

MINUTES OF MEETING

School: West Bridgford Junior School
Meeting title: First autumn term meeting of the governing body (strategy)
Date and time: Thursday 2 October 2025 at 6.15pm
Location: At the school

Membership
'A' denotes absence

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

In attendance
Mrs B Arnold (associate member/deputy headteacher)
Ms C Baird (clerk to the governors)

GB/83/25 Apologies for absence Action

Apologies for absence were received from Ms Boxall, Ms Elbourn, Mr Martin and Mrs Nixon.

It was

resolved

that the governing body consent to these absences.

GB/84/25 Declaration of interest

Mrs Hughes stated that she is the chair of governors at the infant school and a governor at the West Bridgford School. Mr Hanspal stated that he was a governor 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.

Governors to sign annual declarations on Governor Hub, including the governor code of conduct and *KCSIE 2025*. **All**

GB/85/25 Report from SENCO

Deferred to the second autumn term FGB meeting.

Agenda

GB/86/25 Review of membership and terms of office ending in the next 12 months

Governors noted that Mr Martin's term of office as staff governor was due to end on 6 October 2025. The executive headteacher stated that the staff governor election process had begun and a new staff governor would be in place by the second autumn term FGB meeting.

Governors noted that Dr Whitton's term of office as a parent governor was due to end on 16 March 2026.

GB/87/25 Determination of terms of office for chair and vice-chair

Governors **agreed** that the terms of office for chair and vice-chair would continue to be one year.

GB/88/25 Election of chair of governors

Dr James stated that she was willing to stand again for the role of chair. There were no other nominations. Following a vote, it was

resolved

that Dr James be re-appointed chair of the governing body.

GB/89/25 Election of vice-chair of governors

The chair stated that Mrs Nixon had informed her that she was willing to stand for the role of vice-chair. There were no other nominations. Following a vote, it was

resolved

that Mrs Nixon appointed as vice-chair of the governing body.

GB/90/25 Approval of minutes of summer term finance meeting

The minutes of the summer finance meeting held on 26 June 2025, having been previously circulated, were confirmed and signed by the chair.

Review of actions

GB/65/25 - Ongoing action: Head of school to further review the cyber security policy. **HoS**

GB/70/25 – Ongoing action: governors to contact the chair regarding their future intentions as governors if not yet done so. **All**

GB/91/25 Approval of policies

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

- Child protection policy
- Homework policy (subject to minor amendments)
- ECT policy
- SEN policy (subject to minor amendments)

Q: How is the new ECT scheme?

A: It is very good and much better than the old scheme. It includes mentoring, regular observations, meetings to set targets and online instructional coaching. The QA visit from Flying High was very positive.

Q: Are you continuing to align policies with the infant school?

A: Yes, we are doing this as policies are reviewed and will continue to look for further opportunities to streamline and amalgamate policies.

GB/92/25

Holding executive leaders to account – summary of executive headteacher’s report

Governors noted the executive headteacher’s report, which had been previously circulated. The executive headteacher drew governors’ attention to the summary dashboard document, stating that it provides rankings for the 255 Nottinghamshire schools which took end of KS2 SATS and highlighting the following rankings for the school:

- 23/255 for maths
- 18/255 for writing
- 21/255 combined

The executive headteacher stated that the end of KS1 results at the infant school were also very positive and that the local authority had contacted the junior school to congratulate them on the outcomes.

Governors formally recorded thanks to all staff for their hard work and the excellent results.

Q: Could this data be used in the promotion of the school? We should be more proactive in promoting successes.

A: It should be remembered that this data is from children who are no longer in the school. We could use it in promotion but would have to carefully decide where and how to use it. We publish KS2 data on the school website but do not include local authority rankings, so we could consider uploading a link to the document. We will mention it to parents when showing them round the school.

Q: Is an equivalent data dashboard available for the infant school?

A: Yes but it is not as useful for comparisons as it is no longer a statutory requirement to report KS1 data.

Governor questions on the executive headteacher’s report received in advance of the meeting**Q: The Y6 data does become even more impressive with the additional breakdown; some fantastic progression from the autumn term. Would it be possible to include a table comparing Y6 attainment outcomes year on year?**

A.

End of KS2 results	Reading		Writing		Maths		RWM combined	
	% EXP+	% GDS	% EXP+	% GDS	% EXP+	% GDS	% EXP+	% GDS
2025	90%	42%	88%	12%	92%	40%	80%	11%
2024	82%	43%	79%	11%	83%	41%	69%	9%
2023	90%	44%	86%	36%	84%	10%	73%	10%

Q: Would you be able to share what was introduced to staff for the new 'Champion' concept please?

A: At the INSET day in September 2025, we introduced the idea of our children across both schools being 'champions.' This would include being champions of themselves, champions of others, champions of their school and community and champions of the wider world. We also discussed bringing the learning champions at the juniors and the shine brightly themes at the infants under one banner of 'champions' so all of the different characters would be referred to as champions. We also explained that after October half-term we would be changing the names of certain things (e.g. 'star of the week' and 'shining star' assemblies would be known as 'champions assemblies'). We have a joint staff meeting next week where we will discuss this in more detail and take feedback from teaching staff on how best to implement these changes and what work needs to be done on getting children to understand the concepts explained above.

Q: What steps are currently in place to ensure we have identified all families eligible for free school meals and pupil premium funding — particularly in the lead-up to the October census date — to make sure no one has slipped through the net during the transition from WBIS to WBSJ?

A: As part of the parent transition meeting for new Y3 parents in June, we always share this information on a slide in the presentation and talk about the process parents need to take. This information is also included in the new parent transition booklets. We have asked that it can be shared in every year group's welcome meeting presentation so if parents missed it the first time, or their circumstances have changed, they can have the information again.

Q: As a SIP objective was to look at and promote pupil voice, could you say more about the kind of feedback that the children have given via class and school council; and any impact/changes that have come about as a result?

A: Last year the school council met regularly with a member of staff. Part of what they would discuss are the great things about our school and also ways in which school could be improved. The school councillors went back to their classes to record the children's views. The school council would then feedback these ideas to the HoS. The main positives the children had were they enjoyed the lunch time and after school activities with TB Sport. They also really like the 'special' days which are celebrated over the year such as careers day, STEM day and identity day. We have made sure that these days have been planned into the calendar for this year. The main area for improvement from the children was school dinners. They made a note of the key concerns and then wrote a letter to the dinner provider. Despite there being a number of issues with school dinners, the children have reported to be enjoying the food more. Some small improvements that were made following the children's suggestions were mirrors in the boys toilets as well as the girls and more opportunities for children to visit the school library. Work has also been done with a group of children as 'Wellbeing Ambassadors' who helped plan the wellbeing days.

Q: It sounds like the coaching programme set up last year was seen as effective and was positively received. What are the plans are for this going forward, so that it can impact the practice of a wider group of teachers in the school?

A: As autumn term is so busy and has so much going on, we decided to not carry out any coaching during this term. Instead, SLT are supporting teaching teams through working with them during PPA and are supporting subject leaders by working with them during their management time. At the end of autumn term, ready for Spring, we will be asking if any staff would like to take part in the 1:1 coaching and asking staff who have already done it to share their experiences as a way of promoting it with other staff.

Q: Has your writing moderation given any insights on improving % of greater depth writers? Are any of the RMSA schools achieving significantly higher % in this area and, if so, is there anything we can learn from them?

A: I would not say the writing moderation with RMSA schools has given a great deal of insight into improving the % of greater depth writing – it did highlight that different schools have different approaches to carrying out assessments and that different schools have different interpretations of what is meant by ‘independent writing’. I know that another school had excellent end of Key Stage Two results last year and I believe they had 25% of pupils achieving greater depth in writing. I will be asking our writing lead, to contact their English lead so she can discuss the approach they take and see if there is anything we can learn from them.

Q: Class 5 seem to have ended up with 31 pupils. How has this happened and do they all fit in the classroom ok?

A: hey have not got 31 pupils in the classroom as one child has moved to out of the country but has not been removed from our roll yet as we cannot do this until a place is confirmed with their new school. As we know that child will be coming off roll shortly we were able to allocate that place to another child and felt that particular class would be the best fit.

GB/93/25

Ensure clarity of vision, ethos and strategic direction, set by governors

Dr Gibbon stated that she, the chair and Mrs Nixon had met with SLT on 29 September 2025 to discuss the SIP, noting that the SIP was now the same at both schools with the exception of a specific EYFS objective on the curriculum and teaching and learning priorities for the infant school, taken from the EYFS action plan.

The executive headteacher stated that there were three objectives, based on how to make the biggest difference to outcomes for the children:

- Behaviour and culture
- Curriculum
- Teaching and learning

The executive headteacher noted the links to subject leadership, including the subject leader handbook, which is a monitoring tool to support with the intent, implementation and impact of the curriculum.

Dr Gibbon stated that there was no longer a separate collaboration priority in the SIP but that collaboration had been embedded across all three objectives.

Governors discussed the proposal of linking a governor to each SIP priority for monitoring in future.

Q: Do you feel there are the correct number of actions in the SIP? The document has been very ambitious in the past.

A: Yes, the three priorities this year feel streamlined and shared between both schools.

In response to a governor question, governors discussed how to gather evidence for the SIP and emphasised the importance of documenting all governor monitoring.

GB/94/25 Feedback from autumn JCC meeting and review of federation documents.

Dr Gibbon gave feedback from the JCC meeting which had been held on 2 October 2025, highlighting the following:

- Collaboration continues to go well.
- Noted low pupil numbers – this is a local and national issue.
- Y3 transition survey – dramatic improvements when compared with last year's survey.
- Shared learning and INSET days.
- Shared CPD, with some savings made.
- Joint policies.
- Joint SLT meetings.
- Shared SENCO.

Dr James gave an update on the federation process and formally recorded thanks to Mrs Hughes for drafting the documents. Governors noted the documents, which had been uploaded to Governor Hub. Dr James stated that she had contacted the local authority for advice in specific HR issues and was awaiting a response.

Governors discussed the timeline for federation and, after discussion, it was

agreed

to start the federation process.

Governors discussed the federation risk register. The chair stated that the role of the governing body would be adapted and changed to ensure that the federation was successful. The chair stated the two school's budgets would remain separate.

Q: Can a federation be undone?

A: Yes but it is not a straightforward process.

Q: What is causing the budget issues at the infant school?

A: The biggest reason is low pupil numbers. The experienced teaching staff are expensive at both schools. We have changed the approach to marketing at the infant school but have not yet seen the impact of this.

GB/95/25 Stakeholder feedback

As discussed at item *GB/94/25* above, governors noted the positive responses to the Y3 transition survey.

Governors noted the following forthcoming parent sessions:

- Maths (November 2025)
- Federation consultation (January 2026)
- Reading (tba)
- Online safety/smartphones (tba)
- Mental health support for children (from an external provider, tba)

Q: Was much feedback received from parents regarding the smartphones policy?

A: Yes, the feedback was mostly positive, with only two very negative comments.

GB/96/25 Single Central Record

Dr Gibbon confirmed that she had completed the summer term SCR check and that there were no issues to note.

Dr Gibbon to carry out autumn term SCR check after October half-term.

LG

GB/97/25 Update on appraisal process for executive headteacher

The external adviser was confirmed as Chris Fallon.

The appraisal governors were confirmed as Dr James, Dr Gibbon, Mrs Hughes and Mrs Hammond (JCC members).

It was confirmed that Mr Hanspal will continue to QA the appraisal process.

Arrangements to receive the appraisal governors' pay recommendations to be confirmed.

Chair

GB/98/25 Receive and scrutinise headteacher's annual report on whole school appraisal process

Mrs Wheeler provided a summary of the pay committee meeting which had been held on 2 October 2025.

Governors

ratified

the recommendations as approved by the pay committee.

Q: Will all pay increases be covered by the budget?

A: Yes, the budget was set assuming the increments.

GB/99/25 Update on executive headteacher and staff wellbeing

The executive headteacher stated that there had been a positive start to the school year and that staff morale was good, with teams working together, a supportive atmosphere in school and children settling in well, in particular Y3 due to the significant work done on transition. The executive headteacher stated that there had been a change in approach to teaching in Y3 with more independent learning in the first half term, noting that this had been successful due to the extremely hard work of all staff involved. The executive headteacher noted ongoing successes due to collaboration, including learning from other colleagues, the two schools working together well and improvements in communication.

The chair stated that the wellbeing of the executive headteacher had been discussed by the JCC and that there were no concerns to note.

GB/100/25 Corporate Director's reports

Governors noted the following reports:

- *Reduced timetable*
- *Safer working, teachers' pay and HR updates*

		Action
GB/101/25	Safeguarding information for consideration and action	
	Hos to circulate summary of changes to <i>KCSIE</i> to governors.	HoS
	Dr Gibbon and HoS to carry out annual safeguarding audit before the end of the autumn term.	LG/HoS
	As noted at item <i>GB/84/25</i> above, governors to read <i>KCSIE 2025</i> and confirm on Governor Hub when they have done so.	All
GB/102/25	General Data Protection Regulations	
	Governors noted the <i>Data Protection Officer report to governors</i> which had been uploaded to Governor Hub.	
	The executive headteacher stated that staff had received a GDPR training update on the September 2025 INSET day.	
GB/103/25	Communication received and updates	
	<i>From chair</i>	
	None.	
	<i>From headteacher</i>	
	None.	
	<i>From clerk - Governor Newsletter</i>	
	Governors noted the first autumn term edition of the governor newsletter, available on Governor Hub, in particular the information on safeguarding training for governors and images on school websites.	
GB/104/25	Report from training co-ordinator	
	Governors noted the on-demand and scheduled training information which had been circulated by Mr Hanspal.	
	Mr Hanspal gave a summary of the governor skills audit analysis. Mr Hanspal to send skills audit to governors who are members of staff.	JH
	Mr Hanspal to send link to National College training on safeguarding and Prevent to governors.	JH/All
	Mr Hanspal recommended that all governors look at finance for governors training.	All
	Mr Hanspal to send chair information on training recommendations based on skills audit responses.	All
GB/105/25	Required monitoring reports from all link governors	
	The chair stated that she had carried out SEND monitoring.	

GB/106/25 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 and on executive headteacher's report.
- Approval of policies.
- Federation discussions and approval.
- JCC meetings.
- Headteacher appraisal.

GB/107/25 Meeting dates for 2025/26

The governing body

noted the following meeting dates, all at 6.15pm:

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/108/25 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 8.00pm.

Signed



(chair)

Date 6 November 2025

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