

MINUTES OF MEETING

School: West Bridgford Junior School
Meeting title: Second autumn term meeting of the governing body (finance)
Date and time: Thursday 6 November 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 – from 7.00pm
	Dr L James (chair)
	Mrs E Nixon
A	Ms C Shawcross
	Mr B Watson
A	Mrs C Wheeler
	Dr S Whitton
	Mr J Willis (executive headteacher)

In attendance

Mrs B Arnold (associate member/deputy headteacher)
Mrs H Myring (SENCO) – left 6.40pm
Mrs L Eadie (school business manager) – left 7.50pm
Ms C Baird (clerk to the governors)

GB/109/25 Apologies for absence

Action

Apologies for absence were received from Mr Hanspal, Ms Shawcross and Mrs Wheeler.

It was

resolved

that the governing body consent to these absences.

GB/110/25 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. Dr James stated that she is a foundation governor at Bluecoat Aspley School.

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

GB/111/25 Review of membership and terms of office ending in the next 12 months

Governors **approved** the appointment of Ms Boxall, Mrs Nixon and Dr Whitton as temporary members of the pay committee.

GB/112/25 Report from SENCO

Mrs Myring presented the SEND update for 2024/25 and overview of the action plan for 2025/26, highlighting the following:

- Graduated response – focus on pupil and parent voice. Good support plans in place.
- Assessment and tracking systems, including B-Squared online and tracking SEMH needs using Boxall profile.
- CPD – noted information of offer for autumn and spring term.
- SEMH support, including wellbeing team and nurture provision.
- Monitoring – this will be a focus for 2025/26.
- Transition, including work with secondary school and adjusted curriculum for Y3 in autumn 1.
- Summary of action plan and focus areas for 2025/26.
- Mrs Myring at the infant school one day a week.

Q: Is the CPD online?

A: It is delivered using a mixture of formats.

Q: Is the CPD part of the offer from the local authority?

A: Some of the CPD is from the local authority and some is through external agencies.

Q: How many teaching days does the SENCO currently have?

A: Currently all day Monday and a half to full day on Thursday.

Q: Do you feel like there is enough time for the SENCO role?

A: It can be tricky but is manageable, and an additional member of staff is being trained to provide admin support.

Governors thanked Mrs Myring for her presentation. Mrs Myring left the meeting at 6.40pm.

GB/113/25 Overseeing financial performance – financial reporting

Mid-year reforecast

Governors noted the financial reporting documents which Mrs Eadie had uploaded to Governor Hub. Mrs Eadie stated that the budget reforecast had taken place on 4 November 2025 and that there had been some increase in revenue as a result of some reduced staffing costs and some increases in income. Mrs Eadie stated that she was confident the figures were correct and that reduction of the in-year deficit was now achievable. Mrs Eadie confirmed that the reforecast had been submitted to the local authority. Mrs Eadie stated that all children who are eligible for pupil premium are offered one free place at an afterschool club and that all children in receipt of free school meals are offered a place on the TB Sport holiday club.

The executive headteacher stated that, due to maternity cover arrangements, there would be an additional teacher in the school for three days a week during the summer term, confirming that this was included in the budget.

Q: Did the high spend on the health and sports week give value for money?

A: Some activities were less value for money than others. We will review what was offered with the provider to ensure that the next health and sports week is both exciting for the children and good value for the school.

Q: Could some of the future costs of the week be offset by looking for free sessions and getting parents in to help?

A: Yes, we can look at this. We need to be more proactive in future and plan the week earlier.

Q: Could the carry-forward be claimed back by the local authority?

A: The carry-forward will not be claimed back. We are looking at using it for the children who are currently in the school, for example, to increase TA hours.

Q: Are all members of staff aware that there is money available to spend on resources?

A: Yes, staff are aware of this. Each year group has a budget and staff know that they can ask for any additional resources or CPD. We continue to ensure that children do not miss out on anything due to money, for example, subsidising trips.

Governor questions submitted in advance of the meeting

Q: The interim plan for 2025/26 reduces the in-year deficit from £33k to £8.2k. How confident are you that this is achievable?

A: Following the visit from NCC finance and our monthly monitoring, we are confident this is achievable barring any unforeseen disasters.

Q: Please can you update us on the current pupil numbers? What are the assumptions in the 2026/27 plan and pupil numbers expected in the October 2025 census?

A: The number at the October 2025 census was 356. The following four years are based on 349. Numbers in the current reception year at the infant school are low.

Q: The 2025/26 October budget report has increased SEN and HLN by £3.7k to £22.3k compared to the original budget at the start of the year (£18.6k). Has this additional funding been confirmed or is it an estimate? Is there enough TA support in place for those children to support their needs?

A: SEN pupils have been confirmed by our SENCO and she has had confirmation of funding amounts from family SENCO.

Q: Other income has increased by £10.5k and now includes £9.4k of donations/private funds. Where has this come from and is it for a specific reason? (Playground amphitheatre?) A £0.7k increase in other income from facilities & services to £21.9k is great news - what is the source of this?

A: The amphitheatre donation from HSA has been received. £719 was a 50% share of collaboration costs.

Q: Why has the teaching staff budget reduced by £18k since the start of the year? Why has the educational support staff budget increased by £4.2k since the start of the year? Is this the additional £3.7k SEN funding being spent?

A: One teacher has left the pension scheme. NI rate has increased and some hours have changed.

Q: The agency supply staff budget has not changed since the start of the year and still remains high at £42.3k (£7.8k higher than 24/25 £34.5k and £12.6k higher than 23/24 £29.7k)? Is there potential for a reduction in this spend?

A: No. However in this figure we have a commitment of £4,700 for pupil premium boosters, £7,775 maternity cover and £2,330 previous long term absence.

Q: The forecast (E19) is for £116k spend, which is a £14.5k increase compared to the budget set at the start of the year. Why? Does this include the playground amphitheatre?

A: Yes, HSA contribution is in E19, also £4,000 extra allocation in curriculum development.

Q: Is the 2025/26 capital spend still expected to be in line with the capital income? What are the plans for this spend? Is the amphitheatre considered to be capital spend?

A: Capital spend is unchanged, £2779 will be carried over to next year to ringfence for Y4 toilets. Amphitheatre is capital spend.

Q: 2026/27 shows an £11k reduction in funding from the local authority - is this due to a lower October census/pupil numbers? (2027/28 onwards are all much higher - what are the pupil numbers behind these expectations?) SEN funding is expected to be £6k lower next year - is that because some SEN children are in Y6 and there are no SEN children expected to come through from the infant school in Y3? School budget support grant £15.5k is not included in 2026/27 but do we know if it is expected to be incorporated in 2026/27 within funds from local authority instead?

A: Current funding is based on October 2024 census numbers of 356 pupils, 2026 budget onwards is based on 349 pupils (estimated). SEN funding is never presumed to be received for Year 3 pupils, and a higher percentage of funding at the moment is from higher age groups pupils. Support grant is presumed to be included in main grant next year but has not been confirmed.

Q: Most non payroll expenses are forecast to remain the same (ignores inflation) but grounds maintenance increases by a few thousand pounds each year. Why? Does this reflect the contract? Agency costs are £8.3k lower in future years - difficult to predict maternity cover/staff illness etc. What is the actual spend this year October year to date and is it as high as expected at the start of the year? There is £6k of receipts from supply teachers insurance claims in 2025/26 to net against the agency supply expenses but there are no receipts in the future years - is there a reason?

A: Grounds maintenance includes cumulative £3,000 a year for playground improvements plus cumulative access road funding. Agency was increased this year to cover known long term staff absences, we do not know if there will be of these in future years. This applies to insurance claims too.

Maintenance plan

Governors noted and discussed the maintenance plans which had been uploaded to Governor Hub, including the suggestion of a school kitchen, trim trail removal, Y4 toilets and emergency lighting.

Sports premium and pupil premium

Governors noted the reports which had been uploaded to Governor Hub.

Q: Is all pupil premium funding used?

A: Yes, with the majority spent on staffing. We always spend more than the pupil premium funding received.

Q: What support is given with attendance for pupils who receive pupil premium?

A: A number of these children are also in nurture, where the staff have had additional training on supporting attendance, the positive impact of which can already be seen. There are not many children who have poor attendance and receive pupil premium who are not in nurture or accessing ELSA.

Playground update

Mrs Arnold gave an update on the playground improvements, stating that Phase 1 had been completed with the installation of the amphitheatre and that the quality of the work was very good. Mrs Arnold stated that a mural was to be painted on the playground wall.

Q: What is the next phase?

A: New playground markings, resurfacing, outdoor bookshelves, a canopy for shade, outdoor beanbags and rugs. We will then look at the remaining space and how it can be utilised.

Finance report format

Governors discussed the format of the finance report and it was **agreed** that the executive headteacher would meet with Mrs Wheeler to discuss the report format in detail, with the proposal to then be discussed with Mrs Eadie and then circulated to governors.

EHT/
CW

Governors **approved** the finance policy, subject to minor amendments.

Mrs Eadie left the meeting at 7.50pm.

GB/114/25 Approval of minutes of autumn term strategy meeting

The minutes of the autumn strategy meeting held on 2 October 2025, having been previously circulated, were confirmed and signed by the chair.

Review of actions

GB/90/25 - Ongoing action: Head of school to further review the cyber security policy.

HoS

GB/90/25 - Ongoing action: governors to contact the chair regarding their future intentions as governors if not yet done so.

All

GB/104/25 – Ongoing action: Mr Hanspal to send skills audit to governors who are members of staff.

JH

GB/104/25 – Ongoing action: Mr Hanspal to send link to National College training on safeguarding and Prevent to governors.

JH

GB/115/25 Collaboration – review and approve federation proposals

The chair gave an update on federation, including a summary of a meeting with the local authority on 5 November 2025 and stated that the school was still awaiting a response from the legal department. The chair gave an outline of the timeline, stating that the consultation process was due to start around 15 December 2025, with the parent consultation to start on 15 January 2026 and end on 24 January 2026.

Governors **agreed** the current federation proposals and process, and **agreed** that if subsequent changes were made by the local authority then these could be circulated via email for approval.

GB/116/25 Approval of policies

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

- Pay policy
- Appraisal policy
- Health and safety policy
- Capability policy
- Whistleblowing policy
- Data protection policy

GB/117/25 Single Central Record

Dr Gibbon stated that she would carry out the SCR check with the head of school by 20 November 2025. **LG/HoS**

GB/118/25 Update on appraisal process for executive headteacher – feedback from pay committee

The chair gave feedback from the pay committee meeting held on 6 November 2025, including a summary the appraisal meeting and agreed objectives.

GB/119/25 Update on executive headteacher and staff wellbeing

The executive headteacher stated that wellbeing was discussed at JCC meetings and was included in the headteacher appraisal process, noting that the team across both schools was supportive.

Governors noted that wellbeing was discussed as part of the staff appraisal process and that there were no concerns to note. Staff present stated that the team building exercise on the recent inset day had been positively received.

GB/120/25 Corporate Director's reports

There were no new reports to note.

GB/121/25 Safeguarding information for consideration and action

Dr Gibbon gave a summary of her safeguarding monitoring meeting with the head of school on 6 November 2025, including an update on fortnightly DSL meetings.

GB/122/25 Communication received and updates

From chair

None.

From headteacher

None.

From clerk - Governor Newsletter

Governors noted the second autumn term edition of the governor newsletter, available on Governor Hub, in particular the information on setting up a school safeguarding inbox.

GB/123/25 Required monitoring reports from all link governors

Governors noted that Talk Day would take place on 25 November 2025.

GB/124/25 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
- Executive headteacher appraisal.
- Questions and challenge on budget and financial reporting.
- Discussions with SENCO.

GB/125/25 Meeting dates for 2026

The governing body

noted the following meeting dates, all at 6.15pm:

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/126/25 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 8.25pm.

Signed



(chair)

Date 29 January 2026