

# MINUTES OF MEETING

**School:** West Bridgford Infant School and West Bridgford Junior School collaboration  
**Meeting title:** JCC meeting  
**Date and time:** Thursday 6 March 2025 at 10.30am  
**Location:** At the school

**Membership**  
'A' denotes absence

Mrs Claire Hughes - chair of governors WBIS; co-opted governor WBJs  
Dr Lis Gibbon (chair) – co-opted governor WBJs  
Dr Lucy James – chair of governors WBJs  
Ms Cath McGarva – co-opted governor WBIS  
Mr James Willis – executive headteacher

**In attendance** Ms Caspia Baird (clerk to the governors)

**JCC/01/25 Apologies for absence Action**

There were no apologies for absence.

**JCC/02/25 Declaration of interest**

Mrs Hughes stated that she was a governor at the West Bridgford School. Dr James stated that she was governor at Bluecoat Aspley School.

There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

**JCC/03/25 Approval of minutes of JCC autumn term meeting and relevant actions from own governing body meetings since previous meeting**

Governors **approved** the minutes of the JCC meeting held on 10 October 2024 and they were signed by the chair.

*Review of actions*

There were no actions to review which were not covered by the agenda.

**JCC/04/25 Ensure clarity of vision, ethos and strategic direction of the collaboration**

### **Vision**

The EHT stated that the vision statement '*Working in partnership to share great practice to provide a positive school experience for our community*' had been discussed at the joint SLT meeting on 4 March 2025, where it had been agreed that it was still relevant and appropriate.

### **Ethos**

Governors discussed the alignment of 'Shine Brightly' and 'WBJs champions', noting that this was rated red on the SIP. The EHT stated that feedback from staff to the SLT indicated that there was still some confusion around the characters and themes, in particular, the visual representations used. The EHT noted that the initiatives were successful in each school and were already aligned. The headteacher stated that the junior school has adopted the school rules from the infant school and noted ongoing work by the HoSs on behaviour across the collaboration.

## **Federation**

Governors discussed the proposal that the two schools enter a formal federation when the collaboration ends in eighteen months.

Governors **agreed** to add 'federation timeline' to the agenda for the summer term JCC meeting. **Agenda**

Mrs Hughes to circulate guidance on federation to all governors on both governing bodies, inviting comments and questions to be received before the summer term JCC meeting. **CH**

Dr Gibbon to contact Governor Services regarding the federation process. **LG**

## **Summary of HoS reports from autumn term for both schools**

Governors noted the HoS reports which had been previously circulated. The EHT stated that he had asked both HoS if they had any issues or concerns to be raised with the JCC and that none had been received. Governors discussed providing opportunities for members of the JCC to have informal discussion with both HoS regarding workload and wellbeing.

The EHT stated that joint SLT meetings are held every three weeks, with a strategic focus and emphasis on CPD, and that feedback on these meetings has been positive, with topics covered including 'good leadership' and teaching practice. The EHT stated that SLT meetings in the individual schools have a logistical focus. The EHT stated that the joint inset day on 7 March 2025 will include a review of the aims and vision of the collaboration, with reference to a similar discussion held at the start of the process. The EHT stated that both the HoS and deputies were also working on a number of projects across both schools.

Governors noted the significant number of children with EAL at the infant school. Governors discussed reception baseline data. EHT to confirm number of summer born children in the cohort. **EHT**

## **SEF for both schools**

The EHT stated that he had reviewed the infant school SEF with the HoS, and that no significant changes had been made. Governors **agreed** that revision of the SEFs should be paused until the new Ofsted framework was introduced.

### **Q: Has anything on either SEF gone up or down?**

A: Nothing has gone down. The infant school had an Ofsted inspection most recently and their SEF still feels similar, with teaching and learning still strong and work being done on subject leadership and monitoring. The junior school has moved much further forward with the curriculum since their last Ofsted inspection, but would still be graded 'good' on the current framework. Personal development at the junior school continues to be graded 'good' on the SEF but is the area which is closest to 'outstanding'. The junior school are to have a QA visit from the local authority on 1 and 2 April 2025 to look at quality of education.

### **Q: When will the new Ofsted framework be introduced?**

A: November 2025.

## **School Improvement Plans collaboration priority**

Governors agreed that the RAG-rating of the SIP was very useful.

**Q: Why are the items around staff working together still rated red? Is this a timetabling issue?**

A: There is lots of CPD taking place across the collaboration, with subject leaders working closely together. This has been positively received. Examples include joint inset days, twilight sessions attended by all staff (e.g. on adaptive teaching and girls and autism). There have been some cost savings from sharing CPD. In addition, HoS and deputies are working together, staff are attending NASA networks, deputies are working on diversity and HoS are working on behaviour. Finances have prevented some subject leaders' collaborative working, although the subject leads for science, maths, art, PE and PHSE have been working together, including planning shared events and having shared staff meetings. It is shared management time which has not yet taken place.

**Q: Is there any way to support shared management time?**

A: It is primarily a financial issue and also a matter of logistics. There will be a twilight staff meeting in the summer term which will give subject leaders an opportunity to work together.

Governors noted that practical examples of collaboration between the two schools were now very visible to parents, including shared events and the joint newsletter.

**JCC/05/25 Development of joint policies**

Governors noted the joint behaviour policy. The EHT stated that any opportunities to develop joint policies are being taken as they arise, for example, the e-safety policy.

**JCC/06/25 Monitoring effectiveness of collaboration**

**Pupil numbers**

**Q: Do we need to be proactive in attracting pupils?**

A: Pupil numbers are currently a problem in almost all local schools. The junior school has received 75 first choice applications for September 2025, with the infant school receiving 73 first choice. We expect that a number of families will not accept places until later on in the summer term. We have made the decision to carry out tours for prospective parents during the school day in order to better promote the school.

**Q: Is information about the infant school provided to all local nurseries?**

A: Yes. We also submitted an article to the West Bridgford Wire and put an advertising banner on the front page of the infant school's website.

Governors discussed the USP of both schools, agreeing that the infant school was small and nurturing and that the junior school had very strong community links.

**Financial efficiency**

Governors noted savings made on joint CPD and joint purchase of a PHSE scheme.

**Management efficiency**

**In response to a governor question**, governors discussed the SENCO post and associated staffing, with the EHT giving a summary of a proposed solution, to be further discussed with staff concerned. Governors noted the importance of ensuring staff wellbeing and possible budgetary concerns arising from the proposal.

Governors **agreed** that the EHT would consult with relevant staff and that Mrs Hughes and Dr James would look at the budget implications, with the matter to be further discussed by the full governing bodies of both schools.

**EHT  
CH/LJ**

### **Staff CPD**

In addition to CPD already discussed, governors noted the ongoing work on diversity which will impact both schools, for example, the agreement of equality objectives.

### **Transition**

**Q: Have any changes been made as a result of the responses to the Y3 parent survey?**

A: Yes, an action plan has been created based on the responses. Noted small number of surveys returned – 20 out of 90.

Governors discussed possible changes which could be made to transition.

### **Co-ordination and consistency**

The EHT stated that a parent survey will be sent out at the end of term.

**Q: Are both schools now using the same systems for finance and communication?**

A: The junior school will move to the Arbour finance system when their current contract ends. Both schools are using Class Dojo for communication. Positive feedback has been received from parents on the joint newsletters.

### **Leadership capacity**

The EHT stated that there were no issues or gaps to note, and that the roles and responsibilities for the SLT had become clearer since the autumn term JCC meeting.

### **Outcomes**

**Q: Are there any obvious focuses needed in infants to help junior progress?**

A: Nothing significant at the moment. This will become more apparent after the KS1 SATS and we will look at how the information is shared, with the subject leaders for the core subjects to discuss in detail.

### **Wellbeing**

**Q: Is there any information on pupil wellbeing?**

A: Pupil voice on wellbeing is something that we could do at the end of the summer term, for example, on the sports leaders and paired classes.

Dr James and Mrs Hughes gave feedback on staff wellbeing from the recent Talk Days.

### **Stakeholder involvement**

After discussion, governors **agreed** that there would not be a parent forum before the end of the academic year but a parent questionnaire would be sent out, to include questions on the collaboration. Governors noted that the individual schools were engaging with stakeholders and feeding back on both this and the collaboration to their full governing body meetings.

JCC/07/25

**Update on appraisal process for executive headteacher including an update on wellbeing**

The external adviser for appraisal was confirmed as Chris Fallon.

The chair confirmed that the EHT appraisal meeting and goal setting by JCC for next year had taken place.

The chair confirmed that all appraisers had undertaken training.

Governors **agreed** that the mid-term review take place on Thursday 24 April 2025 at 9.30am (at the infant school), with all members of the JCC invited to attend.

**All**

The EHT stated that he had no wellbeing concerns to note. Governors discussed changes to his role since becoming EHT.

**JCC/08/25 Corporate Directors' reports relevant to JCC**

None.

**JCC/09/25 Communication received and updates**

None.

**JCC/10/25 Evidence JCC impact on collaboration and school improvement and review of how the governing body has held the executive headteacher to account**

Governors noted the following:

- JCC meetings
- Discussion of SENCO role
- Discussion of federation
- Discussion of pupil numbers

**JCC/11/25 Confirmation of dates for 2024/25**

Governors **noted** the following meeting dates, with meetings to be held at WBJS:

Summer term– Thursday 19 June 2025 at 10.30am

**JCC/12/25 Determination of confidentiality of business**

Governors considered whether anything discussed during the meeting should be deemed confidential. It was

**resolved**

that all papers and reports be made available as required.

**The meeting closed at 12.20pm**

Signed



(chair)

Date 19 June 2025