

Batley Multi Academy Trust
Minutes of Hyrstmount Junior School

Local Governing Board Meeting held on Tuesday 1 July 2025, 5:00pm

Hyrstmount Junior School			
Meeting of:	Full LGB		
Date and time:	Tuesday 1 July 2025, 5:00pm		
Location:	Hyrstmount Junior School		
Present:	Dawn Greaves (Vice Chair of Governors) Abeda Adam (Governor) Michaela Prince (Governor) Lee Miller (Governor) Nadia Kauser (Governor) Rachel Morton (Governor) Nafeesa Talib (Governor)		
Apologies:	Samira Karolia (Chair of Governors)		
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

Part A		
Item	Minutes	Action
1.	Welcome	
	The Chair of Governors opened the meeting at 5:04pm. A warm welcome was given to everyone.	
2.	Apologies for absence, consent, declaration of interest and AOB	
	Apologies had been received from Samira Karolia in advance of the meeting, with consent. Zubair Chothia's absence was noted.	

	There were no declarations of interest and the meeting was quorate. There were no items tabled under AOB.	
3.	Representation	
	<p>There was one staff governor vacancy confirmed. The parent governor vacancy received one application. The Governance Professional was to share the expression of interest with governors and follow up with the applicant at their earlier convenience.</p> <p>Action: share the pen portrait for the parent governor applicant.</p> <p>There were no terms of office due to expire in the next six months.</p> <p><i>Nafeesa Talib entered the meeting at 5:07pm.</i></p>	Gov Pro
4.	Minutes of the last meeting	
	The minutes of the last meeting held on 3 June 2025 were agreed as a true and accurate record.	
5.	Review of Actions	
	The actions from the previous minutes were reviewed. Three actions were carried forward to the next LGB meeting.	
6.	Headteacher's Report	
	<p>The Headteacher's Report was shared with governors in advance of the meeting. Key points and data from half term 6 was discussed before the Headteacher invited questions:</p> <ul style="list-style-type: none"> • Transition days have been prioritised for learners moving into the school. Parents have received a welcome presentation. Home visits were completed and are scheduled where applicable. • Year 6 learners final day was confirmed as Tuesday 8 July, with the leavers assembly on Friday 18 July. • PPA support has been reviewed and this will now be class-based. Teachers are understanding and onboard with the change. <p>Q: Will there be other support in the classes?</p> <p>A: In some lessons we have made adjustments to meet learners' needs. We have overcome the challenge of a bigger cohort this year so operationally we will be better moving into the next academic year. We are reviewing the</p>	

	<p>roles of colleagues who have confirmed they are leaving us at the end of the academic year.</p> <p>Q: Do we have learners joining us from an historic home schooling background?</p> <p>A: The number of learners who have previously been home schooled is increasing.</p> <p>Q: Do we have additional provisions or adjustments in place for these learners?</p> <p>A: We ensure that teachers are aware and we monitor them. We have had families at transition days which supports them to settle into a school setting. More often than not these learners have never been in a school setting. This parental support is vital so it is important we support the whole family.</p> <p>Governors thanked the Headteacher for the update and did not put forward any further questions or comments.</p> <p><i>Michaela Prince entered the meeting at 5:30pm.</i></p>	
<p>7.</p>	<p>Safeguarding</p>	
	<p>The safeguarding report was shared with governors in advance of the meeting.</p> <p>The number of looked after children in the school for the current academic year and following academic year was discussed. The Headteacher confirmed that there were no children subject to a child protection plan. There were no children missing in education referrals made since the last report. Governors were assured that if there were safeguarding concerns surrounding domestic violence, these would be immediately referred to police. This resulted from staff training around domestic violence, which the Headteacher reported as educational and valuable.</p> <p>The safeguarding visit completed on 17 June was discussed, with a review of the SCR and safeguarding survey. Situations and strategies were discussed to raise awareness on social and domestic issues of violence and influential male ideology. The local authority would be delivering some online safety workshop training with parents/carers.</p> <p>Q: Are the surveys completed by just Hyrstmount or other schools?</p>	

	<p>A: All schools in our Trust family have completed it. The strategic Safeguarding Lead created the survey. We have provided some feedback to them around areas for improvement in the survey, which demonstrates the collaborative work between the school and Trust. It was done at Trust level to identify gaps in the curriculum. All schools in the Trust family can ensure we are raising awareness on such social issues.</p> <p>Governors thanked the Headteacher for the update and did not put forward any further questions or comments.</p>	
<p>8.</p>	<p>SEND</p>	
	<p>The SEND report was shared with governors in advance of the meeting. The SENDCo discussed the report and governors were advised that the data had been broken down and labelled up to categorise SEND learners' needs. This has contributed to a more precise understanding of learner's needs to ensure continued provisions can be met, or adapted, where applicable.</p> <p>The SEND governor link had completed a school visit on Monday 24 June. The Governance Professional advised that this had not yet been shared with governors due to the current trial of the new form. It was confirmed that all completed visit forms would be shared with governors in due course (action logged in item 12).</p> <p>Governors were invited to put forward any questions or comments. Governors were satisfied with the data provided and did not ask any questions or provide any comments. The SENDCo was thanked for their time, reports, and hard work throughout the year.</p>	
<p>9.</p>	<p>Finance and Operations Update</p>	
	<p>The finance and operations report was shared with governors in advance of the meeting. The Headteacher discussed key points and actions that had been undertaken since joining the Trust family of schools:</p> <ul style="list-style-type: none"> ● Hot water issues have been resolved ● New flag poles with the Trust and school logos ● High cleanliness and maintenance standards were recognised by Trustees and Governors at Hyrstmount's Batley Breakfast event - the Headteacher acknowledged the contribution of the school's Caretaker. ● Fire practice was completed on 13 June 2025, with all learners and staff in the fire evacuation zone in less than 60 seconds (a school record!). ● RPA and H&S audits were postponed until September. 	

	<ul style="list-style-type: none"> ○ Some H&S assessments have been completed. Recommendations have been provided and a full report is pending. This will be shared with governors once received. ● Planned summer capital works was discussed - the Trust via the Chief Operating Officer were supporting the school with this. <p>Action: Trust Headteacher to share the full H&S assessment report.</p> <p>Q: Are the capital works coming out of our carry forward or reserves?</p> <p>A: The Trust is funding this.</p> <p>Q: Has any money been transferred to the Trust?</p> <p>A: When a school converts into a Multi Academy Trust, the money transfers into the Trust. The Trust and school work together to ensure that the school can deliver an in-year balanced budget year on year. CLFP is also being implemented. The school continues to manage its finances for the foreseeable future as per the Scheme of Delegation and the Trust finance team and CEO provide support as required. The school has the bonus of now having access to the SCA funding (School Condition Allocation) for site development works, and the allocation of this funding across the Trust family of schools, is determined by the building condition surveys.</p> <p>A discussion on the school's field followed, including access and vandalism that had occurred. The school's concerns were around the field access and not the building itself. Governors were assured that actions to prevent further vandalism were being made.</p> <p>Governors thanked the Headteacher for the update and did not put any further questions or comments forward.</p>	HT
10.	Compliance and Governance	
	<p>Policies due for renewal were shared with governors in advance of the meeting. The Headteacher confirmed that these were school specific policies and provided context on the renewals in that they remained in line with Trust and school values.</p> <p>Governors suggested that the text of the policies be made the same size and font before ratifying all policies. Action: Headteacher to follow up. There were no further questions or comments put forward.</p>	HT
11.	Trust Update	

	<p>The Trust on a Page document was shared with governors in advance of the meeting. The Headteacher discussed the continued collaborative work that had occurred across the Trust family of schools and highlighted key points:</p> <ul style="list-style-type: none"> ● 'How to' guides on different aspects of school e.g. behaviour for learning, safeguarding, and attendance. ● SLT summary sheets. ● Batley Breakfasts. ● Trust visit to another out-of-area school. ● New SIP and SEF template to be used from September. <p>Governors thanked the Headteacher for the update and did not put any questions or comments forward.</p>	
<p>12.</p>	<p>Governor Visits</p>	
	<p>Two governor visits had been completed and feedback of one visit was provided. A governor visit was scheduled for Monday 7 July.</p> <p>Action: share the completed visit forms with governors and the Headteacher.</p>	<p>Gov Pro</p>
<p>13.</p>	<p>Upcoming Events</p>	
	<p>Upcoming Events [Governors to note]</p> <ul style="list-style-type: none"> ● Forest School session - Upper Batley High School - Friday 11 July 2025 11:00am - 1:00pm. <ul style="list-style-type: none"> ○ RSVP required by COP Friday 4 July 2025. ● Batley Breakfast - Purlwell - Tuesday 15 July 2025 - 8:00am - 9:30am ● New Chair and Vice Chair meeting (ALL) - Tuesday 15 July 2025 - 6:00pm - 7:30pm ● Governance Conference - Saturday 11 October 2025 - 9:00am - 12:00pm - Venue TBC* <p><i>* Please note that the Governance Conference date has now changed to Saturday 18 October 2025, 9:00am - 12:00pm.</i></p>	
<p>14.</p>	<p>AOB</p>	
	<p>Governors confirmed the best day of the week for LGBs was Tuesday and requested a change in the calendar.</p> <p>Governors requested all new email addresses to be shared.</p>	



	<p>Action: review LGB dates.</p> <p>Action: share governor email addresses via the new distribution list.</p>	<p>Gov Pro</p> <p>Gov Pro</p>
15.	Agenda, minutes and related papers	
	<p>It was determined that part of item 9 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 6:35pm.</p>	
16.	Date of Next Meeting	
	Next LGB meeting: Thursday 18 September, 5:00pm - 7:00pm	

Actions Arising from Minutes of 1 July 2025

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



12. Governor Visits	01/07/2025	Distribute the completed governor visit reports to governors	Gov Pro		
14. AOB	01/07/2025	Review LGB dates for academic year 2025/26	Gov Pro		
14. AOB	01/07/2025	Share all new governor email addresses with governors	Gov Pro		