MINUTES OF MEETING

Nottinghamshire County Council

School:	**Trent Rylands Federation**
Meeting title:	**1st Spring term meeting of the governing body**
Date and time:	**Thursday 22nd January 2026 at 5.30 pm**
Location:	**Beeston Rylands Junior School**

Membership ‘A’ denotes absence	
	Ms Lisa Griffiths (co-chair**) – from 6.10 pm**
	Mrs Deidre Bagley
A	Mrs Emma Truman
	Mrs Sue Osborne
	Ms Kate Foale
	Mr Chris Jones
	Mr Alistair McPherson
	Miss Michelle Gough
	Mrs Tracey Walker
A	Mrs Lisa Shepherd (vice-chair)
	Mr Samuel Williams (co-chair)
A	Ms Ruth Hall
	Mrs Charlotte Watts
	Mrs Kathryn Harby
	Mrs Catherine Turner– Headteacher – Beeston Rylands Junior School
	Mrs Janine Barratt – Headteacher – Trent Vale Infant School

In attendance Stuart Northedge (clerk to the governors)

The meeting was chaired by Mr S Williams.

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

Apologies for absence were received from Ruth Hall, Lisa Shepherd and Emma Truman.

It was

resolved

that the governing body consent to these absences.

GB/02/26 Declaration of interest

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

GB/03/26 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

There are currently no vacancies on the governing body.

The clerk brought to the attention of governors the following end of term of office:

Mrs Lisa Shepherd – Co-opted – 9th March 2026
Mrs Emma Truman – Co-opted – 30th November 2026

Action

Governors agreed to co-opt Lisa Shepherd for another term of office pending her agreement to this.

GB/04/26 Approval of minutes of autumn term meeting and any additional special governing body meetings

The minutes of the autumn 2 meeting held on Thursday 27th November 2025 having been previously circulated were confirmed and these minutes will had the chair's e-signature placed on them.

Review of actions

GB/63/25 - Undertake a review of website by Spring 1 meeting.

Action completed. The review has now been uploaded and there was nothing major to highlight. Some suggestions to address any of the minor issues found have been made. The layout of the website is good, and it was easy to find most documents. The review had also highlighted the importance of ensuing that remote learning can be quickly found, which the schools have already addressed.

Question - a governor asked if Ofsted still looked at the website prior to an inspection?
The Headteacher confirmed that this was still the case.

GB/83/25 - Governors who didn't complete 3 yearly Safeguarding training in July – complete by next meeting.

Action completed by Tracy Walker. Kate Foale is still to complete this action. **KF**

GB/90/25 - Any governors who haven't completed their declarations on Governor Hub, 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.

Action completed. Governors have all completed this electronically and on paper.

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.

Action closed. This will be addressed at the next policy review.

GB/92/25 - Check wording of prejudice-based incidents policy with NCC.

Action completed. The policy is in line with the wording used by Nottinghamshire County Council.

GB/94/25 - Provide 2025/26 ABIE to governors at next meeting.

The Headteacher explained that this wasn't available yet for this term, so it will be addressed at the Spring 2 Meeting. **CT/JB**

GB/94/25 - Investigate availability of pots of money which TRF could bid for, for maintenance issues.

Action

Action ongoing. **CT/JB**

GB/100/25 - Headteacher to send out dates to governors, to agree who could be part of the interview panel for admin assistant.

Action completed. The appointment has now been completed.

GB/05/26 FGB accountability

Approval of policies

TV Admissions
BRJS admissions
TV Emergency Plan
BRJS Emergency Plan
TV Health and Safety
BRJS Health and safety
TV Lamp
BRJS Lamp
CPD
TV First Aid
BRJS First Aid
Governors Allowance
Smoke Free Policy
Governor induction and development
Equality Information TV
Equality Information BRJS
Administration of Medicine Policy
Flexi Schooling Policy
SEN BJRS Policy 2025

The Headteacher confirmed that the comments that had been made by governors had been actioned and the policies updated where required.

The equality information for BRJS needs the date updating, which the Headteacher will address.

Governors agreed and approved all of the above policies.

GB/06/26 Holding executive leaders to account:

Summary of Headteacher's report

The Headteacher's had shared their detailed report via Governor Hub and governors had been asked to submit questions and challenge.

Question – a governor asked if there was a global consolidated risk register or if they were all kept separate for different areas?
The Headteacher's confirmed that there wasn't and they were all listed separately, although agreed that a global list would possibly be helpful. Governors then held a further discussion around the value of this approach with several offers of help and guidance made by governors. The importance of considering if this approach would add value was also discussed.

Action

Question – a governor asked if action needed to be taken to address any future data breaches?
The Deputy Headteacher explained that a breach of this type was very rare and explained this it was just a simple error in a busy office. To prevent this in the future one person will read the code and one will input it.

Question – a governor asked if there was churn in numbers at Trent Vale?
The Headteacher explained that a number of pupils were leaving the school due to moving away from the area and it wasn't a reflection on the school.

Question – a governor asked if Nursery and Reception EAL figures were lower?
The Deputy Headteacher will look at the data and respond at the next meeting. **SO**

Question – a governor asked about the number of prejudice-based incidents at BRJS?
The Headteacher explained that the data was incorrect and there was only 1 incident this term. Any incidents are addressed quickly with the pupils with explanations as to why what they have done or said is wrong. Some of the pupils have SEND. Where one pupil has been involved in multiple incidents, Mum is involved and the pupil has been offered support. Often it is a lack of understanding around what they have been saying.

GB/07/26 Outcomes for pupils, pupil data, review of autumn term data, attainment and data progress for all groups.

The Deputy Headteacher confirmed that all the data had been shared in advance and that the format used was the same as the previous year which governors had welcomed.

Question – a governor asked about the need to move pupils to reach the expected or higher standard and what typical movement might be seen between now and the Summer?
The Deputy Headteacher explained that this varied by cohort and the individuals in this. The current Year 6 are receiving lots of support and intervention to move the borderline pupils where possible and fill any gaps that they might have. Staff also added that judging this for some pupils was very difficult because for some it may depend on how they are on the day, while others respond really well to the interventions and move quickly.

Question – a governor asked about the new Ofsted framework and if the data focus within this will be reduced?
The Deputy Headteacher explained that she had heard that the Ofsted focus on data was actually greater under the new framework and that she would be undertaking training on this area shortly.

GB/08/26 Behaviour

Comprehensive behaviour reports for both schools had been shared in advance of the meeting, and the following questions had been received from governors:-

Question – a governor asked if there had been an increase in lunchtime incidents at Trent Vale and if the intervention strategies being used were working?
The Headteacher confirmed there had been more incidents during the second half of the Autumn Term. There had been 24 incidents related to 16 pupils which although an increase from Autumn 1, is less than last year. The children that are involved in numerous incidents are receiving interventions such as lunchtime or

computer clubs or the involvement of outside agencies. These are starting to impact but will require more time.

GB/09/26 Attendance

The Headteacher's had shared the latest attendance information with governors as part of their Headteacher's Reports.

Question – a governor asked - Absence rates at Trent Vale are above National figures – this looks mainly due to authorised absence rates. Do you think you're being overly lenient with absence requests?
The Headteacher replied that this was partly because the reduced numbers on role meant that each pupil was worth more in terms of a percentage. There are also some specific issues relating to individual children, which the Headteacher confirmed she was working on with the Attendance Officer.

GB/10/26 Pupil Premium Catch Up Strategy

The Deputy Headteacher explained that she had met with Charlotte Watts to discuss and agree this. Following this the document has been published on the school website.

GB/12/26 Review of all recent governor monitoring visit reports (Safeguarding, SEND, PP and link governors - linked to School Improvement Priorities)

- Feedback of key points/areas of learning
- Actions identified for governing body and school.
- Link governor visits schedule

A pupil premium link governor visit had been undertaken by Charlotte Watts.

In summary, the visit highlighted that both schools within the Trent Rylands Federation are delivering strong provision for disadvantaged pupils. This is an excellent federation where pupils are the number 1 priority and are genuinely cared for as individuals. The pupil premium strategy plans reviewed are well-structured, evidence-based, and build on many years of expert experience. Leaders demonstrated a clear understanding of barriers to learning and presented robust strategies to address them, with a strong focus on monitoring impact throughout the year.

Governors welcomed the positive report.

Safeguarding Audit

The Headteacher highlighted that the safeguarding audit has now been completed and submitted to the LA. The actions from this will now be addressed by the schools.

Question – a governor asked if there was any sense that the next audit would be more straightforward and less time consuming?
The Headteacher explained that she wasn't aware of any future changes being made as yet but she hoped a more sensible approach would be taken for the next audit.

Action

GB/13/26 Corporate Director's reports

School Attendance Update – Nottinghamshire

Actions for governors

- Governors to familiarise themselves with the Attendance Baseline Improvement Expectations (ABIE) for their school and what actions are being taken to achieve the target
- Governors to check that their schools have access the Targeting Support meeting with a member of the Education and Attendance Team within the local authority.
- Consider with Senior leaders whether your school would benefit from the support available through the RISE Attendance and Behaviour Hubs programme.

GB/14/26 Communication received and updates

From chair

There were no further updates from the Co-Chairs.

From clerk - Governor Newsletter first spring term edition

The clerk introduced the 1st governor newsletter for the Spring Term and highlighted the following articles:-

- **Admissions** – applications and dates of information-sharing, ranking and offers.
- **Safeguarding** – Child Protection/Confidential Files Audit is going to be rolled out in early 2026 for feedback. Final version will be shared in Spring Term. The last Governor Safeguarding Network slides are available on Governor Hub.
- **HR Updates** – governor responsibilities around headteacher absence and headteacher wellbeing, including information on NCC's headteacher wellbeing support package padlet. HR offers recruitment solutions to strengthen compliance and Whole School Safeguarding Training.
- **School complaints** – new complaints toolkit from Governor Services, including guidance and model letters for each stage**.**
- **Governor Conference** – Shaping Inclusive Education Together, Friday 6th March, Eastwood Hall. Schools that subscribe to Em-Ed governor learning and development package have two free places.
- **DfE updated guidance and regulations –** links to governance guides.
- **National updates** – information on: DfE individualised attendance targets for schools * how governors can use Ofsted: Explore an Area to see what education looks like in their local authority and how it compares nationally * the School Uniform Policy * pay committees and pay recommendations * the standards required in planning, commissioning and reviewing IT support services * carbon footprint calculator.

Action

GB/15/26 General Data Protection Regulations

Report from the DPO and Information Governance Governor

There has been 1 potential breach to report from Beeston Rylands Junior School since the last meeting. A CTF had been sent to the incorrect school, but quick action meant that no data was lost or shared.

Question – a governor asked for clarification of what CTF stood for?
The Deputy Headteacher confirmed this was a common transfer file used to share pupils' data when a child moved schools.

GB/16/26 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Extensive discussion, challenge and support around finances.
- Challenge around data and how further pupils could be moved to the expected standard.
- Challenge and questioning around EAL and prejudice-based incidents.
- An extensive and detailed governor monitoring visit and report around the Pupil Premium Strategy.
- Discussion and support around pupil numbers.

GB/17/26 Confirmation of dates for 2026/2027 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Spring term – Thursday 26th March 2026 at 5:30pm
Summer term – 14th May 2026 at 5:30pm and 9th July 2026 at 5:30pm

GB/18/26 Determination of confidentiality of business

It was

resolved

that agenda item GB/11/26 was confidential along with part of agenda item GB/14/26. All other agenda items would be made available as necessary.

The meeting closed at 6.58 pm.

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