MINUTES OF MEETING

Nottinghamshire County Council

School:	**Trent-Rylands Federation**
Meeting title:	**Autumn term 2nd meeting of the governing body**
Date and time:	**Thursday 27 November 2025 at 5.30pm**
Location:	**At BRJS**

Membership		Ms L Griffiths (co-chair)
'A' denotes absence		Mrs D Bagley
		Mrs E Truman
	A	Mrs S Osborne
		Ms K Foale
		Mr C Jones
	A	Mr A McPherson
	A	Miss M Gough
	A	Mrs T Walker
		Mrs L Shepherd (vice-chair)
		Mr S Williams (co-chair)
		Ms R Hall
		Mrs C Watts
	A	Mrs K Harby
		Mrs C Turner– Head of school
		Mrs J Barratt – Head of school
In attendance		Mr J Wood (clerk to the governors)

Jump to Actions

Mr S Williams chaired the meeting

GB/89/25 Apologies for absence **Action**

Apologies for absence were received from Mrs S Osbourne (work commitment), Mrs K Harby (work commitment), Mr A McPherson (illness), Miss M Gough (illness) and Mrs T Walker (childcare).

It was

RESOLVED

that the governing body **consent** to these absences.

GB/90/25 Declaration of interest

Current declarations of interest remain the same as the last meeting:

- Mr C Jones' wife works in both schools in the Federation.
- Mrs L Shepherd's sister worked at Trent Vale I. S. and is now a member of the governing board.
- Ms K Foale's husband is chair of the Equals Trust.

Action

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

Confirmation of completion of governor annual declarations (updates to school website and GIAS)

Mrs E Truman has uploaded a spreadsheet and highlighted which governors are still need to complete what, in terms of annual declarations. Cells highlighted red mean a declaration is overdue, and orange means close to being overdue. Annual declarations on GovernorHub are as follows:

- **Confirmation of having read the Governor Code of Conduct**
- **Confirmation of not being disqualified as a school governor (declaration of eligibility)**
- **Confirmation of having read KcSIE Update, Parts 1 and 5 and Annexe A.**

ACTION – any governors who haven't completed their declarations, to do so by next meeting. **All govs**

Review and sign 2025/2026 Register of Business Interest

Clerk confirmed that a paper copy of a Register of Business Interest, needs to be signed by each governor. Business interests can be recorded on GovernorHub under Compliance, but the data can't be pulled off of GovernorHub as a report which school needs for auditing purposes.

Paper copy of Register of Business Interest was **SIGNED** by all governors.

Review and sign 2025/2026 Declaration of Eligibility

This item was discussed under *completion of governor annual declarations.*

Review and sign 2025 Governor Code of Conduct

This item was discussed under *completion of governor annual declarations.*

GB/91/25 Approval of minutes of 1st Autumn term FGB meeting(s) and any special governing body meetings

The minutes of the first autumn term meeting held on 25 September 2025 having been previously circulated were confirmed and signed by the chair.

Review of actions

GB/39/25 Re-contact LA re installation of extractor fan – ET

Mrs E Truman sent another email. There was again no response from Nottinghamshire County Council. The situation remains that there is no extractor fan and there won't be until the school can afford one.

It was agreed, given the lack of response, that it would serve no further purpose to keep following up with NCC.

GB/63/25 Undertake a review of website towards end of Autumn 2 - TW

This will remain as an **action** for the next FGB meeting in Spring. **TW**

Action

GB/70/25 Complete annual declaration on GovernorHub – All govs

This was discussed under GB/90/25 and remains an action for governors who have not yet completed these. **All govs**

GB/70/25 Check what GovernorHub compliance report includes – Clerk

This has been completed.

GB/79/25 Confirm time for appraisal – JB

Headteachers' appraisals have now been completed, and appraisals for staff are now being undertaken.

GB/83/25 Complete KCSiE declaration on GovernorHub – All govs

This was discussed under GB/90/25 and remains an action for governors who have not yet completed these.

GB/83/25 Share link to safeguarding training on GovernorHub – ET

Mrs E Truman has shared this link.

GB/83/25 Governors who didn't complete 3 yearly Safeguarding training in July – complete by next meeting – CW, CJ, TW

Mr C Jones, and Mrs C Watts have now completed this training.

Mrs T Walker and Ms K Foale still need to complete this training. **TW, KF**

GB/92/25 Approval of Policies

<u>Following policies were on the agenda for review:</u>

Use of reasonable force Physical Intervention policy
Attendance
Prevent Action Plan and risk assessment
Pupil Images
DBS procedure
SCR Procedure
Marking and Feedback TV
Marking and Feedback BRJS
Looked after children
Equality Policy And Equality Objectives
Behaviour Policy
Prejudice based Incidents
Sen Policy TV
SEN policy BRJS
Homework policy
EAL Policy
Collective Worship Policy
Homework Policy

Action

Typos and incorrect versions of documents referenced in policies were **identified** by governors in advance of the meeting; these have been amended.

The following challenges were made in advance of the meeting on GovernorHub, and expanded upon in the meeting:

Challenge: Behaviour Policy - This looks very comprehensive and well thought through and the additional parents/ carers section looks fine to me. It's great to read that the MHM scheme seems to be having areal impact and that pupils are gaining a better understanding of their own behaviour and emotions.

1. Why is it call bio club?
2. Does there need to be anything in the parents section about info for parents on the My Happy Mind programme so that they can understand and reinforce it at home?

1. BIO – By Invitation Only

2. This is something we could consider, moving forward. It was discussed that this could be amended in the next review cycle. This would help parents understand and reinforce this the programme at home.

ACTION – Mrs C Turner to make a note on policy list to make this amendment at next review cycle. **CT**

Challenge: Physical intervention policy - is there an expectation that incidents which result in physical intervention are routinely reported to Govs? If so, how does this happen? In the behaviour report?

Yes possibly.

Physical intervention is rare, and we would log it on CPOMs.

We can put an extra column on the behaviour log for Govs.

It was noted that there is a difference between physical intervention between EYFS and Year 6s, for example.

Challenge: DBS Procedure and SCR procedure - we've pondered in the past whether checks should be routinely renewed for governors. From the SCR: "Whilst there is no official expiry date on a DBS check, and there is no requirement in either the law or model articles to re-check governors after a certain period, Governor Services strongly recommend that at the start of every new term of office, new DBS checks and section 128 checks are undertaken". What do we think?

Governors discussed and **agreed** that DBS checks should be undertaken when new terms of office begin. It was also agreed that this should be done moving forward *and* retrospectively. Governors will be contacted by the school office team who will undertake the checks, and provide details of what evidence will need to be provided (i.e. passport, driving licence, bank statement).

Clarification: What is SCR?

Single Central Record – where all DBS information is stored.

Action

Challenge: Prejudice-based incidents - rewritten policy looks good. I continue to be not a fan of this definition: "...a prejudiced based incident is any incident which is perceived by the victim, or any other person, to be prejudiced towards on individual". Just because somebody thinks it's prejudice, doesn't make it so, IMO.

Policy's wording has come from NCC – but the point is a valid one. Mrs C Turner will check the wording with NCC.

ACTION – Mrs C Turner to check wording with NCC **CT**

It was discussed that it may be worded as such given the need for a "believe first, then investigate" attitude.

Subject to amendments made, all policies, SEN BJRS 2025 policy excepted, were

FORMALLY APPROVED

by the governing body

SEN BJRS 2025 will be **re-submitted for approval** at the next meeting **Agenda**

GB/93/25 Overseeing Financial Performance - Financial reporting

School Inventory

This has been included as a separate item on the agenda: it was previously included as part of the HT report. TV inventory disposals document has also been uploaded to GovernorHub.

Challenge: Twenty (assuming I've counted correctly) laptops decommissioned. Is this planned retirement of kit? Has it been replaced?

These have reached the end of their life because of their installed version of Windows. They have been replaced.

Inventory report **formally noted** by governors.

GB/94/25 Holding executive leaders to account

Summary of Headteacher's report

Headteacher's report has been uploaded to GovernorHub.

The following challenges were made in advance of the meeting, and expanded upon during the meeting:

<u>Behaviour</u>

Challenge: Behaviour monitoring - good to see fewer recorded behaviour incidents at TV.

- **There seems to be quite a high number of prejudiced based incidents at BRJS. Any commentary on this?**

- **The pupils with identified behaviour interventions at BRJS seem to all be Y3/4 boys. Are these pupils having an impact on the learning of the rest of these year groups?**

It is the same children who keep blurting out words that are offensive/unacceptable. Unfortunately, I think that older siblings for some (known to us) and time spent watching videos online is not helping this situation. Coupled with the fact that the boys were are talking about have SEND - autism.
We are working closely with the children and their families. One has an outside referral, and one now has a social story to read and digest with an adult about not commenting on somebody's skin colour and how that makes that person feel.

Challenge: Racist and homophobic bullying incidents in BRJS - do you know the root cause and how are you tackling it?

I believe it is time online and influence of older siblings - older children are constantly using one particular word when they are together. It is seen as 'banter' but is unacceptable.

Challenge: Behaviour record doc - just TV updated for Aut 1 - is this right? Also a Gov behaviour record, which I think is also updated in the HT report - little confused at which one I should review.

Governor behaviour one is more detailed. Autumn 1- refers to last the year so far. Always look at behaviour a ½ term at a time

Attendance

I note too that the letter begins ' Every day at school counts' which got me wondering if the government has done anything to address how children with SEND access the curriculum to enable them to make more progress. I know that ideas have been put forward about making the curriculum more accessible and perhaps more appropriate to a wider group of children in the 21st century and I think some things have begun to change - is that right? if so, are they the right things? Sorry, big question that one!

Headteacher gave example of the complexity of the issue: where a part time timetable has been implemented. It still remains difficult to improve attendance. Sometimes when a sibling isn't coming to school it can have an impact on other siblings' attendance.

It was noted that schools can be difficult places for children with autism, which is another barrier to attendance.

Headteacher explained that getting a child in the school, is sometimes the most school is able to do, given the particular needs of certain children.

Penalty notices for non-attendance have to be considered very carefully: so that school doesn't discriminate in terms of SEN.

Governors noted how inclusive TRF is as a school.

This is the first time headteachers have seen this letter: it was sent directly to chairs – hence the only attendance data that's been provided has been the data downloaded from the View Your Education Data (VYED). Governors commented that this is very useful.

Action

Governors discussed that it would be useful, in reference to the letter sent to Chairs and uploaded to GovernorHub, to know what the 2025/26 indicative figure is for Attendance Baseline Improvement Expectations (ABIE) is, so that governors can support and question this at the next meeting.

ACTION - Provide 2025/26 ABIE to governors at next meeting. **CT, JB**

Challenge: Attendance seems to have dipped a little below national average for TV this term. Any particular factors behind this?

No - we have had illness within school - 2 weeks where there seemed to be lots of illness.

Have a child on part time timetable and also a child whose attendance is very poor 2 children who did not attend all term as they were in India - but we were not able to remove them off roll.

Challenge: It looks like boys are more likely to be absent from school (TV)? Is this correct? Do you know why this might be?

Boy on part time timetable+ 2.5 day exclusion
Boy with very poor attendance Boy with broken arm
Boy - Holiday
Boy- Mum had holiday in other country
- waited to return
Other boys - are not usually *off* but genuine illness Many of these boys are usually good attendance

Why is it boys and not girls? Is sample size too small?

There isn't a root cause – this is the way it is at the moment.

Sometimes attendance needs a bit longer than the first 7 weeks of a half term, particularly at an infant school.

<u>Budget</u>

Challenge: Looks like some alarming premises related additional costs coming up for Trent Vale. Has potential impact of these on the overall budget been looked at/ modelled as yet? Are there any additional sources of funding available for capital expenditure we could explore?

No we have not remodelled the budget - there are no cuts to be made anywhere else to compensate for this. There was a small amount in the budget for this but realistically if will go towards the deficit.

No cuts can be made which wouldn't impact school or staff.

Challenge: TV school premises costs - it would be good to see how this affects the overall budget.

If not done already, can we explore Gov Capital Grants like this one: School capital funding - GOV.UK, partnering with a local firm (then letting them advertise they did the work) and using PTA money?

Action

Don't really want to use PTA money -this money is used for what I consider to be essentials in curriculum enrichment or even delivering the curriculum - e.g. theatre trip/ buying tablets

Will look into Capital Grants. Haven't been successful with asks for building repairs previously. There are many repairs outstanding, for which a survey is done annually: but doesn't result in repairs.

From her own school, Mrs L Griffiths is aware of pots of money which may be available to be applied for, for essential repairs.

LG

ACTION: Investigate availability of pots of money which TRF could bid for.

Plans to increase - the PAN at BRJS are exciting but where will the pupils come from?! There isn't space for them at TV. If you live locally, will you have to send your child to a separate school for KSl & nursery then change their school in Yr3? This is not ideal. If plans are to do the work in Summer for Sept 26 I would have robust plans on what you would do if the building work timeline slips - as the timings are tight!

We have a lot of new homes in the local area and Thane Road. Higher numbers are predicted in the 2030's so this work is in preparation for this realistically. Numbers are not high currently at TV so it is not an issue as yet. If it became an issue then there would be scope to expand at TV.

We have children currently on waiting lists for Year 5 in particular. 1 is currently going to appeal

It's a very good point about the timeline and I will mention this to the LA and Arc. Work may start sooner - they have assured me after SATs - but I will raise this.

Challenge: If PAN is increased at BJRS, shouldn't PAN be similar at TV too?

Local authority admissions do all the planning on PAN.

It was noted that increasing the PAN would mean 30 per class in at BJRS, which is significant. It is exciting: but it will have to be matched at TV.

PAN can be raised gradually, to suit changing circumstances. It's important to be mindful that growth in particular year groups, can lead to stretched TA staffing.

There will be a new modular unit at BJRS – to accommodate 8 classes instead of 6. May not need to use them for quite some time, but by 2030 the plan is to have these filled.

Governor clarified: can you admit over PAN?

You can, but it can be difficult if you do, to be successful with admissions appeals.

GB/95/25 **Receive and scrutinise headteacher's annual report on <u>whole school</u> appraisal process.**

Ensure effective appraisal arrangements are in place for all teaching and non-teaching staff.

Headteachers informed governors that their appraisals have been completed. Staff appraisals are ready to be completed.

Confirm arrangements to consider headteacher pay recommendations for all staff in line with the scheme of delegation and the pay policy.

This has been completed as per meeting with pay committee.

Pay committee

Pay recommendations have been **agreed** with pay committee.

GB/96/25 Update on headteacher staff and pupils' wellbeing.

Governors asked about headteachers' wellbeing.

Headteachers are very busy, with no quieter times. They have the support of one another as well as a supportive staff team. It was noted how hard the staff team are working.

Headteachers are mindful of the wellbeing of staff and have made changes i.e. reducing marking in marking policy, giving time to compete tasks from staff meetings and time to focus on SIP objectives.

Pupil's wellbeing is regularly checked at school council meetings, and afternoon tea.

Query: Does Governing Board, still have a staff wellbeing governor?

It was confirmed that Mrs K Harby is staff wellbeing governor.

GB/97/25 Ensure clarity of vision, ethos and strategic direction, set by governors.

Discussed that SIP sets out priorities for the year. Governors are all in agreement and support the school in carrying out its SIP objectives.

GB/98/25 Corporate Directors' reports

The clerk confirmed that both corporate director's reports: covering HR updates, and Reduced Timetable pupils, had been outlined in Autumn 1's meeting. This is still available on GovernorHub for any governors wishing to read it.

GB/99/25 Safeguarding information for consideration and action:
Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers

Safeguarding Children in Education: self-audit tool 2025/2026 - 5/12/25

Time is scheduled to complete the Safeguarding Self Audit, next Friday 5th December. This is now on a spreadsheet, rather than a paper copy.

Query: Is it shorter this year?

It is a little shorter: after lots of questions bolted on in the last few years, they've returned to basing the questions on KcSIE requirements.

It was noted that new Safeguarding lead at NCC has written a school safeguarding policy which is much clearer and easily understood.

Action

Confirmation that all governors have read all of KCSiE 2025

This was discussed under item GB/91/25 of the agenda.

Confirm new governors have undertaken safeguarding training as part of their induction, as required by KCSiE

This was discussed under item GB/91/25 of the agenda.

Confirm all governors have refreshed their safeguarding knowledge each year, as required by KCSiE

This was discussed under item GB/91/25 of the agenda (and DBS checks under GB/94/25).

GB/100/25 Communication received and updates

From Chair

Chairs received ABIE letter from Minister for Early Education, which was uploaded to GovernorHub and discussed during HT report.

From Headteacher

Jane who works in the school office, will be retiring. It was noted how helpful she has been to the school and governing body.

Interviews have taken place, supported by Mrs E Truman and Mrs S Osborne. Schol have appointed Rachel Beech. School are now looking to recruit an Admin Assistant.

ACTION – Headteacher to send out dates to governors, to ask who could be part of the interview panel. **CT**

Clerk

Clerk highlighted the following points from the Governor Newsletter:

- **Admissions Update:** Ranking of applications for primary to secondary transfer is Wed 14th January at the latest.
- **Nottinghamshire Annual Safeguarding Audit** – Streamlined version on a spreadsheet with statements to tick and evidence to provide for each point. Due 5th January. Next year will be an online platform.
- **Safeguarding Inbox** - Schools are being encouraged to set up a Safeguarding Inbox if they haven't already – for continuity for new staff, it can be responded to in the most timely way, and all relevant staff can see it. Had one – still live – ask Tim, IT man, to redo it.
- **Privately fostered children –** Governors may wish to ask if any children are privately fostered. MASH referral needed if school is aware of child who might be privately fostered.
- **Budget reforecasts** – To be sent to school finance by 30th November. Some questions that governors may wish to ask: larger or smaller surplus,

reasons for variances, has 3 year planning exercise been undertaken re pupil number changes?

- **Changes to Ofsted inspection framework** – Summary of changes is given in newsletter. Governance is a focus under a news area "Leadership and Governance". Newsletter foes through an Expected, Strong and Needs Attention Standard. There are lots of new resources to get governors up to speed on new framework: on GovernorHub – which includes a new toolkit, slides from a presentation by Chief Inspector, Ofsted briefing and particular questions Ofsted may ask. The Key, also has new helpful information.
  Assessment – There's guidance on governors being curious and holding school to account on assessment:
  - How school undertakes KS2 tests, Phonics Screening Test
  - How school prepare pupils for assessment in writing how they prepare for teacher assessment, visit from LA moderator.
  - Governors may wish to ask questions about CPD offered to teachers to prepare them for moderation and making in summer term
- **Offer from Em-Ed – Update** – Governor L & D, Headteacher Appraisal , Headteacher Recruitment.
- **Governors' Conference** – Will focus on Ofsted, with contributions from Regional Director, Mike Sheridan. Also relational approaches, education, learning and inclusion strategy, governor role in exclusion and inclusion. It will be at Eastwood Hall, Thursday 6th March, 2 free places, £135 per additional place.
- **New Complaints Toolkit on GovernorHub** – A reminder that governors need to remain independent to be on a complaints, so minimal details of complaints should be shared with governors initially.
- **New governance resources from DFE**
- **Cyber Security Update** -57% of insider cyber incidents were caused by pupils or students – new report from ICO.
- **National Updates –** Data Protection, Sports Premium, National Behaviour Report, Martyn's Law impact on schools, Nurseries programme funding can be bid for to expand nursery provision – up to £150K , deadline 11 December.
- **New free BSL Programme for schools to teach pupils –** Schools of Signs
- **Updates from Nottinghamshire Assocation of Governors**
- **Inspire Education Library Service** – Opportunity for school to become a member, if not already: contact details given to find out what is offered

Governor gave brief update on Ofsted and how different inspections will be. Different groups, akin to focus groups, of children are put together with different needs (LAC, SEN for example) with targeted questioning. Schools need to achieve at least "Expected" in every category – now there is no single judgement.

GB/101/25 Report from training co-ordinator

Governor skills audit update and gap analysis

Training Coordinator has asked school office to send out Governor Skills Audit to all governors: this will be done in February 2026, when it is due.

Review of governor training requirements (including safeguarding) for 2025/2026

This has been completed by Training Coordinator, as part of review on Safeguarding training.

GB/102/25 Required monitoring reports from all link governors – (including Safeguarding, SEND, PP and link governors attached to school improvement priorities).

Governing body response to key points/areas of learning

Mr C Jones visited school last week; report is on GovernorHub. New SIP priorities indicate a good progression from previous year. There are robust plans for them to be implemented.

Ms R Hall also visited last week; report is on GovernorHub. Saw new mixed classes in EYFS, and visited nursery spaces. Received positive news of the years group mixing well, and staff sharing best practice.

Mrs E Truman has completed a health and safety compliance visit; action plan is on GovernorHub..

Actions identified for governing body and school.

Mr C Jones will visit next term, to see what actions are being implemented relating to the SIP.

GB/103/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account.

- Numerous challenges submitted prior to the meeting and expanded upon during the meeting.
- Scrutiny and challenge of school policies: suggestions and amendments provided.
- Governors visits undertaken, reports written, actions plans put forward.
- Questions put forward on school maintenance costs, how it will impact the budget, and how governors can support with securing additional funding.
- Plans to increase school numbers challenged.
- Behaviour and attendance from HT report. questioned in depth.

GB/104/25 Confirmation of dates for 2025/2026

The following FGB dates:

1st Spring term – 22 January 2026 at 5:30pm
2nd Spring term – 12 March 2026 at 5:30pm
1st Summer term – 14 May 2026 at 5:30pm
2nd Summer term – 9 July 2026 at 5:30pm

were **confirmed** by governors.

GB/105/25 Determination of confidentiality of business

It was

AGREED

That all paper be made available as necessary.

Meeting closed at 18:43

Signed ..... (chair) Date .....

Back to minutes

Item	Action	Responsible
GB/63/25	Undertake a review of website by Spring 1 meeting.	TW
GB/83/25	Governors who didn't complete 3 yearly Safeguarding training in July – complete by next meeting.	TW, KF
GB/90/25	Any governors who haven't completed their declarations on GovernorHub, to do so by next meeting. This includes: • Confirmation of having read the Governor Code of Conduct • Confirmation of not being disqualified as a school governor (declaration of eligibility) • Confirmation of having read KcSIE Update, Parts 1 and 5 and Annexe A.	All govs
GB/92/25	Make a note on policy list to make amendment to parents' section of Behaviour Policy to include info about My Happy Mind at next review cycle.	CT
GB/92/25	Check wording of prejudice-based incidents policy with NCC.	CT
GB/94/25	Provide 2025/26 ABIE to governors at next meeting.	CT, JB
GB/94/25	Investigate availability of pots of money which TRF could bid for, for maintenance issues.	LG
GB/100/25	Headteacher to send out dates to governors, to ask who could be part of the interview panel for admin assistant.	CT

Completed Actions		
GB/39/25	Re-contact LA re installation of extractor fan (no response, taken off Action Log)	ET
GB/70/25	Check what GovernorHub compliance report includes (action required – paper copies to be signed)	Clerk
GB/79/25	Confirm time for appraisal (Headteachers appraisals now completed)	JB
GB/83/25	Share link to safeguarding training on GovernorHub (link shared)	ET

Action