

**Batley Multi Academy Trust**  
**Minutes of Hyrstmount Junior School**  
**Local Governing Board Meeting held on Tuesday 3 June 2025, 5:00pm**

Hyrstmount Junior School			
Meeting of:	Full LGB		
Date and time:	Tuesday 3 June 2025, 5:00pm		
Location:	Hyrstmount Junior School		
Present:	Samira Karolia (Chair of Governors) Dawn Greaves (Vice Chair of Governors) Abeda Adam (Governor) Michaela Prince (Governor) Lee Miller (Governor) Nadia Kauser (Governor) Rachel Morton (Governor)		
Apologies:	Nafeesa Talib (Governor)		
Others in attendance:	Matthew Leach (Headteacher) Laura Bland (Director of Compliance and Governance) 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

Part A		
Item	Minutes	Action
<b>1.</b>	<b>Welcome</b>	
	The Chair of Governors opened the meeting at 5:03pm. A warm welcome was given to everyone. All attendees introduced themselves and their roles.	

<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 in advance of the meeting, with consent. Zubair Chothia’s absence was noted.</p> <p>There were no declarations of interest and the meeting was quorate. There were no items tabled under AOB.</p>	
<p><b>3.</b></p>	<p><b>Representation</b></p>	
	<p>There was one staff governor vacancy and one parent governor vacancy confirmed. There were no terms of office due to expire in the next six months.</p> <p><b>Action:</b> advertise for vacancies starting in September.</p>	<p>HT/Gov Pro</p>
<p><b>4.</b></p>	<p><b>Minutes of the last meeting</b></p>	
	<p>The minutes of the last meeting held on 11 February 2025 were agreed as a true and accurate record. One spelling error was noted.</p> <p><b>Action:</b> amend incorrect spelling.</p>	<p>Gov Pro</p>
<p><b>5.</b></p>	<p><b>Trust Governance Welcome and Introduction</b></p>	
	<p>The Director of Compliance and Governance extended a warm welcome to attendees and a welcome to the Trust. This was the school’s first LGB meeting as part of the Batley Multi Academy Trust family of schools. A summary of the Trust was provided:</p> <ul style="list-style-type: none"> <li>● Eight schools</li> <li>● 4,500 learners</li> <li>● 750 colleagues</li> <li>● Nearly 90 local governance volunteers spanning Members, Trustees and Governors. This was an incredible achievement and Governors were thanked for their commitment to improving the lives of young people.</li> </ul> <p>It was confirmed that there would be no changes to each representation of the governor role (co-opted, staff, parent). More information on the constitution of the LGB could be found in the terms of reference.</p> <p>Key documents were highlighted:</p>	

- Articles of Association - these are the primary governing document for the Trust and set out how the organisation operates. Governors were to be aware of this document, know these are in existence and that the Trust is held accountable by these. The Trust had recently adopted the DfE's most recent model version of the Article of Association (June 2021).
- Scheme of Delegation (SoD) - this document was a key document to ensure each layer of governance was aware of their delegated authority. The Trust applies the RASCI model (responsible, accountable, support, consult and inform) to delegated authority and this was applicable to Members, Trustees, CEO, LGBs and the Trust Headteacher network. It was important that Governors were familiar with this document, understood it and were confident they knew the level of delegated authority applicable to LGBs. The SoD was available on the school and Trust website and a copy was provided in the meeting folder.
- Within the SoD was the Terms of Reference (ToR). These set out the constitution of the LGB; the categories of representation and the number of appointments. The key difference for Governors and the Headteacher to note was that the Headteacher does not get a vote within the Trust's ToR. All voting is by Governors only. This was acknowledged.
- Each term of office was confirmed at four years, with key statutory governor links at primary stage noted as safeguarding and SEND. At secondary level, there is also a Careers link. The Trust is keen to secure this as primary level too, but this is not compulsory.
- In addition to Safeguarding and SEND, other key areas of responsibility for Governors (within the SoD) were standards and stakeholder engagement e.g. parent/carers. Collaborative work across the Trust was commented on and how this was a real strength of the Trust.
- Governor manual - Governors were made aware this document had been created following feedback from Governors about the volume of key information they needed access to, key dates and contact details and general governance information. This had been created as a one-stop-shop for Governors. It was best used as an online document with live links to websites etc. The DC&G talked through key areas of the manual:
  - Calendar of the year, including exams and the Trust's unique selling point of providing an education for young people aged between two - 19 years old.

- Batley Breakfasts - networking opportunities with all governance volunteers across the Trust.
- Role of documents - these had been created for parent, staff and co-opted roles. It was important that parent governors in particular felt fully informed about their role as it can often be perceived as direct access to the board to pursue complaints or share experiences about their child(ren) only. The role of a Parent Governor is to represent the parent body as a whole - the same principles apply to Staff Governors.
- Link governors - there were role descriptors (mini job descriptions) for each link area including specific training and suggested questions for Governors to ask when carrying out school visits.
- Governors were made aware of three forms that would need to be completed for this academic year.
  - Code of Conduct - this is a standard form that all layers of Governors are asked to complete. It is based on the Nolan Principles (which the Batley Ethical Leadership Charter is also based on).
  - Skills Audit - this helps the governance team inform the recruitment strategy for the year as well as plan relevant training for specific need.
  - Declaration of Interests - Governors have completed this under Kirklees, but the Trust must hold its own responses to be published on the school website.

**Action:** Governance Professional to send the Governor manual and useful links and documents.

Gov Pro

**Action:** Governors to complete the three forms referenced above.

Governors

- Policies - the Trust was working hard to streamline policies with less school-specific policies and increased Trust wide policies.
- Trust on a Page - Governors were made aware that the Trust-on-a-page document features in every LGB meeting folder. It is a one-page summary of the collaborative work across the family of schools, any support the school is receiving from the Trust as well as the Trust-wide networks.

Communication standards between governors, the school and Trust was discussed:

- All governors had their own school-specific governor emails created prior to the meeting. All communications would be sent via this email address, unless in the event of an urgent matter. Governors were asked, at their discretion, to provide their personal email address and contact numbers as a contingency.
  - Any issues in accessing school-specific email addresses had been raised and resolved prior to the meeting, and the Governance Professional offered continued technical support.
  - Apologies to LGB meetings, either verbal or written, would be accepted in advance of the meeting via the Chair and/or Governance Professional.
- LGB documents would be sent in an accessible folder to governors' school email addresses seven days prior to the LGB meeting date. Governors and the Headteacher were informed of a Trust-wide format of such documentation, although there was no expectation to adopt this until the next academic year. LGB documentation would usually include, but was not limited to:
  - Previous LGB minutes - a hard copy would also need to be signed by the Chair for school records.
  - LGB agenda - includes timings per agenda item to support meeting efficiency. The agenda could be adapted e.g. timed items removed if the LGB felt this was not necessary.
  - Headteacher Report (presented by HT).
  - Safeguarding (presented by HT/(Designated Safeguarding Lead (DSL)).
  - SEND (presented by HT/SENDCo).
  - Trust update (presented by HT).
  - Governor visits (presented by governors).
  - Upcoming Trust events (for governors to note).
  - AOB (contribution by any attendee - ideally sent to the HT, Chair and Governance Professional in advance of the meeting).
- Governors would be kept updated on Trust events, and would receive regular email communication on governance matters across the Trust family of schools. This would usually include, but was not limited to:
  - Batley Breakfast events (already discussed).
  - Great Governance newsletter - monthly update provided to the Trust family of schools' volunteer community. It recognises great stories from the governance team and updates them on upcoming events which all governors are invited to.

	<ul style="list-style-type: none"> <li>○ Batley Buzz - monthly newsletter which updates our whole community on the amazing work of the Trust's colleagues and learners.</li> <li>○ CEO Blog - weekly update provided by the Trust's CEO.</li> <li>● Statutory training and tasks would be communicated via email, with reminders noted in LGB meetings. Governors were reminded of the statutory Cyber Security training and the Safeguarding Knowledge Check deadline of Friday 4 July. The Governance Professional would support governors through this process.             <ul style="list-style-type: none"> <li>○ The Governor Manual contained links to useful websites for: further training, further information, and useful guidance.</li> </ul> </li> <li>● The Trust's DBS process was explained to governors. Governors were made aware of potential DBS check renewals and would be contacted by the Governance Professional in due course.</li> </ul> <p><b>Action:</b> contact relevant governors requiring a renewed DBS check.</p> <p>Q: Do staff governors have to complete the safeguarding training/forms?</p> <p>A: Not at the moment. We will already have a record from your staff role.</p> <p>Governors commented on the change of the agenda format, and it was confirmed to the Chair that there was flexibility in the agenda, and it would be built collaboratively with Governance Professional, Headteacher and Chair input - the template was a guide and could be adapted.</p> <p>There were no further questions or comments.</p>	<p>Gov Pro</p>
<p><b>6.</b></p>	<p><b>Headteacher's Report</b></p>	
	<p>The Headteacher's Report was sent to governors in advance of the meeting. Key points from the report were discussed and the Headteacher invited any questions:</p> <ul style="list-style-type: none"> <li>● The school's attendance for half term 5 was above national average and had increased to 95.86%, with noted impacts of Eid during the previous half term.</li> </ul>	

- Persistent absence (PA) was above the national average. The school had applied the Attendance Policy consistently to mitigate term-time holidays and improve PA figures. The school engaged with parents to deliver the consistent message in the Trust’s attendance video - “attendance matters - every day counts!”
- Strategies to decrease class sizes in Year 3 had been implemented. Additional recruitment would further support the continuity of Year 3 learners transitioning into Year 4.
- Outcomes data that was shared at the Trustees Outcomes meeting was also shared with governors.
- Curriculum development continues via the school’s SLT, with a focus on vocabulary and oracy skills.
- The school was aspiring to be in the top 20% of outcomes predictions nationally. Areas for improvement to achieve that goal were highlighted.
- Wellbeing training for learners and staff had encouraged personal development of learners.
  - Learners in the ‘*Smile Squad*’ in particular had developed their active listening skills and gained a clear understanding of the importance of safeguarding.
- The school’s year end predicted budget was £78k surplus.
- Collaborative work across the Trust family of schools was positive. Network committees and recruitment support had allowed the school to support the development of other schools’ good practices as well as its own.

Q: What additional support is the school offering to those learners in the *Smile Squad*?

A: The learners are fully supervised during training and they know they can talk to an adult at any point. The distinction between being a supportive friend and knowing when it is necessary to seek adult help has been made. They now understand that they must not keep secrets that could put someone at risk.

Q: Are the needs of learners who are not on full timetables being met?

A: The learner’s needs are the highest priority. There are a number of reasons a learner might not be on a full-time timetable so we have to support the learner and families to meet those needs. That ensures that the learner receives a quality education and is not left behind.

	<p>Q: Have the learners who were referred to a minibus service been directed to Kirklees transport?</p> <p>A: They have not but we will explore that. The Trust has a transport facility which continues to support these learners.</p> <p><b>Action:</b> HT to explore minibus services.</p> <p>Q: Will the same teachers teaching the Year 3 cohort also continue through Year 5 and Year 6?</p> <p>A: We would expect that to continue through the school due to the class sizes. It supports our continuity strategy so the plan is to operate with nine classes until that cohort leaves Year 6.</p>	<p>HT</p>
<p><b>7.</b></p>	<p><b>SEND and Safeguarding</b></p>	
	<p>The SEND Report had been shared with governors prior to the meeting.</p> <p>A SEND review was completed in February 2025 by an external SEND expert. As a result of the review, strategies had been implemented following collaboration between the Headteacher, SENDCo and SEND governor link. The report recognised the strengths of the school which were summarised as follows:</p> <p>Strengths:</p> <ul style="list-style-type: none"> <li>● Colleagues were engaged with supporting SEND learners, and were empowered to do so by school leaders (continued professional development).</li> <li>● The school had made appropriate adjustments in classrooms and around school to develop the support that SEND learners received.</li> <li>● The confidence of colleagues had improved having developed Learning Plans and SMART targets that met learners' needs.</li> </ul> <p>The Headteacher noted recommendations, such as: continuing to ensure SEND learners had access to all parts of the curriculum, and; to continue the development of specific learning plans which were recognised in the review as having a positive impact.</p> <p>Governors and the Headteacher recognised the work of the SENDCo</p>	

	and expressed gratitude for her continued work.	
<b>8.</b>	<b>Governor Visits and Training</b>	
	<p>There were no governor visits to report.</p> <p>The governor visits schedule was discussed. The Headteacher and relevant governors agreed to arrange visit dates. The Headteacher confirmed that the recent learner and staff survey could be reviewed by visiting governors.</p> <p><b>Action:</b> SG, wellbeing visits to be organised for this academic year. Attendance and SEND TBC.</p>	Governors
<b>9.</b>	<b>Upcoming Events</b>	
	<p>Upcoming Events [Governors to note]</p> <ul style="list-style-type: none"> <li>• Batley Breakfast - Hyrcstmount - Tuesday 10 June 2025 - 8.00 - 9.30am - the plan for the day was briefly discussed by the Headteacher</li> <li>• Chair &amp; Vice Chairs Meeting - Thursday 15 July 2025 - 6.00 - 7.30pm (TDC)</li> </ul>	
<b>10.</b>	<b>AOB</b>	
	<p>Governor contact information and governor link roles were collated from governors.</p> <p>Governor links were declared and new ones discussed.</p> <p><b>Action:</b> The Key and NGA new login creations.</p>	Gov Pro
<b>11.</b>	<b>Agenda, minutes and related papers</b>	
	<p>It was determined that part of item 7 be excluded from the copy that is available at the school. This information is withheld in accordance with the Freedom of Information Act.</p> <p>Nothing further was discussed and the meeting closed at 7:33pm.</p>	
<b>12.</b>	<b>Date of Next Meeting</b>	
	<b>Next LGB meeting: Tuesday 1 July 2025, 5:00pm</b>	

### Actions Arising from Minutes of 3 June 2025

<b>Agenda Item</b>	<b>Date first raised</b>	<b>Matter arising from minutes</b>	<b>Action by</b>	<b>Notes</b>	<b>Action Complete</b>
3. Representation	03/06/2025	Advertise vacancies	HT/Gov Pro	x1 staff, x1 parent	<b>Y</b>
4. Minutes of the Last Meeting	03/06/2025	Amend incorrect spelling	Gov Pro		<b>Y</b>
5. Trust Governance Welcome and Introduction	03/06/2025	Send manual to governors	Gov Pro		<b>Y</b>
5. Trust Governance Welcome and Introduction	03/06/2025	Governors to complete the three referenced forms	Governors		
5. Trust Governance Welcome and Introduction	03/06/2025	Contact relevant governors requiring new DBS check	Gov Pro		
6. Headteacher's Report	03/06/2025	Explore minibus options	HT		
8. Governor Visits and Training	03/06/2025	Governor visits to be organised	HT/ Governors	Safeguarding, Attendance, SEND	
10. AOB	03/06/2025	Key and NGA logins	Gov Pro		