

**Batley Multi Academy Trust**  
**Minutes of Hyrstmount Junior School's Governing Board Meeting**  
**Held on Thursday 27 November 2025, 5:00pm**

Hyrstmount Junior School			
Meeting of:	Full SGB		
Date and time:	Thursday 27 November 2025, 5:00pm		
Location:	Hyrstmount Junior School		
Present:	Samira Karolia (Chair of Governors) - present virtually Dawn Greaves (Vice Chair of Governors) Rachel Morton (Governor) Nadia Kauser (Governor) Zubair Chothia (Governor)		
Apologies:	Nafeesa Talib (Governor) Abeda Adam (Governor)		
Others in attendance:	Matthew Leach (Headteacher) Sam Vickers (Chief Executive Officer, CEO) Nawaid Aurangzeb (Interim Chief Finance Officer, CFO) Muhammad Maqsood (Prospective Parent Governor and Observer) 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</b>	
	The Vice Chair opened the meeting at 5:02pm and thanked everyone for attending. As a result of the Chair of Governors dialling into the meeting (virtually), it was agreed the Vice Chair of Governors would Chair the meeting. A warm welcome was extended to the CEO, Interim CFO and prospective Parent Governor. For the benefit of all attendees, everyone introduced themselves.	

<p><b>2.</b></p>	<p><b>Apologies for Absence, Consent, Declaration of Interest and AOB</b></p>	
	<p>Apologies had been received from Nafeesa Talib and Abeda Adam in advance of the meeting, with consent.</p> <p>There were no declarations of interest and the meeting was quorate. There was one item to be raised under AOB.</p>	
<p><b>3.</b></p>	<p><b>Finance Update</b></p>	
	<p>The Vice Chair introduced the Trust’s Interim CFO to the governing board, who in turn delivered a summary of the school’s financial position. This included key updates on actions to ensure the school operated with, and importantly maintained, an in-year balanced budget. The importance of the school achieving an in-year balanced budget was recognised by the governing board, as schools and Trusts are not allowed to set deficit budgets.</p> <p>Governors were advised that much work had been completed for a financial audit, and as such, the 2027/28 budget forecast would need to be reworked. Governors were updated on the current overall 2025/26 budget prior to the audit, including any carry forward figures from the local authority. <b>Action:</b> update governors with the 2027/28 budget.</p> <p><i>Zubair Chothia entered the meeting at 5:06pm.</i></p> <p>Q: Are there collaborative opportunities to create cost efficiencies across the Trust family of schools?</p> <p>A: We are constantly reviewing how we operate and what opportunities there are to centralise things and processes. There are multiple grants and additional funding campaigns which we submit business cases for at Trust level, for example, School Conditional Allocation (SCA) funding for capital works.</p> <p>The CEO and Headteacher added that a collaborative approach from the Trust Central Team (including the Chief Operating Officer) and school was in place, with a clear focus on curriculum-led financial planning.</p> <p>Governors thanked the CEO and CFO for the update, and put forward no further questions or comments.</p> <p><i>Sam Vickers and Nawaid Aurangzeb left the meeting at 5:15pm.</i></p>	<p><b>CFO</b></p>

	<i>Zubair Chothia introduced themselves for the benefit of all attendees, and Muhammad Maqsood introduced themselves for the benefit of Zubair Chothia.</i>	
<b>4.</b>	<b>Representation</b>	
	<p>The Governance Professional confirmed that there were x2 Co-opted Governor vacancies, x1 Parent Governor vacancy and x1 Staff Governor vacancy.</p> <p>An update was provided on the prospective Parent Governor’s application progress. Should they be successfully appointed, there would be no Parent Governor vacancies. Governors were to be updated on the application progress. <b>Action:</b> continue Parent Governor application process and update Governors where applicable.</p> <p>It was also confirmed that there were no terms of office due to expire in the next six months.</p>	Gov Pro
<b>5.</b>	<b>Minutes of the Last Meeting</b>	
	The minutes of the last meeting held on 18 September 2025 were agreed as a true and accurate record.	
<b>6.</b>	<b>Review of Actions from the Minutes</b>	
	Nine actions had been completed and four actions remained outstanding. All outstanding actions were in progress and would be completed in due course. The actions tracker was updated to reflect the completion and progress of all actions.	
<b>7.</b>	<b>Headteacher’s Report</b>	
	<p>The Headteacher’s report was shared with governors in advance of the meeting. Highlights were discussed as follows before the Headteacher invited questions and comments from governors:</p> <ul style="list-style-type: none"> <li>• Attendance - the school had exceeded national averages and had placed first in the Trust family of school’s attendance competition in half term 1, receiving the Trust attendance trophy.</li> <li>• The positive development of schemes was reported, particularly around reading, with much work and support being offered by external organisations to the school to ensure appropriate adjustments had been made.</li> </ul>	

- Governors were provided an update on the number of suspensions and reasons for any where applicable. Governors were satisfied with any actions, noted actions were appropriate, and understood support strategies moving forward.
- Strategies to continue operating with an in-year balanced budget.
- People:
  - Teacher trainees were making strong progress to meet the teaching standards
  - Colleagues retiring were recognised for their hard work, commitment and dedication to the school and services to education. Governors also extended a thank you and their gratitude.
  - Strong CPD offer to colleagues supported the consistent implementation of relevant schemes, with whole colleague training.
  - The Trust’s network meetings were great opportunities for CPD. These networking opportunities also strengthen the focus and alignment across the Trust family of schools.
- The Trust family of schools will be migrating to a new Management Information System (MIS) over the course of the 2025/26 academic year. After a rigorous tender and selection process the successful MIS is Arbor. The school has been involved with the whole process via an established MIS Project team led by the Trust’s Chief Operating Officer. Arbor is a cloud-based MIS which offers much smarter and more efficient ways of data management. Hyrstmount will transfer over in January 2026.
- Fire practice and lockdown practice had both been held this term. Parents/carers had received communication in advance of the lockdown practice.
- The Headteacher had received LA training delivered by the Emergency Planning Team on Martyn’s Law. They provided information around what is expected of educational establishments in light of Martyn’s Law and alerted schools to a Martyn’s Law Toolkit developed by the Local Authority to aid schools in preparing for the new legislation.
- Light replacements had been completed, and roof repair investigations were still ongoing.

Governors were pleased with the attendance data, commended the strategies, and congratulated the school on such strong attendance performance. The positive engagement with parents/carers, learners and colleagues demonstrated the effectiveness of the school’s strategies.

Q: Is there opportunity for collaboration with other Trust schools in learning schemes and the curriculum?

	<p>A: We explore opportunities to ensure that the curriculum is refined and continuous. Other schools within the Trust family have started this journey.</p> <p>Q: Is any assessment data shared with families?</p> <p>A: We use the data primarily for internal use. Teachers might take the opportunity to use the data in Parents’ Evenings for example.</p> <p>Q: Are there any financial savings with the streamlining of systems across the Trust?</p> <p>A: We are anticipating positive financial impacts.</p> <p>Governors thanked the Headteacher for the update and put forward no further questions or comments.</p>	
<p><b>8.</b></p>	<p><b>SEND Update</b></p>	
	<p>Governors were provided a verbal update on SEND. A summary was provided to governors by the Headteacher, before governors were invited to put forward any questions and comments. Highlights included:</p> <ul style="list-style-type: none"> <li>● The number of learners on the SEND register and a breakdown on the number of learners with: <ul style="list-style-type: none"> <li>○ EHCPs</li> <li>○ MSP</li> <li>○ SEND passports</li> </ul> </li> <li>● A consistent CPD approach was being achieved via learning walks and support from the school’s SENDCo and the Trust’s SEND Lead. This included quality assurance checks, and guidance on tasks and embedding the school’s strategies.</li> <li>● Additional training had been offered to support colleagues with learners’ speech and language needs.</li> <li>● Curriculum - the continuation of an accessible but broad, balanced and ambitious curriculum across all subjects, not just core subjects. <ul style="list-style-type: none"> <li>○ Appropriate adaptations implemented to support learners and teachers meet this criteria.</li> </ul> </li> <li>● Strategies to develop the school’s SEND offer included: <ul style="list-style-type: none"> <li>○ Cognitive learning - develop plans for EHCP learners, with clear short-term targets to support teachers meeting learners needs.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Learners have had the opportunity to contribute to their own learning plans</li> <li>○ Collating feedback from parents/carers.</li> </ul> <p><b>Action:</b> gather formal parental feedback.</p> <p><b>Action:</b> provide survey feedback to governors at the next SGB meeting.</p> <p>Q: Is there any specialist training offered to colleagues, particularly for ECTs?</p> <p>A: We currently do not have any ECTs, however as/when we do, we have strategies in place to support them.</p> <p>Q: Are we offering support monitoring for all teachers?</p> <p>A: The SENDCo's role in the teaching and learning visits is to provide that expert view that teachers are aware of all learner's needs. This has been recognised as a strong strategy with good output; teachers are supported, therefore learners are supported. Every learner matters, whether they have SEND or not.</p> <p>Q: We understand that there has been an increase in EHCPs, are there any more in progress?</p> <p>A: We have a net gain of two from the 2026/27 academic year. This includes current EHCP learners expected to move from KS2 to KS3.</p> <p>Q: Given national financial concerns around SEND provision, should we be concerned that we might struggle to meet learners' needs?</p> <p>A: No because we have the right people, teams and support structures in place to ensure we continue our strong SEND offer.</p> <p>Q: Is a resource provision a potential and more cost effective alternative?</p> <p>A: Potentially, this is something that we can explore. <b>Action:</b> explore resource provisions as a more cost effective alternative.</p> <p>Q: Are there any challenges with in-year admissions of SEND learners?</p> <p>A: No. Please note that we very rarely have any SEND in-year admissions.</p>	<p>HT</p> <p>HT</p> <p>HT</p>
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	<p>Governors were satisfied with the update and thanked the Headteacher. There were no further questions or comments put forward.</p>	
<p><b>9.</b></p>	<p><b>Safeguarding Update</b></p>	
	<p>The safeguarding report was shared with governors in advance of the meeting. The Headteacher explained there were no serious safeguarding concerns. The school had completed appropriate investigations to conclude this, and governors were invited to put forward any questions and comments. Highlights in the data included:</p> <ul style="list-style-type: none"> <li>● 0 children missing from education</li> <li>● 0 inclusion days</li> <li>● 0 permanent exclusions</li> <li>● 0 leave of absence requests approved</li> </ul> <p>The Headteacher added that Designated Safeguarding Leads had completed the refresher training, and reiterated the Martyn’s Law training that they had received (refer item 7, Headteacher’s Report). There was also the Trust DSL Network meeting, P&amp;T support on the new SCR record which the school had converted to, and an NSPCC assembly delivered.</p> <p>A discussion followed on parking issues in the immediate vicinity outside the school premises, in particular at the end of the school day. There were strategies to mitigate safeguarding risks, and governors supported these parking management strategies.</p> <p>There were no further questions or comments put forward by governors.</p>	
<p><b>10.</b></p>	<p><b>Policies</b></p>	
	<p>The policies for approval were tabled in advance of the meeting. The Headteacher updated governors on any amendments and the reasons for this. Governors were invited to put forward any questions and comments from governors.</p> <p>One suggestion was made by governors to the wording of a particular section. Governors discussed how this amendment might provide more clarity to parents/carers. The Headteacher agreed to action the amendment. <b>Action:</b> amend the wording of the section.</p>	<p>HT</p>

	<p>There were no further questions or comments put forward and the following policies were ratified by the governing board, subject to the rewording amendment:</p> <ul style="list-style-type: none"> <li>• Relationship and Health Education Policy</li> </ul>	
<p><b>11.</b></p>	<p><b>Trust Update</b></p>	
	<p>The Governance Professional had shared a number of documents with Governors in advance of the meeting.</p> <p><b>Trust on a Page</b>  This was a termly document where governors were informed of work that was being undertaken collaboratively between the Trust and the school and also other schools within the Trust.</p> <p><b>Skills Audit Analysis</b>  Governors were informed that this would be discussed in more detail at the next SGB meeting. In the meantime, the summary document had been provided and this was an overview of the responses received.</p> <p><b>Trust Annual Governance Planning Calendar 2025/26</b>  The above document had been launched at the recent Annual Governor Conference and the Governance Professional shared with governors that the document offered full transparency in terms of remit and responsibilities at Member, Trustee and Governor level.</p> <p>There was a clear structure in place for quality assurance and monitoring at both 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.</p> <p>The Finance Link Governor role descriptor was discussed as an example.</p> <p><b>Governor Manual 2025/26</b>  Governors were reminded that key information was available in this document including meeting dates and other key dates throughout the school year.</p> <p>The Trust's network meetings were highlighted by the Trust Headteacher as great opportunities for CPD. These networking opportunities also strengthen the focus and alignment of all of the schools within the Trust</p>	

	family. The Trust Headteacher reassured governors that the Trust Central Team was a fantastic tool to receive guidance and support from.	
<b>12.</b>	<b>Training and Development</b>	
	<p>Governors were asked to complete relevant training <b>no later than Friday 19 December 2025</b>:</p> <ul style="list-style-type: none"> <li>• <a href="#">Cybersecurity</a> - link to confirm completion <a href="#">here</a>.</li> <li>• <a href="#">Safer Recruitment</a> - minimum Chairs and Vice Chairs.</li> <li>• <a href="#">SCR Training - Webinar 2</a> - link to confirm completion <a href="#">here</a>. <ul style="list-style-type: none"> <li>○ SG link only</li> </ul> </li> </ul> <p>Governors were asked to submit any training certificates into the Governance Professional at the earliest opportunity. <b>Action:</b> governors to submit any training certificates to Gov Pro.</p>	Governors
<b>13.</b>	<b>Upcoming Events (School and Trust-wide)</b>	
	<p>Governors were reminded of the following upcoming events:</p> <ul style="list-style-type: none"> <li>• Batley Brilliance - Field Lane - Thursday 11 December 2025, 1pm - 2:30pm.</li> <li>• Batley Brilliance - Healey - Thursday 8 January 2026, 1:45pm - 3:00pm.</li> </ul>	
<b>14.</b>	<b>AOB</b>	
	The Headteacher sought approval by the governing board to operate a small petty cash float for school events, such as school fairs. This was approved.	
<b>15.</b>	<b>Agenda, minutes and related papers</b>	
	<p>It was determined that part of item 8 be excluded from the copy of minutes available at the school. This information is withheld in accordance with the Freedom of Information Act.</p> <p>There were no further comments or questions and the meeting closed at 7:05pm.</p>	
<b>16.</b>	<b>Date of Next Meeting:</b> Wednesday 11 February 2026, 5:00pm	