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Minutes of Hyrstmount Junior School's Governing Board Meeting

Held on Thursday 2 July 2026, 5:00pm

Hyrstmount Junior School			
Meeting of:	Full School Governing Board (SGB)		
Date and time:	Thursday 2 July 2026, 5:00pm		
Location:	Hyrstmount Junior School		
Present:	Samira Karolia (Chair of Governors) Dawn Greaves (Vice Chair of Governors) Nadia Kauser (Governor) Abeda Adam (Governor) Jade Beard (Governor) Rachel Morton (Governor) Nafeesa Talib (Governor) Muhammad Maqsood (Governor) - present virtually		
Apologies:	None received		
Others in attendance:	Matthew Leach (Headteacher) 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

Item	Minutes	Action
1.	**Welcome**	
	The Chair opened the meeting at 5:00pm and thanked everyone for attending the final SGB meeting of the academic year.	
2.	**Apologies for Absence, Consent, Declaration of Interest and AOB**	
	There were no apologies received in advance of the meeting and Muhammad Masqood had joined virtually. Zubair Chothia's absence was noted. There were no declarations of interest and the meeting was quorate. There was one item to be raised under AOB.	

3.	**Representation**	
	The Chair confirmed that there were no new appointments to report since the last SGB meeting. The Chair announced that Nafeesa Talib would sadly not be renewing her term of office following the end of her current term on 19 July 2026. All attendees thanked Nafeesa for her commitment to the school, to the SGB and for her strong contributions, in particular her financial insights and challenges. Nafeesa's strong expertise and dedication would be missed and all attendees wished Nafeesa the best of luck in her future endeavours and career, having recently undertaken a new role. Following Nafeesa's term expiry, the Chair confirmed that the SGBs would have x3 vacancies, all of which were Co-opted Governor vacancies. There was one term of office due to expire in October 2026, which would be addressed outside of the meeting and more formally in the next SGB meeting. **Action:** follow up with the relevant Governor whose term expires in October. The Trust had worked hard on recruiting Governors across the family of schools over the last 12 months and were delighted to share the hard copy of x1 Co-opted Governor pen portrait. Governors discussed the strengths of the pen portrait and extended an invite to the prospective Co-opted Governor to visit the school and observe the next SGB meeting. **Action:** follow up with the prospective Governor regarding a school visit and SGB meeting observation.	Gov Pro Gov Pro
4.	**Minutes of the Last Meeting**	
	The minutes of the last meeting held on 5 May 2026 were agreed as a true and accurate record.	
5.	**Review of Actions from the Minutes**	
	Actions were reviewed, most having been completed. The actions tracker was updated to reflect the completion and progress of all actions. *Nadia Kauser joined the meeting at 5:15pm.* There was specific discussion around extra curricular activities following the Government's announcement to incoming sports premium funding changes. Governors were made aware of the school's current £18,000 sports premium funding. It was agreed that a full review of extra curricular activities would occur towards the beginning of the next academic year once sports premium funding changes were understood.	

6.	**Headteacher's Report**	
	The Headteacher's report was shared with Governors in advance of the meeting. Highlights were discussed as follows before the Trust Headteacher invited questions and comments from Governors: • Numbers on roll for September 2026 were reconfirmed from the last SGB meeting. • Behaviour and SEND school visits had been completed and the reports were made available for Governors to review. • Safeguarding data - 0 inclusion days, 0 permanent exclusions, there had been a reduction in leave of absence (LOA) requests and the Headteacher confirmed that 0 of these requests had been approved. • The school's SCR (Single Central Record) was up to date and all statutory information that is required to be detailed on the SCR, was duly recorded. Governors were satisfied that the school continued to appropriately mitigate safeguarding risks as the report presented no serious safeguarding concerns. • Attendance - the school continued to exceed the national average (NA) and continued to receive Trust attendance awards. Whole-school attendance as at 26 June 2026 was 95.8% (currently +1% higher than academic year 2024/25), with disadvantaged and learners with SEND also bucking national trends, with respective figures reported at 3.7% and 3.9% higher than the NA. The school had placed 2nd out of 21 in the Department for Education's similar schools report. The current year-to-date persistent absence figure had reduced further 0.9% since the last SGB meeting (4.2% under the NA). Governors discussed potential attendance impacts following a national sporting event scheduled on Sunday 5 July 2026, to which the Trust Headteacher confirmed that there were no anticipated impacts. All colleagues, learners and parents/carers were congratulated by Governors for their attendance efforts throughout the academic year. • Community - very strong results in the recent parent/carer survey, to which Governors congratulated all colleagues. Areas for improvement were now being worked on, with support from the Trust's central functions. The clear message around attendance (high attendance = high attainment) was being delivered successfully, as this result scored 100% in positive responses. Governors also commented on the positive environment around the school, with parents/carers expressing how welcomed they feel at the school and how approachable colleagues are. The Great Get Together picnic commemorated the 10th anniversary since the tragic death of MP Jo Cox. The event epitomised Jo's belief - that we	

	have far more in common than that which divides us - as over 100 parents/carers and family members attended the event. • Curricular enrichment - Governors congratulated the learners for their recent cricket performance, having placed third in an all-encompassing Yorkshire tournament. • Recruitment - 68 applications had been received for one vacancy, with interviews taking place on 30 June 2026, supported by the Trust People and Talent Team. The Trust Headteacher confirmed that an appointment offer was to be made in due course. Governors were pleased with the number of candidates applying to the school, as this represented the want for people to join the school and Trust family. Governors were satisfied with the recruitment processes. Governors thanked the Trust Headteacher for the update and put forward no further questions or comments.	
7.	**Finance Update**	
	Finance documents were shared with Governors in advance of the meeting. The Trust Headteacher informed Governors that strong support remained on offer from the Trust Finance Team, with ongoing effective meetings. Governors were made aware of some minor amendments required to some budget lines, which explained some small variances. The Trust Finance Team and Trust Headteacher continued to work closely to rectify variances as a means of improving budget reporting accuracy to Governors. Governors acknowledged the challenging financial climate and thanked the Trust Headteacher and Trust Finance Team for their ongoing work to ensure the school operated with an in-year balanced budget. There was recognition to the Trust for its support with key site developments which had been fully funded by the Trust via school condition allocation (SCA) funding to preserve the school's budget. Q: Do surplus budgets remain with the school? A: Yes, the Trust does not pool from individual school budgets. Q: Do we understand the reasons for the large forecasted pupil premium discrepancies? A: This question will be raised in our upcoming finance meeting. **Action:** raise the PP forecasted budget discrepancies with the Trust Finance Team.	HT

	Governors put forward no further questions or comments and thanked the Trust Headteacher for the update.	
8.	**Key Documents (SEF and SIP 2025/26 and 2026/27 Planning)**	
	The SIP and SEF documents had been shared with Governors in advance of the meeting. Governors were reminded by the Trust Headteacher that much work on reformatting the SEF document had been carried out to align with the Ofsted Toolkit. The Trust Headteacher explained that the document was a live working document to ensure accuracy. Governors noted the level of detail in the SEF, and were satisfied that the SEF was an accurate reflection of the school's current performance, with evidence, strengths and areas for improvement highlighted throughout. The Trust Headteacher explained that the SIP contained 10 KPIs. Highlights from the SIPs progress included: • Aspirational 98% attendance target • Eradicating gaps to NA outcomes • An exceptional teacher in every classroom • Ambitious curriculum - streamlining and sharing of best practice across the Trust family • Careers as the golden thread Governors were satisfied with the strategies surrounding inclusion, particularly for the support of SEND and disadvantaged learners across the school, however sought a greater understanding of supportive strategies in place to ensure that aspirations were being raised for high attaining learners. The Trust Headteacher reassured Governors that relevant intervention sessions were being held for all learners, including those with greater depth aspirations. **Action:** explore combined classroom opportunities. Governors were informed of the new SATs results release date of Thursday 16 July 2026 before thanking the Trust Headteacher for the update. Governors put forward no further questions or comments.	HT
9.	**Policies**	
	There were two policies shared for Governor review in advance of the meeting. The Trust Headteacher put forward one amendment to the Assessment Policy	

	before highlighting the main updates to the school's Behaviour Policy. Questions and comments were invited from Governors. Governors commented on the behaviour policy's structure, which presented the processes for rewarding good behaviour first, followed by processes for managing behaviour that did not meet the expected standards. A discussion on mobile phone management followed. The Trust Headteacher and Governance Professional confirmed that mobile phone management strategies would be rereviewed for September 2026. Governors would be kept up to date on the progress of a Trust-wide Behaviour for Learning Policy which would eventually supersede the school's policy. The responsibility of behaviour management processes and procedures within individual schools would remain with that school and its SGB. Q: Are all suspension appeals reviewed by Governors? A: Yes. Q: Are learner reports sent to parents/carers? A: Yes. We ensure that parents/carers of a learner on report are clearly communicated with. Governors put forward no further comments or questions and ratified the following policies: • Assessment Policy • Behaviour Policy **Action:** add all approved policies to the school's website.	Gov Pro
10.	**Trust Update**	
	A number of documents had been shared 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. The Trust Headteacher highlighted collaborations and meetings which had taken place throughout the 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.	
11.	**Training and Development**	
	The Trust's 2025/26 acronyms sheet had been updated following the last cycle of SGB meetings. This was shared in advance of the meeting with Governors.	
12.	**Upcoming Events (School and Trust-wide)**	
	The final upcoming events of the academic year for Governors to attend were shared in advance of the meeting: • Purlwell's Batley Brilliance - Thursday 2 July 2026, 1:00pm - 2:30pm • Chair and Vice Chair meeting - Thursday 9 July 2026, 6:00pm - 7:30pm **Action**: Governors to confirm their attendance at the above events via the Governance Professional or Director of Compliance and Governance.	Governors
13.	**AOB**	
	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. **Action:** Governors to complete *Celebrating You!* Feedback form. The Governance Professional also shared the first three proposed meeting dates for the next academic year. Following a discussion, the Governance Professional agreed in principle to move the second SGB meeting date and would confirm approval via the Director of Compliance and Governance. The third meeting date would be reviewed in September 2026. **Action:** seek approval for the requested SGB meeting date change via the Director of Compliance and Governance and confirm the outcome with the SGB.	Governors Gov Pro

14.	**Agenda, minutes and related papers**	
	It was determined that no part of the minutes be excluded from the copy that is available at the school. Nothing further was discussed and the meeting closed at 7:05pm.	
15.	**Date of Next Meeting:** Tuesday 29 September 2026, 5:00pm	