MINUTES OF MEETING

Nottinghamshire County Council

School:	**Trent-Rylands Federation**
Meeting title:	**Second Spring term meeting of the governing body**
Date and time:	**Thursday 13 March 2025 at 5.30pm**
Location:	**At the Beeston Rylands JS**

Membership
'A' denotes absence

A	Ms L Griffiths (co-chair)
	Mrs D Bagley
A	Councillor Mrs K Foale
A	Mrs E Truman
	Mrs S Osborne
	Mrs R Hall
	Mr C Jones
A	Mr A McPherson
A	Miss M Gough
	Mrs T Walker
	Mrs L Shepherd (vice-chair)
	Mr S Williams (co-chair)
A	Mrs C Watts
A	Mrs K Harby
	Mrs C Turner– Head of school
	Mrs J Barratt – Head of school

In attendance Mr D R Allen (clerk to the governors)

GB/17/25 Apologies for absence **Action**

Apologies for absence were received from Ms L Griffiths, Mrs E Truman, Mr A McPherson, Mrs C Watts and Mrs K Harby (all family commitments), Councillor Mrs K Foale and Miss M Gough (both work commitment).

It was

resolved

that the governing body consent to these absences.

GB/18/25 Declaration of interest

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

GB/19/25 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:

Councillor Mrs K Foale, LA Governor, end of term of office 14 July 2025.

Action

GB/20/25 Approval of minutes of first spring term meeting and any additional special governing body meetings

The minutes of the first spring term meeting held on 23 January having been previously circulated were confirmed and signed by the chair.

GB/21/25 Holding executive leaders to account

Confidential item, see separate sheet

Following a suggestion from the clerk, the meeting agreed that the Headteacher's Report be submitted to the meeting once each term – at the meeting towards the end of each term.

Governor questions related to specific items, later in the report, in bold.

GB/22/25 Overseeing Financial Performance - **Financial reporting**

Approval of

Finance Policy

Following discussion, this was **formally approved** by the meeting.

School budget **agenda**

The budgets for the two schools are yet to be finalised. These to be presented at the next meeting on 15 May 2025.

Schools Financial Value Standard (SFVS) for 2024/2025

SFVS for each school had been uploaded onto governorhub. These were both **formally approved** by the meeting.

Year-end re-forecast 2024/25

Confidential item, see separate sheet

Services for Schools - Buy Back of NCC Services

The buy-back for the federation had been previously uploaded onto governorhub.

Governors expressed concern over several price increases – mainly catering and cleaning.

Governor questions:

Uplift of 10% seems steep, given that we already appear to pay some of the most expensive caretaking costs.

This cost increase was approved at the Councils cabinet meeting on 6/2/25 along with approval to progress work to establish the joint venture.

Has forecasting considered the impact of this on our budgets?

All increases in cost for the 25/26 budget will roll forward in the 5 year plan.

Is there any opportunity to consolidate this into a service for the Federation?

This is unlikely. Contracts are usually available to accept in Spring 1 and negotiation should have started earlier to see if we were able to have a Federation contract. It is also more complicated as BRJS do not have their own kitchen. The new contracts will be for a 17 month period starting 1st April 2025 to 31st August 2026 and it will novate to the joint venture on 1st September 2025. This gives us 17 months to look at changing suppliers for Federation landscaping and cleaning services, however we may need to keep the catering service individual to each school. BRJS do not have a kitchen and have their hot dinners supplied by The Lanes kitchen, TV kitchen do not have the capacity due to universal free school meals. The Lanes is moving over to an Academy and once this happens, they can give 6 months' notice to cease the catering contract. Due to this BRJS will be looking for a new supplier so that we are ready to move once notice is given. Looking at these three contracts will be a large amount of work. We believe we have to follow UK procurement regulations; we should set up a project group to produce a timeline for allocating tasks and outcomes. It would be appreciated if we could have a governor assigned to this particularly if they are knowledgeable in this area.

My view is that we should renew the NGA membership for the Governing body, suggest that this is ratified at our meeting on Thursday.

This is renewed annually, last renewal Oct 24. It was queried if this was included as part of the Governor Learning Development Package as it is mentioned in training tutorials, it isn't.

The meeting discussed the possibility of exploring alternate providers in future.

The 2025/26 buy back was **formally approved** by the meeting.

GB/23/25 **Approval and Ratification of Policies including :**

Curriculum Policies
English
Maths
Science
Geography
History
Art
D and T
RE
PSHE/RSE
PE
Computing
Music
Languages
SMSC
Fasting policy
Home school liaising
Observation: We as Governors should be sending a letter to parents on a once per year basis. Is there something we should add to our annual planner? Yes please.
Women's Refuge
Drug Education and Incidents
Teaching and Learning BRJS
Teaching and Learning TV

Action

Observation: Given the extension of this document, does this now make sense to turn into a two-parter – one area for the common elements, and one for BRJS / TV specific elements? One for consideration next time around, I suggest. Yes, we will consider this for the next time around. Thank you.
Monitoring and evaluation and Quality Assurance policy
Staff Induction Policy including ECT

These had been reviewed by individual governors, with minor amendments made.

All were **formally approved** subject to the amendments being made.

The chair was informed of an end of year report previously presented to parents.

Mr Jones agreed to email Mr Williams with a template for this, with Mr Williams agreeing to complete and present at the next FGB meeting. **CJ+SW**

GB/24/25 Staff and Pupil Wellbeing

The meeting was informed that the teacher questionnaire had been sent out, but results are yet to be collated. **agenda**

This to be reported at the next FGB meeting.

GB/25/25 Behaviour including updated SIP for TV

This had been uploaded onto governorhub. The headteacher stated that pupil behaviour is excellent.

Minor tweaks are to made for High Level SEND children.

GB/26/25 Update on appraisal process for Headteacher and staff including an update on the wellbeing of the Headteacher and staff

A meeting is to be arranged for Bob Hattersley to undertake mid-term headteacher reviews.

All mid-term teacher reviews are planned in the near future.

GB/27/25 Communication received and updates

From Headteacher

Councillor K Foale was thanked for the generous donations made to both schools form the County Council Divisional Fund.

From Clerk – Second Governor Newsletter

The following points were highlighted:

- HR Updates
- Safeguarding updates
- Children's Wellbeing and School's Bill
- Use of AI in schools
- Private Fostering

GB/28/25 Review of governor monitoring visits

The reports following two governor visits had been uploaded onto governorhub.

Mr Jones had visited in connection with a SIP review.

Mrs Watts visited Trent Vale in connection with Pupil Voice.

Lesson Monitoring Check sheets - Is this a new template? Structure looks good.

Yes, it is. It has cut down the workload for subject leaders and is a good guided to ensure that subjects are monitored effectively.

How often is expected that these will be shared with Governors?

1 per term.

How often are leads expected to be asked to update these?

3 times per year for triangulating monitoring but this is often more.

Lack of Pop-Ins seems to be a recurrent theme? Is this just an artefact of where we are in the school year?

It is partly the time of year as we tend to start with looking at planning, books and pupil voice. Subject leaders will have the opportunity to drop into lessons and will complete this on the checklist.

GB/29/25 Review of Monitoring of teaching and learning

A vast range of monitoring activities for each school had been uploaded onto governorhub.

The headteachers and deputy undertake the role of monitoring these.

GB/30/25 General Data Protection Regulations

Review and confirm the appointment of the Data Protection Officer (DPO) and Senior Information and Risk Owner (SIRO)

Report from the DPO and Information Governance Governor

There had been no breaches nor SARs.

GB/31/25 Agreement of Inset dates for 2025/26

Monday 1st September 2025 – admin day
Tuesday 2nd September 2025 - Inset Day
Friday 13th February 2026
Friday 22nd May 2026
Monday 27th July 2026.

The meeting was informed of the reasons for selecting these dates, which were then **formally approved** by the meeting.

GB/32/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Large range of questions submitted by governors prior to the meeting.

Action

Lengthy, challenging discussion related to financial matters.

Governor concern expressed relating to inadequate SEND funding.

Governor review and formal approval of a wide range of policies.

Governor visits into school, along with praise for the report structure.

GB/33/25 Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

1st Summer term – Thursday 15 May 2025 at 5:30pm
2nd Summer term – Thursday 10 July 2025 at 5:30pm

Autumn term 2025 – to be agreed
Spring term 2026 – to be agreed
Summer term 2026 – to be agreed

The headteachers agreed to work with the chairs to identify suitable dates for 2025/26 meetings. **agenda**

GB/34/25 Determination of confidentiality of business

It was

resolved

that there are two confidential items.

The meeting closed at 6.37pm.

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