

# MINUTES OF MEETING

**School:** West Bridgford Infant School and West Bridgford Junior School collaboration  
**Meeting title:** JCC meeting  
**Date and time:** Thursday 19 June 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  
A Mrs Cath Hammond – co-opted governor WBIS  
Mr James Willis – executive headteacher

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

**JCC/13/25 Apologies for absence** **Action**

Apologies for absence were received and accepted from Mrs Hammond.

**JCC/14/25 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/15/25 Approval of minutes of JCC spring term meeting and relevant actions from own governing body meetings since previous meeting**

Governors **approved** the minutes of the spring term JCC meeting held on 6 March 2025 and they were signed by the chair.

*Review of actions*

JCC/06/25 – EHT gave an update on the SENCO role, stating that the new arrangement demonstrated the positive impact of the collaboration.

There were no actions to note from the individual FGB meetings of either school.

Mrs Hughes and Dr James to meet with another federated school to discuss the process.

**CH/LJ**

**JCC/16/25 Ensure clarity of vision, ethos and strategic direction of the collaboration**

**Vision**

After discussion, it was agreed not to make any changes to the collaboration vision to include federation, as this was implied by 'in partnership'.

**Ethos/values**

No changes.

**Summary of head of school reports from autumn term for both schools.**

The EHT stated that the infant school HoS report had not yet been written and that the junior school HoS report included discussion of the RAG-rating of the School Improvement Plans' collaboration priority – further discussed below. The EHT stated that the school business managers were to work together on budget reporting.

### **SEFs**

The EHT stated that there had been no changes to the SEFs but they had been updated to include collaboration information. The EHT stated that the new Ofsted framework would now not be shared until September 2025, with inspections under the framework from November 2025, and so the SEFs will be reviewed when the new guidelines have been received.

### **School Improvement Plans collaboration priority**

Governors discussed the RAG-rated document circulated by the EHT, with the following aspects highlighted and discussed:

- Red – working party on strategy for more diverse school: still to be convened but noted significant work on EDI undertaken by deputy headteachers, including audit from local authority EDI lead and a clear three-year action plan on equality objectives in place for both schools.
- Yellow – CPD/shared management time: including twilight staff meeting on shared management time.
- Red – subject leaders' joint training: training has taken place but has not been external.
- Red – writing project: infant school has decided not to take part.
- Red – behaviour: not consistent across the collaboration, but HoSs continue to work on this, with an action plan agreed and possible inclusion in both schools' SIPs for next academic year.

The EHT noted initiatives not included on the SIP, for example, wellbeing days at the start of some half terms.

### **Q: Have any changes been made to the learning champions and shine brightly values? Are there fewer characters at the infant school?**

A: We have no intention to make immediate changes at either school as this is an important part of their identities – the plan was to review not change, so this could be change to green. Some of the characters at the infant school are different and they have different age-appropriate themes.

**JCC/17/25**

### **Federation**

#### **Timeline**

With reference to the guidance received from the local authority, governors discussed the federation timeline, noting the need to discuss the federation process with other schools if possible, give a presentation at the FGB meetings of both schools explaining the recommendation to federate, write a federation proposal and hold a six week consultation period for staff and parents. Governors agreed that the process be spread over three terms, with the aim to have the federation proposal ready to present at the second autumn term FGB meeting of both schools and the autumn JCC meeting to be held in advance of those meetings. Governors agreed that the final decision would be made at the FGB meetings of both schools held in March 2026.

Chair to contact HR regarding federation contracts.

**Chair**

### **Q: If the schools did not federate, would the intention be to extend the collaboration?**

A: Yes.

## **JCC/16/25 Monitoring effectiveness of collaboration**

### **Pupil numbers**

**Q: Is any aspect of the federation not going as well as expected?**

A: The infant school budget continues to be the biggest worry.

**Q: What is the main reason for the budget issues?**

A: Low pupil numbers – this is a long-term issue. Both schools have similar staffing costs,

**Q: Are there plans in place to increase recruitment of pupils at the infant school?**

A: There is a plan for next year which includes showing parents around the school during the day and improving communication with local nurseries. It is possible that the PAN could be increased in the future.

**Q: Is the junior school currently up to PAN?**

A: The current Y2 is 15 pupils short of the junior school PAN, with 75 first choices for Y3 next year (PAN of 90). The infant school have tried hard to increase numbers in their current Y2 cohort.

### **Transition**

The EHT stated that, in response to comments on the parents' survey, transition time into reception had been halved to one week.

Governors noted and discussed responses to the Y3 parents' survey. The EHT stated that the approach to teaching and learning at the start of Y3 had been changed to better support transition.

### **Financial efficiency**

Governors noted that this item had been discussed at the spring term JCC meeting, with savings continuing to be made on CPD, SENCO and shared software resources.

### **Management efficiency**

Governors noted the following:

- School business managers' joint working.
- SENCO.
- HoSs and deputy headteachers' joint working.
- HoS able to provide additional support in Y4 due to collaboration structure.

### **Leadership capacity**

The EHT stated that there were no significant issues to note and that the joint SLT meeting had taken place w/c 10 June 2025, including planning for the coming academic year.

### **Outcomes**

**Q: Are there any concerns regarding data?**

A: No. SATS results are due on 8 July 2025. Writing has been teacher-assessed at 88% expected and 12% greater depth and will not be moderated this year.

### **Wellbeing**

Governors noted and discussed the anonymous responses to the staff wellbeing survey, with a focus on collaboration. Full responses to be shared with individual governing bodies. Governors noted that responses from both schools were mostly

positive and broadly similar, with collaboration strengths identified including working with partner classes, the schools feeling more connected and subject leaders working together. The EHT stated that a number of staff had asked for opportunities to observe and/or teach at the other school. Governors also noted wellbeing discussions from Walk Days.

### **Stakeholder involvement**

Governors noted recent joint events. Parent surveys to be fully discussed in individual FGB meetings.

#### **JCC/17/25 Update on appraisal process for executive headteacher including an update on wellbeing of the executive headteacher**

There were no appraisal issues to notes.

Governors discussed the wellbeing of the EHT, including budget and staffing level concerns. The EHT stated that the SLT was supportive and worked well together, but that the understanding of financial matters across the staff as a whole continued to be a concern. Governors noted that they were available to discuss the matters with staff if needed.

#### **JCC/19/25 Corporate Directors' reports relevant to JCC**

None.

#### **JCC/20/25 Communication received and updates**

Dr James stated that she had received information on federation from the local authority and had contacted other schools to discuss the federation process.

There was no other communication to receive.

#### **JCC/21/25 Review of all recent governor monitoring visit reports relevant to the collaboration**

Governors noted the recent Walk Days. Governors discussed raising the presence of the JCC in both schools and it was agreed this should be done gradually over the next academic year.

#### **JCC/22/25 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 federation
- Discussion of pupil numbers
- Monitoring of effectiveness of the collaboration.

#### **JCC/23/25 AOB**

None.

#### **JCC/24/25 Confirmation of dates for 2025/26**

Governors **agreed** the following meeting dates, with meetings to be held at WBJs with a 10.30am start:

Autumn – Thursday 25 September 2025

Spring – Thursday 5 March 2026  
Summer – Thursday 18 June 2026

**JCC/25/25 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 12.25pm**

Signed

A handwritten signature in black ink, appearing to be 'AM', written over a horizontal line.

(chair)

Date 2 October 2025

School Display