

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: West Bridgford Infant School and West Bridgford Junior School collaboration

Meeting title: JCC meeting

Date and time: Thursday 2 October 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 – from 10.50am
Dr Lucy James – chair of governors WBJS
Mrs Cath Hammond – co-opted governor WBIS
Mr James Willis – executive headteacher

In attendance

Ms Caspia Baird (clerk to the governors)

JCC/26/25 Apologies for absence

Action

Governors noted that Dr Gibbon had informed them that she would be late to the meeting. Mrs Hammond chaired the meeting until Dr Gibbon's arrival.

JCC/27/25 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/28/25 Approval of minutes of JCC summer term meeting and relevant actions from own governing body meetings since previous meeting

Governors **approved** the minutes of the summer term JCC meeting held on 19 June 2025 and they were signed by the chair.

Review of actions

JCC/17/25 – Dr James gave an update on communications with the local authority regarding staff contracts on federation.

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

JCC/29/25 Ensure clarity of vision, ethos and strategic direction of the collaboration

Vision

There were no changes to the collaboration vision.

Ethos/values

The EHT stated that the values banner of 'champions' had been adopted across both schools, in line with the SIP and that work was ongoing on aligning terminology and ensuring that shared language was used. Governors noted that the values characters at both schools would stay the same.

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

It was agreed to remove this item from further JCC agendas.

SEF for both schools – changes to reflect new Ofsted framework

The EHT gave an overview of changes to the SEF as a result of the new Ofsted framework and stated that the SEF for the junior school would be completed first as that school was due to enter the Ofsted window in December 2025. The EHT stated that there would be a meeting of the SLT in November 2025 to discuss the new format of the SEF and agree objectives. The EHT stated that he had discussed the new Ofsted inspection framework with both SLTs.

Q: Is there still a collaboration priority on the SIP?

A: There is not a separate collaboration priority this year. The SIP is the same for 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.

Governors noted the importance of continuing to demonstrate the impact of the collaboration and that this would be evidenced by the RAG-rated SIP.

JCC/30/25

Federation

Governors formally recorded thanks to Mrs Hughes for the comprehensive federation documents which she had drafted. Governors discussed the documents.

Timeline and HR considerations

Governors noted that the timeline was based on dates of FGB meetings for both schools. As discussed at item JCC/28/25 above, governors noted that advice from the local authority regarding staff contract had not yet been received and it was **agreed** that Dr James would draft a letter to be sent to HR and Governor Services to again request advice and determine which department is responsible. Governors discussed the possible impact of federation on staff contracts, in particular the current SLT temporary contracts. Governors discussed the possibility of extending the consultation period if necessary.

LJ

Governors **approved** the timeline, subject to minor date changes to be made by Mrs Hughes.

CH

Proposal

Governors **agreed** that the legal name of the federation would be the West Bridgford Primary Federation.

Governors agreed that a covering letter would be sent to stakeholders with the proposal.

Governors discussed the composition of the governing body after federation.

Governors **approved** the federation proposal, subject to minor amendments to be made by Mrs Hughes.

CH

Action for each school and by when

Governors agreed that this was included in the timeline and proposal.

Risk register

Governors agreed that this was a very useful document. Governors noted and discussed each risk, in particular possible budget concerns and the workload of the reconstituted governing body.

Pupil numbers – what is being done to increase them?

The EHT informed governors of the following current pupil numbers:

- Infant school – 242 (more than at 2024 census but budget was set on 250)
- Junior school 349 (10 less than last year but budget was set on 345)

The EHT stated that PAN at the infant school had been temporarily increased to 90 and that numbers in reception were low but noting that this was the case in all other local schools.

The EHT noted the following efforts being made to increase pupil numbers:

- Both school offices proactive in pupil recruitment.
- Posters advertising the schools put up locally.
- Promotion of the schools on social media.
- Changes to parent walk rounds at the infant school.
- Infant school going into local nurseries earlier and more regularly.

Financial efficiency

Infant school budget

The EHT stated that there had been some improvement in the infant school budget and that there was currently a surplus of c£5,000.

Junior school budget

The EHT stated that there were no concerns regarding the junior school budget which had a surplus of c£160,000.

The EHT stated that there had been some increases in income through TB Sport and holiday clubs.

Q: Are there plans to spend the budget surplus at the junior school?

A: Yes, for example some will be used to fund NPQs for two members of staff.

Management efficiency

The EHT stated that sharing the SENCO between the two schools had started positively, that there was still some work to do on the most effective deployment and that this would be reviewed on the next INSET day.

Staff CPD

Governors noted that this was included on the SIP. The EHT stated that CPD was a significant positive of the collaboration, having financial and strategic benefits and strengthening teaching and learning. The EHT stated that the aim was to hold a joint staff meeting at least once each half term but this had actually happened more regularly last year. Governors noted increased time for subject leaders to work together and savings made through joint training.

Transition

The EHT circulated the responses to the Y3 transition survey, stating that 29 responses had been received (20 last year) and that there were improvements in responses to all questions. The EHT drew governors' attention to key comments from the written responses:

- Request for more timely information on clubs and childcare options.
- Too much information is sent out from too many different places.
- Concerns over changes to classes.

The EHT summarised actions taken to address these comments.

Governors noted the extremely positive comments on transition and collaboration. The EHT stated that Mrs Arnold had carried out significant work on transition, using her action plan based on last year's survey responses, and that this had included a change in approach to teaching in Y3 for the first half-term with more independent learning. The EHT stated that Y3 had settled into school very quickly.

Leadership capacity

Q: Are there any gaps?

A: All the SLT are busy but there are no concerns to note.

Q: Do you feel stretched as the EHT?

A: This term has been very busy with lots of meetings and documents to prepare but it feels positive on the whole.

Q: Do other senior staff provide pastoral support for children if the EHT is not available?

A: Yes, the other members of SLT are available if needed.

Outcomes

Governors noted that outcomes were very positive at both schools.

- The EHT highlighted the following:
- Infant school - reading, writing and maths all 87%. GD was lower, particularly in writing.
- Junior school – noted the dashboard on Governor Hub. Combined at 80%, with the school ranked 21/255 schools in Nottinghamshire who took SATS.

Governors noted that there was no negative impact of the collaboration on outcomes.

Staff wellbeing

The EHT stated that there had been a positive start to the year, but noted ongoing monitoring of concerns regarding staffing levels and high number of children with complex needs at the infant school.

Governors discussed the wellbeing of the EHT and there were no concerns to note.

Stakeholder involvement

Governors noted joint school events to be held in January 2025.

JCC/32/25 Update on appraisal process for executive headteacher including an update on the wellbeing of the executive headteacher

Governors noted that the appraisal meeting for the EHT would take place on 6 November 2025.

JCC/33/25 Corporate Directors' reports relevant to JCC

None.

JCC/34/25 Communication received and updates

There was no communication to note.

JCC/35/25 Review of all recent governor monitoring visit reports relevant to the collaboration

There were no monitoring visits to note.

JCC/36/25 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
- Drafting and approval of federation documents
- Monitoring of effectiveness of the collaboration.

JCC/37/25 AOB

None.

JCC/38/25 Dates for 2025/26

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

Spring – Thursday 5 March 2026

Summer – Thursday 18 June 2026

JCC/39/25 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 12.50pm.

Signed



(chair) Date 18 June 2026

School Display