MINUTES OF MEETING

Nottinghamshire County Council

School:	**West Bridgford Primary Federation**
Meeting title:	**Extraordinary General Meeting**
Date and time:	**Thursday 3 September 2026 at 6.15pm**
Location:	**At West Bridgford Junior School**

Membership	A	Mrs B Arnold
'A' denotes absence	A	Mrs C Bancroft
		Mr S Brooks
		Ms S Colston
		Ms G Cutts
	A	Ms J Elbourn
	A	Mrs P Farries-Dinsdale
	A	Mr J Hanspal
		Mrs C Hughes
		Dr G James
		Dr L James
		Mr M Johnson
		Mrs E Nixon
		Ms C Shawcross
		Ms L Spink
		Mr B Watson
	A	Dr S Whitton
		Ms F Willis
		Mr J Willis (executive headteacher)
In attendance		Ms C Baird (clerk to the governors)

EGB/01/26 Apologies for absence **Action**

Apologies for absence were received and accepted from Mrs Arnold, Mrs Bancroft, Ms Elbourn, Mrs Farries-Dinsdale and Mr Hanspal.

EGB/02/26 Declaration of interest in relation to agenda items

Mrs Hughes declared that she is a governor at West Bridgford School.

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

EGB/03/26 Appointment of acting chair

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All parties present **agreed** the appointment of Ms Willis as temporary chair for the initial part of the meeting

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EGB/04/26 Review of membership – election of governors in line with new Instrument of Government (1 x LA, 3 x co-opted, associate members)

All parties present **ratified** the appointment of Dr L James as LA governor, as previously approved by the local authority.

All parties present **approved** the appointment of the following as co-opted governors:

- Ms Colston
- Mrs Hughes
- Mrs Nixon

All parties present **approved** the appointment of the following as associate members of the governing body:

- Mrs B Arnold
- Mrs C Bancroft
- Mr S Brooks
- Ms G Cutts
- Ms J Elbourn
- Mrs P Farries-Dinsdale
- Mr J Hanspal
- Dr G James
- Ms C Shawcross
- Mr B Watson
- Dr S Whitton

EGB/05/26 Determination of terms of office for co-chairs

Governors **agreed** that the terms of office for the co-chairs would be one year.

EGB/06/26 Election of co-chairs

Mrs Hughes and Dr L James were nominated for the positions of co-chairs. There were no other nominations. Mrs Hughes and Dr James left the meeting to allow discussion of the election.

After discussion, governors **agreed** the appointment of Mrs Hughes and Dr James as co-chairs of the governing body.

Mrs Hughes chaired the remainder of the meeting.

EGB/07/26 Ratification of temporary Instrument of Government and vote to change constitution

Governors **ratified** the temporary Instrument of Government.

In accordance with the temporary Instrument of Government, governors noted the positions were filled as follows:

2 x parent governors – Mr Johnson and Ms Willis
1 x LA governor – Dr L James
1 x staff governor – Ms Spink
1 x headteacher – Mr Willis
3 x co-opted governors – Ms Colston, Mrs Hughes and Mrs Nixon

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After a unanimous vote, governors **agreed** to change to constitution of the governing body to the following:

- Two parent governors
- One LA governor
- One staff governor
- One headteacher
- Ten co-opted governors

Governors **agreed** to the appointment of four associate members.

EGB/08/26 Code of conduct

Mrs Hughes drew governors' attention to the governor code of conduct. Governors to read and sign the document on Governor Hub in advance of the first autumn term FGB meeting. **All**

In response to a governor question, governors discussed the expectations around governors and social media posting.

EGB/09/26 Scheme of delegation

Governors **approved** the scheme of delegation for 2026/27, which had been uploaded to Governor Hub.

EGB/10/26 Overview of link roles

Governors discussed the draft governor link roles document which had been uploaded to Governor Hub, noting that the links had been reconfigured to align with the new Ofsted framework.

The following expressions of interest were made:
Headteacher appraisal – Mrs Nixon and Ms Shawcross
Achievement – Ms Colston
GDPR – Ms Colston, Ms Willis
Safeguarding – Mr Johnson, Dr Whitton
Complaints – Mr Johnson
SEND/inclusion – Dr L James
Teaching and curriculum – Dr G James, Ms Shawcross, Mrs Nixon
Early years – Ms Willis

Mrs Hughes to update the link governor roles document. **CH**

EGB/11/26 Meeting dates for 2026/27

Governors **noted** the following meeting dates, with strategy meetings to be held at the junior school and finance meetings to be held at the infant school and meetings to start at 6.15pm:

Thursday 8 October 2026 – strategy
Thursday 5 November 2026 – finance
Thursday 4 February 2027 – strategy
Wednesday 17 March 2027 - finance
Thursday 20 May 2027 - finance
Thursday 1 July 2027 - strategy

EGB/12/26 Determination of confidentiality of business

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No items of business were deemed to be confidential.

The meeting ended at 7.00pm.

Signed  (chair) Date

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