

MINUTES OF MEETING

School: West Bridgford Junior School
Meeting title: Second summer term meeting of the governing body (finance)
Date and time: Thursday 26 June 2025 at 6.15pm
Location: At the school

Membership
'A' denotes absence

	Mrs C Bancroft (head of school)
	Ms K Boxall
	Ms J Elbourn
	Dr L Gibbon
A	Mr J Hanspal
	Mrs C Hughes
	Dr L James (chair)
	Mr C Martin
	Mrs E Nixon
	Ms C Shawcross
	Mrs C Wheeler
A	Dr S Whitton
	Mr J Willis (executive headteacher)

In attendance

Mrs B Arnold (associate member/deputy headteacher)
Mrs L Eadie (school business manager) – left 8.10pm
Ms C Baird (clerk to the governors)

GB/62/25 Apologies for absence Action

Apologies for absence were received from Dr Whitton.

It was

resolved

that the governing body consent to this absence.

GB/63/25 Declaration of interest

Mrs Hughes stated that she is the chair of governors at the infant school. Dr James stated that she is a foundation governor at Bluecoat Aspley School. Mrs Wheeler stated that she is employed by a local primary school.

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

GB/64/25 Review of membership and terms of office ending in the next 12 months

Governors noted the co-opted governor vacancy and **agreed** that it would not be filled pending further discussions on federation.

Governors noted that Mr Martin's term of office as staff governor is due to end on 6 October 2025. Executive headteacher to start staff governor election process in September 2025.

EHT

GB/65/25 Approval of minutes of summer term strategy meeting and finance items from spring term finance meeting

The minutes of the summer term strategy meeting held on 15 May 2025, having been previously circulated, were confirmed and signed by the chair.

Review of actions

GB/42/25 – Ongoing action: Head of school to further review the cyber security policy. **HoS**

GB/42/25 – Governors discussed the most effective way to receive budget reports and **agreed** that this would be done a minimum of six times a year, one for each finance FGB meeting and a further three with timings of the reports at the discretion of Mrs Eadie.

GB/42/25 – Savings from the collaboration: Mrs Eadie confirmed that the collaboration is detailed as separate income in the budget, allowing any savings to be clearly seen and that these are discussed by the JCC.

GB/54/25 – Chair to contact Mr Hanspal for link to Prevent training. **Chair**

GB/66/25 Approval of policies

Governors **approved** the following, which had been previously circulated:

- Recruitment policy
- Emergency plan (subject to minor amendments).

GB/67/25 Financial reporting

End of 2024/2025 budget report

Governors reviewed the budget report for the end of 2024/25, noting that the budget had ended as predicted with a slightly increased surplus and that the carry-forward included a number of ring-fenced items.

Governors' consistent financial reporting out-turn statement including the intended use of balances (BO2) return

Governors **approved** the statement and BO2 return.

Q: Is the school fund included in the final budget?

A: No, the school fund is totally separate – it is independently audited annually and this is reported to the local authority. See further discussion below.

Approval of 2025/2026 budget

Governors **approved** the first April 2025 draft of the 2025/26 school budget, noting acknowledgement of the in-year deficit.

Q: Does the budget include the latest government grant for the teachers' pay increase?

A: The first April draft does not as it was drawn up before the pay increase was agreed. The main budget document on Governor Hub show the current position and the difference made by the latest grant.

Q: Have there been changes to the amounts of SEND and high need funding?

A: The amounts change depending on how successful the bids are.

Q: Has the amount allocated to cleaning gone up? The figure looks high.

A: Yes, it has gone up by 10%.

Q: The agency staff allocation also looks high – what are the reasons for this?

A: This is due to the impact of staff absences.

Q: Does the class of the teacher who is absent have a consistent supply teacher?

A: The class is being covered by a member of staff and the agency staff are backfilling.

Q: Is staff absence in general higher?

A: This is difficult to compare but is not an overall concern.

Q: Is attendance discussed as part of the appraisal process?

A: No.

School fund

Governors noted the certified summary of the school fund audit which had been uploaded to Governor Hub.

Governors **approved** the school fund.

Maintenance plan

Governors discussed the maintenance plan. Mrs Eadie highlighted the following:

- Fire alarm panel to be replaced at the start of the summer holiday.
- Front door to be replaced over the summer holiday – will be accessible via staff fobs for entry and an exit button for exit. Will include a camera (not CCTV) on the door with two monitors in the office and does not have to be linked to the fire alarm.
- The school has not been replaced as the walkie talkies are working well.

Mrs Eadie informed governors of quotes which had been obtained for external painting - £947 to paint the handrails and c£3,200 to clean and paint the hooped railings, stating that there was nearly enough capital funding to complete the work. Governors discussed the quotes, noting the potential positive impact of improving the outside condition of the school and agreeing that improvements to the playground would have more of an impact.

Q: Has more than one quote for the hooped railings been sought?

A: No, this is not necessary as it is under £5,000.

Q: When were the hooped railings last painted?

A: They have not been painted for at least ten years.

Q: Does the quote include the Y4 and Y6 gates?

A: Yes.

Q: Does the rusty condition of the hooped railings pose any danger to the children?

A: No, the structure is solid and the children do not touch it.

Q: Is the playground wall safe?

A: Yes, it is inspected regularly and the issues are cosmetic.

Q: Has the wall been looked at by a builder?

A: Yes, it has been deemed structurally sound but needs pointing.

It was **agreed** that the decision regarding external painting would be made by the executive headteacher and Mrs Eadie after further discussion.

EHT/LE

Q: Will the front door be wheelchair accessible?

A: Yes, the exit button will be accessible.

Fundraising

Mrs Hughes gave an update on fundraising, stating that it had been managed by individual parents and various groups over the year and had been reasonably successful – however, a plan for future fundraising was yet to be agreed, in particular working with the school to plan a calendar of events.

Q: Would it be better to have separate committees for each event?

A: There needs to be someone who takes responsibility for the licences for each event and other admin.

Q: Has there been any joint working with the infant school, for example, when there are duplicate resources?

A: Yes, we have also organised joint events.

Q: How important is fundraising to the school?

A: The community aspect is the most important, along with providing different opportunities for the children.

Q: Could ECTs or student teachers become involved in fundraising?

A: This could lead to issues around consistency.

Governors discussed the following suggestions:

- Including fundraising as part of the parental engagement strategy.
- Organising an HAS open event.
- Communicating to parents that events could be cancelled due to lack of volunteers.

Review of sports premium

Governors noted the reports which had been uploaded to Governor Hub. Mrs Eadie stated that the online reporting system for sports premium would be completed by 31 July 2025. Governors noted that sports premium would be used to renew the playground markings and the ongoing income to the school from TB Sport.

Q: How is the sports premium amount calculated?

A: The school receives a lump sum plus an amount per child.

School playground

Mrs Arnold gave an update on the school playground renovation, including moving the position of the amphitheatre and associated resubmission of landlord's consent application. Mrs Arnold stated that a letter would be sent to parents on 27 June 2025 giving an update on the plans for the playground plans and including a suggestions form for input and ideas.

Q: Will the newly-positioned amphitheatre be the same size as the original?

A: Yes, if it can fit into the new space. If there are no changes to the size then the quote will remain the same.

Q: Will there be sufficient shade in the new position?

A: Yes.

Q: Are there any concerns around upkeep if the amphitheatre is positioned in a corner?

A: We have discussed the guarantee with the suppliers and are waiting to hear back from them regarding maintenance – this information will be fed back to governors.

Q: What is the timescale for the installation of the amphitheatre?

A: It is unlikely that the work will be done before the summer holiday.

GB/68/25 Sustainability action plan

Mrs Eadie gave an update on the sustainability action plan, highlighting the following:

- Action plan will be monitored by Ms Boxall.
- Climate ambassador visit and advice.
- Meeting with NCC energy team to ascertain the school's carbon footprint.
- Adaptions where necessary and changes where possible.
- Funding bids.
- Involvement of the children, to be further developed.

GB/69/25 Smartphones in school

Governors discussed the draft letter to parents regarding the 'phone-free school' proposal involving all feeder primary schools for West Bridgford School.

Q: Could information about tracking be included? There is some information about this on the 'smartphone-free childhood' website.

A: Yes, this could be added.

Q: Would the policy extend to smart watches?

A: Yes, they would be classed as smart phones – to be added to the letter.

In response to a governor question, governors discussed signposting to support for parents whose children already had smartphones.

Governors discussed sanctions in the policy and how they would be enforced.

Governors **approved** the 'phone-free school' proposal.

GB/70/25 Collaboration

Minutes and review of actions from JCC meeting

Dr Gibbon gave a summary of the minutes from the summer term JCC meeting held on 19 June 2025.

Update on federation

The chair stated that she and Mrs Hughes had met with governors from another Nottinghamshire school which had gone through the federation process, noting that the meeting had been very helpful, and gave a summary of the timeline followed by the school, which completed the process in six months.

Governors **agreed** that the chair and Mrs Hughes would draft the federation proposal over the summer holiday, for presentation to individual governing bodies at autumn FGB meetings, to be followed by the wider consultation process.

Governors discussed the composition of the governing body after federation, with governors to contact the chair regarding their future intentions as governors.

All

The chair stated that if the federation process took longer than anticipated then the JCC would recommend extending the collaboration.

Q: Have the stress levels of the executive headteacher increased due to the collaboration?

A: There are different stresses rather than more. There are really strong teams in both schools and the joint wider SLT provides very good support.

Q: What would be the impact of federation on staff contracts?

A: Existing contracts would continue to be for a specific school and any new appointments would be on federation contracts.

Q: Is federation the only option?

A: Amalgamation is not a viable option as the schools would lose funding. Academisation is a completely different process. The collaboration could be continued indefinitely, but this is not usual.

GB/71/25 Single Central Record

Dr Gibbon to carry out summer term SCR check.

LG

Dr Gibbon gave a summary of Mrs Eadie's attendance at an SCR seminar.

Governors **agreed** to continue reviewing staff DBS checks every five years.

GB/72/25 Update on appraisal process and wellbeing for headteacher and staff

The executive headteacher stated that the appraisal process would be completed before the end of the summer term.

GB/73/25 Corporate Director's reports

There were no new reports to note.

GB/74/25 General Data Protection Regulations – report from the DPO/information governance link governor

The executive headteacher stated that he and Ms Boxall were to meet to discuss GDPR on 27 June 2025. GDPR report to be emailed to governors.

EHT

GB/75/25 Review of and appointment to link governor roles

Governors **agreed** the following link governor roles:

- Ms Boxall – GDPR, sustainability, complaints, English
- Ms Elbourn – RSE, supporting safeguarding, geography
- Dr Gibbon – safeguarding, QA, science, DT, EHT appraisal
- Mr Hanspal – governor training, pay committee, arts, ICT, website
- Mrs Hughes – health and safety, English, EHT appraisal
- Dr James – SEND, French, EHT appraisal
- Mrs Nixon – history, music, wellbeing
- Ms Shawcross – maths, PE, pay committee
- Mrs Wheeler – finance, pay committee
- Dr Whitton – maths, pupil voice

DEIB link governor to be agreed.

GB/76/25 Communication received and updates

From chair

The chair noted information received regarding the federation process.

From headteacher

None.

From clerk - Governor Newsletter

Governors noted the summer term editions of the governor newsletter, available on Governor Hub.

GB/77/25 Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding)

In the absence of Mr Hanspal there was no training report to note.

GB/78/25 Review of governor monitoring visit reports

Governors noted the summer term Walk Day, including subject link meetings, SIP discussion and classroom visits. Governors to email comments to the chair form inclusion in the monitoring report.

All/Chair

GB/79/25 Confirmation that the school website is compliant with the statutory requirements

The executive headteacher confirmed that an annual check of website compliance was included in the package from the service provider.

GB/80/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors noted the following:

- Questions and challenge in meetings.
- Approval of policies.
- Budget approvals.
- Fundraising discussion.
- Sustainability action plan.

GB/81/25 Confirmation of dates for 2025/26

The governing body

agreed the following meeting dates, all at 6.15pm:

Autumn strategy – Thursday 2 October 2025
Autumn finance - Thursday 6 November 2025
Spring strategy – Thursday 29 January 2026
Spring finance – Thursday 19 March 2026
Summer strategy – Thursday 14 May 2026
Summer finance – Monday 29 June 2026

GB/82/25 Determination of confidentiality of business

It was

resolved

that no items be deemed confidential and that all papers and reports be made available as necessary.

The meeting closed at 8.55pm.

Signed



(chair)

Date 2 October 2025