MINUTES OF MEETING

Nottinghamshire County Council

School:	**Trent-Rylands Federation**
Meeting title:	**2nd Summer term meeting of the governing body**
Date and time:	**Thursday 10 July 2025 at 5.30pm**
Location:	**At Beeston Rylands JS**

Membership		
'A' denotes absence		Ms L Griffiths (co-chair)
	A	Mrs D Bagley
		Vacancy LA governor
		Mrs E Truman
		Mrs S Osborne
		Mrs R Hall
		Mr C Jones
		Mr A McPherson
		Miss M Gough
		Mrs T Walker
	A	Mrs L Shepherd (vice-chair)
		Mr S Williams (co-chair)
		Mrs C Watts
		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)

Mr S Williams chaired this meeting

GB/51/25 Apologies for absence **Action**

Apologies for absence were received from Mrs D Bagley (illness) and Mrs L Shepherd (family commitment).

It was

resolved

that the governing body consent to these absences.

GB/52/25 Declaration of interest

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

GB/53/25 Approval of minutes of 1st summer term meeting and any additional special governing body meetings

The minutes of the 1st summer term meeting held on 15 May having been previously circulated were confirmed and signed by the chair.

Review of actions

		Action
	GB/37/25 Mrs Turner agreed to contact Mrs Foale with regards the vacant LA Governor post.	**CT**
	GB/39/25 Extractor Fan. The meeting was informed that no progress had been made in relation to this.	
	It was agreed that the kitchen staff are working in unfit conditions. Mrs Truman agreed to contact the LA again in relation to this.	**ET**
	All other actions had been completed or are on tonight's agenda.	

GB/54/25 Financial reporting

Approval of services for schools/review of contracts. Update on Caretaking and cleaning.

The headteachers had carried out a thorough investigation into the possibility of using alternate providers for caretaking and cleaning.

The investigation and outcome had been uploaded onto governorhub.

Following discussion, the meeting **formally agreed** to remain with the LA.

GB/55/25 Summary of headteacher's report and governors' questions and challenge

The report had previously been uploaded onto governorhub, with governors being invited to submit questions:

Governor question
More for my understanding - is the percentage of SEND reg children we have in both schools considered high/average/low? discussed previously the impact this has on staff and considerations you need to make to ensure fair and consistent learning etc as well as budget impacts so interested to know

This would be average
It is the level of need rather than the percentage.
The funds we receive for these children – does not meet the monies spent. The funding comes form 3 pots – school budget / family funding / LA – HLN funding.
So this does impact on the general budget of the school.
Any TA support has to be managed carefully.

Behaviour
Was the exclusion the incident we discussed last time or is it new? If new it would be good to discuss.

This is a new exclusion – discussed in detail at the meeting.

What was the outcome of the prejudiced incidents?

The incidents were investigated and the children all spoken to including the victims and the perpetrators.
Parents were also spoken with.
Children were then monitored carefully.
Staff also ensured that they went over this again through story work.

Are you in a good position to support the child who has been exhibiting and having a high level of support for Trauma related behaviour?

We are seeking advice regularly.
Staff have attended training.
We are supporting each other.

TV had couple of short exclusions in last 2 updates I think, have these had an impact and children behaviour changing as a result?

This is ongoing.

I'm glad Mr Harper is back at work, thank you for supporting your staff. The boys whose behaviour suffered, is there anything different you would do if you were in a similar position again?

We had one supply teacher for consistency who is very experienced – both children seem to show disrespect to females – a male supply teacher could have been beneficial.
We appointed a champion for one of the boys in particular and this had a positive impact. One boy spent time in another class to support him. He then received positive role models and feedback and the rest of the children had a break – this could be started earlier.

Attendance
Persistent absence - over the past year what has been the impact in your intervention? What are you going to continue into the next academic year and what will you tweak?

The success of our support for Persistent absence is all dependent on the families involved.
Often this persistence has come hand in hand with social care. Working closely in this way has ensured, at times, that children are safer.
Persistent absence and discussion about a penalty notice impacted one family as the thought of a penalty notice was enough to be on time.

TV: Slight improvement in attendance <90% in Summer 1. Is this the impact of interventions?

Yes
Us picking a child up daily.

GDPR
Thanks very much for the pack. I've reviewed the GDPR performance report. I will note, as is traditional for me at this time of year, that there is potentially a lot of data sitting in Outlook: 163GB in each school, which is quite an increase on last year (particularly TV). I guess whether or not it's an issue depends on what that data is.

Response in the near future.

Could we hear a bit more about records management, because the data is quite different between the schools?

It's all about the size of the boxes.
TV have smaller box files.

Health and Safety
HS check at TV: what a shame the gate broke just before the inspection! Is the repair likely to be costly? Why the delay in fly screens for the kitchen?

We are waiting for quotes to come in.
We have no idea about why the fly screens have been delayed.

Budget 2025/26
TV: Good work on addressing the deficit - I know that this would have been challenging.

And is still very tight
This will change as needs arise.

School Fund
Are there any planned uses for this at this point in time?

Yes
Happy Minds
Sand pit

Other
Thank you for sharing the news about expanding the classroom space at BRJS - I welcome an options appraisal discussion at an upcoming Governor's meeting on this.

Thank you. We can ensure this happens in the Autumn term.

The meeting discussed plans for additional classroom space, along with the difficulties in planning this in readiness for September 2026.

Any feeling of how mixed class changes in TV in particular have gone down, anything we can do to support if needed?

One parent has asked to how we will ensure children are supported in year 2.
A couple of parents have said that they think it is a good move.
No other feedback to us directly.

TV: 3 x mixed KS1 classes - I get the rational, and can see the positives, but are there any risks associated with this approach? Will there, for example, be loss of benefits in having a class solely of Year 2s?

It gives us more flexibility =- working together as class teams – allows staff to pool resources
We will have to have a mixed class regardless – this would be for year 1 children- this always presents problems of which children. It can lead to the other year 1 / 2 classes being unbalanced.
If we only have 1 mixed class – the TA support will have to go there – leaving 2 full classes with very little support – due to budget.
This approach allows us to consider subjects carefully and be flexible with how we teach them. It allows for the year 2 to have smaller class sized teaching at certain points – and also allows for the year 1s to have a continuous provision especially in the Autumn Term.
AS the year goes on our approach to the teaching will change with the children.
Risks – workload for staff , ensuring there is a balance for all children.

Mrs Osborne tabled a Data update chart. This gave detail of progress of F2 EYFS, Phonics, Y4 multiplication tables and Y6 SATs.

The meeting noted the excellent progress in nearly all areas – mostly above National Averages.

Previous aspirational targets had been surpassed.

GB/56/25 Update on appraisal process and wellbeing for headteacher and staff

The meeting was informed nearly all of the teacher appraisals had been completed.

The headteacher appraisals would commence in September with a new external advisor.

Mrs Harby reported on the staff questionnaire.

The teacher element had been mainly positive, with teamwork and supportive SLT being highlighted. Teacher workload was noted as a negative, but all teachers strived to do their best.

People appreciated being heard, workload is reduced as much as is possible.

TAs commented on the number of times they are requested to cover classes.

The meeting requested a summary report for all governors, with a wish to act where possible. **KH agenda**

The meeting was informed of possible aids to reduce workload – use of AI, toolkit from NEU and other sources.

GB/57/25 General Data Protection Regulations – report from the DPO/Information Governance Link Governor

The meeting was informed that there had been no breaches nor FoI requests.

GB/58/25 Receive report from the Designated CLA (Children who are Looked After) teacher

See headteacher's report.

GB/59/25 Communication

From Chair

The governing body had received a request from West Bridgford Infant and Junior schools on the process the Federation had undertaken to become a Federation.

From Clerk - Governor Newsletter and actions for governing boards

The clerk highlighted the following articles:

- Early Years funding
- Climate Action Plan
- Helping families to prepare children for school
- National updates
- Holiday Activity and Food Programme
- Governor conference 2026.

GB/60/25 Review of planning document: delegation and organisation of committees

Approval of scheme of delegation 2025-2026

This had been previously completed and was **formally approved** by this meeting.

Note annual planner 2025-2026 to support agenda setting

Policy checklist 2025-2026 statutory policies for schools

Both of the above were noted by the meeting.

GB/61/25 Pupil Attendance – see headteacher's report

See headteacher's report.

GB/62/25 Review of governor monitoring visit reports

Mr A McPherson and Mrs L Shepherd had carried out safeguarding visits.

Mrs Truman had undertaken a Health and Safety inspection.

GB/63/25 Confirmation that the school website is compliant with the statutory requirements

This had been approved in the recent Ofsted inspection.

Mrs T Walker agreed to undertake a review in the autumn term. **TW**

GB/64/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Wide range of governor questions submitted, prior to the meeting, in response to the headteacher's report.

Governor review and formal approval of range of policy documents.

Governor visits into school related to Safeguarding and Health and Safety.

Governor responses in relation to staff questionnaire.

GB/65/25 Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Autumn term 1 2025 – Thursday 25 September 2025
Autumn term 2 2025 – Thursday 27 November 2025
Spring term 1 2026 – Thursday 22 January 2026
Spring term 2 2026 – Thursday 12 March 2026
Summer term 1 2026 – Thursday 14 May 2026
Summer term 2 2026 – Thursday 9 July 2026
All meetings at 5.30pm

GB/67/25 Policies to be reviewed and Agreed

- Annual Leave and Leave of Absence
- Recruitment and Selection Policy
- Job Share Policy NCC Job Sharing Procedure

Action

- Lettings Policy
- Off School Sites Policy
- Managing Stress and Promoting Wellbeing
- Flexible working Policy
- Transition Policy

GB/68/25 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 6.40pm.

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