

Batley Multi Academy Trust
Minutes of Hyrstmount Junior School's Governing Board Meeting
Held on Wednesday 11 February 2026, 5:00pm

Hyrstmount Junior School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Wednesday 11 February 2026, 5:00pm		
Location:	Hyrstmount Junior School		
Present:	Samira Karolia (Chair of Governors) Dawn Greaves (Vice Chair of Governors) Rachel Morton (Governor) Nadia Kauser (Governor) Zubair Chothia (Governor) Nafeesa Talib (Governor) Abeda Adam (Governor)		
Apologies:	Muhammad Maqsood (Governor)		
Others in attendance:	Matthew Leach (Headteacher) Nawaid Aurangzeb (Interim Chief Financial Officer, CFO) 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	
	The Chair opened the meeting at 5:00pm and thanked everyone for attending. A warm welcome was extended to the Interim CFO for attending the meeting.	
2.	Apologies for Absence, Consent, Declaration of Interest and AOB	
	Apologies had been received from Muhammad Maqsood in advance of the meeting, with consent. There were no declarations of interest and the meeting was quorate. There was one item to be raised under AOB.	



3.	Finance Update	
	This item was discussed in detail.	
4.	Representation	
	The Chair officially welcomed and congratulated Muhammad Maqsood on his Parent Governor appointment, with Muhammad's term of office running for four years from 19 January 2026, less one day. The Governance Professional confirmed that there were x2 Co-opted Governor vacancies and x1 Staff Governor vacancy. An advert for the Staff Governor vacancy was due to close on Friday 13 February 2026 with one application received to date. The Governance Professional would update the board on any further applications if applicable. Action: continue to update the SGB on any Staff Governor applications. It was also confirmed that there were no terms expiring within the next three months. <i>Zubair Chothia joined the meeting at 5:30pm.</i>	Gov Pro
5.	Minutes of the Last Meeting	
	The minutes of the last meeting held on 27 November 2025 were agreed as a true and accurate record.	
6.	Review of Actions from the Minutes	
	Actions were reviewed, most having been completed and some actions carried forward to the next meeting. The actions tracker was updated to reflect the completion and progress of all actions.	
7.	Headteacher's Report	
	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: - Strategies to mitigate behaviour incidents and trends were discussed. These included assemblies to raising awareness on social issues and restorative meetings. - The writing school improvement priority - the <i>Ready, Steady, Write Together</i> writing scheme was implemented in January 2026 following colleague training in half term 2.	

- Attendance - the school had exceeded national averages and had picked up a number of Trust accolades since the start of the academic year, such as: the weekly most improved attendance; the highest weekly attendance in the Trust family; the highest attendance for half term 2. The data of low staff absence was also presented.
- Site works - included new gates and an upgraded telecom system (covered by the Trust's school condition allocation (SCA) funding.
- Successful implementation of the Arbor MIS.
- SEND duties had been reallocated whilst the SENDCo was on maternity leave.
- Pupil premium (PP) strategy - this was reviewed, updated accordingly and uploaded to the school website to meet compliance requirements.
- Data collection 1 outcomes - data was made available to Governors with December's assessment point grades. Governors were satisfied that appropriate interventions were in place for learners.
- Curricular enrichment - the number of participants in clubs was discussed, and Governors raised concerns about the number of disadvantaged learners accessing after school clubs. Approaches to improve after school club engagement was discussed. There was also a Trust football initiative being led by the school with external organisations supporting.
- Community engagement - January's Stronger Together Parent/Carer Forum had the highest attendance to date. A parent/carers survey was issued to parents via ParentHub in line with Ofsted's toolkit. The results will be shared at the next SGB meeting. **Action: share parent/carers survey results at next SGB meeting.**

HT

Q: Is Breakfast Club proving effective?

A: It is well attended and there have been no cost implications.

Q: Have we contacted local supermarkets to see if they could support/sponsor the breakfast club?

A: We will explore this. **Action: explore supermarket food donation options.**

HT

A discussion was held regarding colleague wellbeing due to absences and the school's supportive strategies were explored. Governors evaluated how these measures function within the context of the school's specific challenges. It was agreed that a review of current colleagues' roles and responsibilities was to be completed. **Action: review colleagues' responsibilities.**

HT

There was also a recommendation from Governors to record minutes at parent/carers meeting forums, such as the Stronger Together Forum, for distribution to attendees. The Headteacher agreed to this.



	Action: record the main discussion points at parent/carer forum meetings to distribute to attendees. The Chair invited Governors to provide feedback on the content of the Headteacher's reports. Governors were satisfied that the content was relevant, appropriate and supported their roles. A discussion on how the data was presented followed to which the Governance Professional and Headteacher agreed that there were opportunities to present the data in more efficient ways for future meetings. Action: add relevant links to the data documents in reports made available to the SGB. Governors thanked the Headteacher for the update and put forward no further questions or comments.	HT Gov Pro/ HT
8.	Attendance Update	
	Attendance data had been sent to Governors in advance of the meeting. An explanation on the Trust's data analysis tool, Power BI, was provided to Governors by the Headteacher. Governors were reminded of the Trust's aspirational attendance target of 98%. The Headteacher added that the school's attendance data was compared with other schools within the Trust family to highlight areas for improvement and collaboration opportunities. Following a review of the data in such ways, school leaders would then agree subsequent actions. Owing to successful strategies and actions, the school had placed: • 4th in the DfE's similar schools overall attendance table. • 3rd for lowest PA. • Governors congratulated everyone involved for these results. Governors also noted that an acronym key would be useful for future reports. Action: add an acronyms key for future reports.	HT
9.	Safeguarding Update	
	The safeguarding report was shared with governors in advance of the meeting and the Headteacher invited Governors to put forward any questions and comments. Highlights in the data included: • 0 children missing from education. • 0 inclusion days. • 0 permanent exclusions. • 0 leave of absence requests approved.	



	Governors were satisfied that the data presented no serious safeguarding concerns and that the school's approaches to mitigate safeguarding risks were appropriate. There were no further questions or comments put forward by Governors.	
10.	SEF and SIP Progress	
	The SEF and SIP had been shared with Governors in advance of the meeting. The Trust Headteacher explained that the SIP contained 10 KPIs, such as: • Eradicating gaps to NA outcomes. • An exceptional teacher in every class. • Careers as the golden thread. • An inspired learning environment. The Ofsted toolkit was explained to Governors and it was confirmed that the SEF was being reworked into the new Trust-wide formats and would be available to Governors by the next SGB meeting. Action: provide updated SEF by the next SGB meeting.	HT
11.	Policies	
	The Governance Professional confirmed that all policies were up-to-date and had been ratified by the SGB.	
12.	Trust Update	
	The Governance Professional had shared a number of documents with Governors in advance of the meeting. Governors were reminded of each document which would continue to be made available in each SGB meeting document folder: • Trust-on-a-Page - 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. • Skills Audit Analysis - the data and summary document demonstrated the board's areas of strength and areas for improvement with regards to their skillset. Relevant actions to support the board were produced from the skills audit completed by Governors at the beginning of the 2025/26 academic year. • Trust Annual Governance Planning Calendar 2025/26 - this document offered full transparency in terms of remit and responsibilities at Member, Trustee and Governor level. Role descriptors for all link areas were included at the back of the document and these were the "mini job	



	descriptions" linked to all areas and included a set of questions that Governors may want to ask as part of their school visits. • Role descriptor example - the Finance Link Governor role descriptor was provided as a role descriptor example. • Governor Manual 2025/26 - Governors were reminded that key information was available in this document, such as meeting dates, key school contacts and training links.	
13.	Training and Development	
	The Governance Professional confirmed that all Governors had completed relevant training to date. Governors were made aware of the following non-mandatory but recommended training to support knowledge and understanding on attendance - a KPI focus across the Trust family of schools: • Monitoring attendance: The Key (online) Action: Governors to submit any training certificates to the Governance Professional.	Governors
14.	Governor Deep Dive Visits	
	Governors were reminded by the Governance Professional to complete the online school visit form once a visit had been completed. A review of the current link roles was carried out before there was a discussion on the Governor visit schedule and visits that were to be prioritised before the end of the academic year. Action: send the Governor Visit Schedule to the Governance Professional. Action: add the visit schedule to the manual and include a copy with the minutes.	HT Gov Pro
15.	Upcoming Events (School and Trust-wide)	
	Governors were reminded of the following upcoming events: • Batley Girls' Batley Brilliance - Thursday 23 April 2026, 1.00pm - 2.30pm. Action: Governors were asked to confirm their attendance to BGHS' event with the Governance Professional or the Director of Compliance and Governance. An official invitation for this would follow in due course. Manorfield's Batley Brilliance event, scheduled on Thursday 12 February 2026, 1.00pm - 2.30pm, had been postponed. More information would follow on a rearranged date and time when applicable.	Governors



16.	AOB	
	Nothing was added.	
17.	Agenda, minutes and related papers	
	It was determined that all of item 3 be excluded from the copy of minutes available at the school. This information is withheld in accordance with the Freedom of Information Act. There were no further comments or questions and the meeting closed at 7:05pm.	
18.	Date of Next Meeting: Tuesday 5 May 2026, 5:00pm	