MINUTES OF MEETING

Nottinghamshire County Council

School:	**Trent Rylands Federation**
Meeting title:	**1st Summer term meeting of the governing body**
Date and time:	**Thursday 14th May 2026 at 5.30 pm**
Location:	**At the school**

Membership 'A' denotes absence	Ms Lisa Griffiths (Co-chair**)** Mrs Deidre Bagley Mrs Emma Truman Mrs Sue Osborne Ms Kate Foale Mr Chris Jones Mr Alistair McPherson Miss Michelle Gough Mrs Tracey Walker Mrs Lisa Shepherd (Vice-chair) Mr Samuel Williams (Co-chair) 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 Lisa Griffiths.

GB/37/26 Apologies for absence **Action**

There were no apologies for absence.

GB/38/26 Declaration of interest

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

GB/39/26 Governing board 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 Emma Truman – Co-opted – 30th November 2026

Chris Jones also informed governors that he was also going to step down as a governor at the end of the academic year, which will leave a 2nd vacancy.

Samuel Williams offered thanks to Chris Jones on behalf of governors for all the work he had done for the governing body over many years.

Action

A suggestion was made from Samuel Wiliams that the current parent governors could be co-opted on to the board with a view to then appointing two new parent governors.

GB/40/26 Approval of minutes of the 2nd spring term meeting and any additional special governing body meetings

The minutes of the 2nd spring term meeting held on Thursday 26th March 2026 having been previously circulated were confirmed and signed by the chair.

Review of actions

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

Action ongoing. **JB/CT**

GB/24/26 - Following discussion, it was agreed that the Headteacher would upload the minutes of the meeting with developers and the LA to Governor Hub to enable governors to see them.

Action completed.

GB/26/26 - Before governors agree the GDPR Policy, the Deputy Headteacher and Alistair McPherson will discuss this in more depth, and the policy will be presented to governors again at the Summer 2 FGB.

Action ongoing. To be covered at Summer 2 FGB Meeting. **Summer 2 FGB**

GB/32/26 - The Headteacher explained that this was done initially but agreed to provide a reminder to pupils about the reasons for the installation of the screen to the road.

Action ongoing. **CT**

GB/42/26 Overseeing financial performance and ensuring money is well spent across a school

Approval of school budget - 3-year school budget approved and must be submitted to Finance by 31st May

The 3-year school budget for both schools had been shared on Governor Hub in advance of the meeting.

Question – a governor asked if both schools were in a similar situation in terms of income streams?
The Headteacher's agreed that they were but the lower numbers at Trent Vale where the school is around 30 below the overall PAN, heavily impacts on the budget.

The Headteacher at Trent Vale also highlighted the awkward position the school was in because the spaces were spread across the school, so this meant creating a class structure that worked and kept costs down challenging.

The Headteacher at Beeston Rylands Junior School highlighted that the fact the school was full didn't help Trent Vale because parents wouldn't move children to the Infants, if there wasn't a space for older siblings at Juniors. A future increase in spaces and the PAN at Beeston Rylands Junior School will hopefully help.

Governors highlighted that new housing in the area and the increase in space at Beeston Rylands Junior School would hopefully mean an increase in pupils at Trent Vale.

Governors agreed and approved the 3-year school budgets for both Beeston Rylands Junior School and Trent Vale Infants School.

Confirm governors consistent financial reporting out-turn statement completed - including the intended use of balances (BO2) return

Governors confirmed that the consistent financial reporting and out turn statements, along with the intended use of balances (BO2) return had been completed for both Beeston Rylands Junior School and Trent Vale Infant School and they were happy to approve these.

GB/43/26 Outcomes for pupils – Pupil data, review of spring term information, attainment and progress.

The pupil data for the Spring Term had been shared in advance of the meeting and questions and challenge from governors had also been submitted in advance.

Question - a governor asked about the writing data, as it is a SIP priority and is currently lower than reading and maths, what strategies have been implemented that have been successful so far and what actions are intended for the Summer term?
The Headteacher explained that the school had created a transcription document which incorporates: -
New spelling focus – streamlined.
Handwriting – greater emphasis on letter formation and cursive script allowing for less cognitive overload when writing. Handwriting has improved across the school.
Explicit teaching of specific grammar according to the class text and in an age-appropriate way. Embedded within the chosen, high-quality text.
Reduction quantity of genre within a block of work in order to improve the quality.

All this work needs embedding, and more time is required to finalize the document.

Question – a governor asked about the GLD figures of 60% which is below the target of 69%
The Headteacher at Trent Vale explained that there was significant EAL and SEND in the year group, meaning there was a big disparity between the highest and lowest attainers. This means the GLD at the end of the year is likely to be lower than in recent years.

Question – a governor asked if the school felt the number of pupils in Year 6 at expected standard would go up in SATs?
The Deputy Headteacher explained that this was unclear because there were a number of pupils who were very borderline.

The Co-Chair highlighted that the progress figures for Year 6 might be negative, but staff explained the individual progress being made by some pupils was excellent and the lowest attainers had made particular strong progress even if they would still be recorded as working towards.

Action

GB/44/26 **Evidence holding the senior leadership to account -** Summary of headteacher's report and governors' robust questions and challenge

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

Question – a governor asked if pupils didn't always transfer from the Infants to the Junior School and why the PANs were different.?
The Headteacher at Trent Vale explained that nearly all did, but because the birth rate meant numbers were lower in the Infant School, the PAN hasn't been increased at Trent Vale while it already has been increased at Beeston Rylands. As soon as the spaces start to fill up at Trent Vale, the PAN here will also be increased.

The Co-Chair also highlighted that as the lower numbers move from the Infant to the Junior School, there is a risk that the challenge around unfilled spaces gets moved from one school to another.

The Headteacher at Beeston Rylands also highlighted the waiting list at the school and the appeals around places.

Question – a governor asked what are the pros and cons of 3 x 3/4 classes vs the current arrangement? Will this still work if numbers increase in future years?
The Headteacher explained that the mixed age classes might provide challenges for staff around teaching but there is mixed age planning available for them to use. The mixed years are harder for staff to plan for, but this is manageable. However, the current Year 3 have a number of tricky individuals' behaviour wise and along with some challenging pupils joining from the Infants, having these pupils spread across more classes has a greater benefit than the slight challenges created by mixed age planning.

Question – a governor asked about the downside of pupils going into a mixed age class straight from the Infants?
The Headteacher explained that some pupils might be wary about joining older pupils, but they would provide good role models to the younger pupils and be used to the expectations of the school. Transition for pupils moving from Year 2 to 3 is well planned and thought out, so that pupils are well prepared when they join in September.

Question – a governor asked if the oldest pupils in Year 4 might be impacted?
The Headteacher explained that the oldest and most able pupils would always be stretched and challenged.

Question – a governor asked is it worth giving serious thought to the staff absence insurance? Are there figures readily available for the last couple of years to see what the true cost / benefit of the policy has been?
The Headteacher at Trent Vale explained that if the school didn't have any staff absence cover at all, then it loses out if someone is off on maternity leave. The school have to pay their maternity salary costs, plus pay for whoever is covering them.

Also, the LA terms for maternity insurance are much better than any other provider, covering almost 100% of the costs.

The school is tied into the staff absence policy until April 2027, but it looks like it will be worth continuing to monitor the figures this year.

The Headteacher also explained that a supply teacher cost £220, but the insurance only paid £115 a day after the third day and emphasised again that with no staff absence cover at all, the schools would have no cover for any maternity leave which will be expensive.

All this means the suggestion to not bother with insurance seems to be financially viable for normal absences but doesn't work at all if you have someone likely to be going on maternity leave.

Question – a governor asked about the development of the office space and installation of a hatch at Beeston Rylands Junior School and if three quotes were needed for this?
The Headteacher confirmed that 3 quotes were being collected and one has been received already. The school need landlord consent before they can proceed and asbestos checks also need undertaking.

Governors agreed that the quotes could be considered and a contractor agreed as Chairs emergency action if consent came back sooner than the Summer 2 FGB Meeting.

GB/45/26 Policy reviews and approval.

Bereavement policy
Class organisation Policy
Intimate Care Policy
Transition Policy
PSHE/RSE/Well-being Policy

Governors agreed and approved all of the above policies.

Confidentiality Policy

Question – a governor asked about the need for a confidentiality policy and if it could be withdrawn?
Governors discussed this and the Headteacher's confirmed that she believed all of the content was also contained in other policies.

Alistair McPherson explained that his concerns were that the current policy was incoherent and agreed that he felt everything in the policy was duplicated.

Following discussion, governors agreed that Janine Barratt would check and review that everything contained in the Confidentiality Policy was in other policies and return to this at the next meeting. **JB**

GB/46/26 Information from the NCC Corporate Directors

Governor actions for maintained schools

Reducing the need for Restraint in schools through Inclusive Practice and Reasonable Adjustments

The DfE's updated guidance on restrictive interventions, effective from 1 April 2026, clarifies when reasonable force may be used in schools while emphasising that restraint poses significant physical and psychological risks and should be avoided wherever possible.

The guidance prioritises prevention, early support and de-escalation. Nottinghamshire County Council continues to promote trauma-informed, respectful approaches through its revised *Understanding Behaviour* training, which no longer teaches restraint techniques but focuses on neuroscience, sensory regulation and relationship-based practice.

The statutory guidance sets clear expectations for lawful use, recording and reporting and outlines responsibilities for leaders and governing bodies.

Action for governors:

- **Familiarise themselves with the updated DfE guidance**, particularly if the school is within the Ofsted inspection window
- **Ensure that school leaders have reviewed and implemented all requirements of the updated guidance,** including policy updates and recording/reporting systems
- **Support decisions around staff training**, based on school context ensuring alignment with DfE principles that prioritise reducing the need for restraint.

The Revised Statutory Guidance for Relationships Education, Relationships and Sex Education (RSE), and Health Education

The DfE released updated statutory guidance on 15 July 2025 for Relationships Education, Relationships and Sex Education (RSE), and Health Education, which schools must implement by 1 September 2026.

The guidance outlines legal duties and emphasises high-quality, evidence-based teaching to support pupils' wellbeing, development and safeguarding. It sets key principles, including engaging pupils and parents, ensuring age-appropriate and sequenced learning and delivering curriculum content through skilled, well-trained staff within a whole-school approach. Schools retain flexibility to tailor content to local context.

Ofsted will consider RSHE provision as part of broader personal development and safeguarding responsibilities.

Action for governors

- **Familiarise themselves with the updated DfE guidance**
- **Ensure that curriculum content and teaching materials are aligned with the updated statutory guidance**
- **Ensure that clear information for parents/carers is proactively shared** on the subject content, teaching materials and external providers, and on the right to request that their child is withdrawn from sex education, as well as the development of the policy
- **Ensure that teaching is accessible to all pupils with SEND**

GB/47/26 Safeguarding updates and information for consideration and action

The safeguarding update was contained in the Headteacher's Report.

There were no actions for governors to follow up on from the information that had been presented.

GB/48/26 Receive report from the Designated CLA (Children who are Looked After) teacher

Governors welcomed the CLA Report that had been included in the Headteacher's Report.

There were no further questions from governors on this and governors thanked the Headteacher's for the clear and detailed way that this information had been presented.

GB/49/26 **Termly report from governors' training co-ordinator** on governors' training undertaken, skills gaps and training opportunities, identified and actions

Emma Truman explained that she had shared her report in advance of the meeting and highlighted the NGA learning Link and potential issues around the use of Trent Vale emails to access training through this.

Question – a governor asked how often safeguarding training should be undertaken?
Governors confirmed safeguarding training needed undertaking every 3 years.

GB/50/26 **Communication relating to governance**

From chair

There was no further communication relating to governance from the Co-Chairs.

From headteacher

The Headteacher at BRJS asked if Rachel Beech, the Office Manager, could have a set of school keys to allow her to support with contractors and work in the holidays.

Governors confirmed that they were happy for Rachel Beech to have a set of keys.

Governors also highlighted the need to adhere to lone working guidelines.

Question – a governor asked how the new office member of staff at Beeston Rylands Junior School was getting on?
The Headteacher confirmed that she had settled into the role well and was proving to be very efficient.

From clerk - Governor Newsletter and actions for governing board

The clerk highlighted the following articles from the 1st Summer Term Governors Newsletter:-

- **Safeguarding in Education** – Governor Network - Announces the rescheduled Governor Safeguarding Network event with agenda themes on training and audit reflections.
- **HR Updates** - Outlines updates to safer recruitment, safeguarding training, TLR reviews, policy changes under Employment Rights Act 2025 and staffing items. .
- **Private Fostering Arrangements** - Defines private fostering and outlines when governors should be aware of potential cases.
- **Service Personnel** – Exceptional Leave of Absence - Summary:
- **National Updates** - Covers online safety consultation, new screen-time guidance, reading concerns, RSHE changes, teacher recruitment plan, and rise in Ofsted complaints.

- **Holiday Activities & Food (HAF) Programme** -: Encourages governors to champion HAF to support vulnerable pupils during holidays.

GB/51/26 **Pupil Attendance:**

Governors should be aware of the attendance rates for each group - as per View Your Education Data (VYED).

The latest attendance report on ABiE had only been released today, so the Headteacher's will review this, and action as required. The report will be discussed at the next meeting.

The Headteacher at Beeston Rylands explained that both Headteacher's had met with admin staff to further improve absence procedures and to follow up on any patterns and trends and provide timely support to families when necessary.

There is a very clear flow chart for staff to know how to deal with absence and to provide the evidence needed for fines and attendance enforcement.

Question – a governor asked if a Headteacher might have to go to court in an enforcement situation?
The Headteacher explained this could happen, but she hadn't had to do this as yet.

GB/52/26 **Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account**

- Extensive challenge and questioning on outcomes and the Headteacher's Report.
- Detailed reviews and questioning on policies.
- Successful governor involvement in the recruitment of a new Headteacher for Trent Vale Infants.
- Detailed SEND Governor Monitoring Report.

GB/53/26 **Confirmation of dates for 2026-2027 to be agreed** at the meeting in conjunction with the clerk

The governing body

agreed

- 2nd Summer 2026 - Thursday 9th July 2026 at 5:30pm

1st Autumn term – Thursday 24th September 2026
2nd Autumn term – Thursday 26th November 2026
1st Spring term – Thursday 21st January 2027
2nd Spring term – Thursday 11th March 2027
1st Summer term – Thursday 13th May 2027
2nd Summer term – Thursday 8th July 2027

Action

GB/54/26 Determination of confidentiality of business – for confidential minutes

It was

resolved

that agenda item GB/41/26 and part of agenda item GB/40/26 were confidential, but all other papers and reports be made available as necessary.

The meeting closed at 6.55 pm.

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