trust's Chief Operating Officer (COO). This was commissioned by the Trust and the £35,000 cost was funded by the Trust via SCA funding. • A repair for a leak in the roof has been scheduled for October half term. 	
11.	Policies	
	<p>One policy was shared with governors in advance of the meeting:</p> <ul style="list-style-type: none"> • SEND Information Report. <p>The Headteacher confirmed that there were no changes since February's ratification and this would be reviewed in September of each academic year moving forward.</p> <p>One typo was identified by governors on page 6 ("developing pupil passports"). A change suggestion was made to some wording in line with DfE guidance updates.</p> <p>Action: remove the special character.</p> <p>Action: change relevant wording.</p>	<p>HT</p> <p>HT</p>
12.	Trust Update	
	<p>An update was provided by the Governance Professional:</p>	

	<ul style="list-style-type: none"> • Trust representative - will attend LGB meetings at governors' invitation. Governance Professional to arrange as required. • Trust Offer - the services that the Trust offers to its family of schools was outlined and reference was made to the Trust Offer handbook. Overall, the Trust comprises eight schools, over 700 colleagues, over 4,500 learners which ultimately form one community. • Trust-on-a-page - the document shared termly providing information about collaborations between the Trust and school. • Governor Visit Guidelines and Form - the new visit form was shown to governors and where to find the link (refer governor manual). The visit form was to be completed following a school visit and shared with staff visited, Headteacher and Governance Professional. • Governor Manual - updates shared for 2025/26. • Governors were informed that training would be via the NGA and Key Leaders websites. Face-to-face training would continue every half term and Governors would receive invitations to this training nearer the time. 	
<p>13.</p>	<p>Upcoming Events (School and Trust-wide)</p>	
	<p>Governors were reminded of the following upcoming events:</p> <ul style="list-style-type: none"> • Governance Conference - Saturday 18 October, 9am - 12:00pm at Gomersal Park Hotel <p>Action: Governors were asked to confirm their attendance at the above event with the Governance Professional or the Director of Compliance and Governance.</p>	<p>Governors</p>
<p>14.</p>	<p>Governor Training and Development</p>	
	<p>Governors were informed that training links relevant to their role would be shared by the Governance Professional and they were reminded about the upcoming statutory Safeguarding and Child Protection training dates:</p> <ul style="list-style-type: none"> • Thursday 25 September 2025 6pm - 7.30pm • Thursday 9 October 2025 9.30am - 11am <p>Governors were reminded that the financial training was postponed and would be held at the Governance Conference. Additional sessions would be offered to governors who cannot not attend the conference.</p>	

	<p>Action: Governors to confirm their attendance at one of the above training sessions.</p> <p>Action: Governance Professional to share relevant training linked to Governor's remit/area of responsibility.</p> <p>Action: Governors to complete relevant training.</p>	<p>Governors</p> <p>Gov Pro</p> <p>Governors</p>
15.	AOB	
	<p>Governor visits were shared with governors. A thank you was extended to governors for participating in the trial period of the new governor visit form.</p> <p>Potential LGB calendar dates were shared by the Governance Professional. All current dates were agreed to move to proposed dates.</p> <p>Action: Send poll out with proposed governor dates for the 2025/26 academic year.</p> <p>Actions: Governors to complete the poll by Friday 24 October 2025.</p>	<p>Gov Pro</p> <p>Governors</p>
16.	Agenda, minutes and related papers	
	<p>It was determined that no item be excluded from the minutes available at the school. There were no further comments or questions and the meeting closed at 7:20pm.</p>	
17.	Date of Next Meeting: Thursday 27 November 2025, 5:00pm (subject to change)	

Actions from the Minutes

Agenda Item	Date first raised	Matter arising from minutes	Action by	Notes	Complete
6. Headteacher's Report	03/06/2025	Explore minibus options	HT	Carried forward to next LGB	Y
10. AOB	03/06/2025	Key and NGA logins	Gov Pro	Carried forward to next LGB	Y



8. Governor Visits and Training	03/06/2025	Governor visits to be organised	HT/ Governor	Safeguarding, SEND complete, attendance outstanding	
3. Representation	01/07/2025	Share application statement	Gov Pro		Y
9. Finance and Operations	01/07/2025	Share full H&S assessment report	HT		
10. Compliance and Governance	01/07/2025	Use the same font and text size in policies	HT		Y
12. Governor Visits	01/07/2025	Distribute the completed governor visit reports to governors	Gov Pro		Y
14. AOB	01/07/2025	Review LGB dates for academic year 2025/26	Gov Pro		Y
14. AOB	01/07/2025	Share all new governor email addresses with governors	Gov Pro		Y
4. Representation	18/09/2025	Update governors on Parent Governor candidate	Gov Pro		
7. Governance	18/09/2025	Governors to complete all three forms	Governors		
7. Governance	18/09/2025	Share role documents with governors	Governors		
11. Policies	18/09/2025	Remove the typo	HT		
11. Policies	18/09/2025	Change relevant wording	HT		
13. Upcoming Events (School and Trust-wide)	18/09/2025	Confirm attendance at the Governance Conference	Governors		



14. Governor Training and Development	18/09/2025	Governors to confirm attendance at one of the training sessions	Gov Pro		Y
14. Governor Training and Development	18/09/2025	Share relevant training linked to the Governors' roles	Gov Pro		
14. Governor Training and Development	18/09/2025	Governors to complete relevant training linked to their role	Gov Pro		
15. AOB	18/09/2025	Create poll for LGB dates	Gov Pro		Y
15. AOB	18/09/2025	Complete the poll	Governors		