



PUBLIC MINUTES OF MEETING

School: West Bridgford Infant School
Meeting Title: Second Spring Term (Finance) Meeting of the Governing Body
Date and Time: Tuesday 24 March 2026 at 6:15pm
Location: At the School

Membership

'A' denotes absence

Mr S Brooks
Ms S Colston (Vice-Chair)
Ms G Cutts (Head of School)
A Mrs P Farries-Dinsdale
A Ms L Gimson
Mrs C Hammond
A Mr J Hanspal
Mrs C Hughes (Chair)
A Dr G James
Mrs L Spink
A Ms J Stewart
Mr J Willis (Executive Head Teacher)

In Attendance

Mrs C Traquair (School Office Manager) – for item GB/21/26
A Ms C Baird (Clerk to the Governors)

Throughout the meeting; '**C**' – denotes a comment, '**Q**' – denotes a question.

GB/17/26

Apologies for Absence

Action

Mrs Farries-Dinsdale, Mr Hanspal and Ms Stewart had provided apologies for, and reasons for their apologies to, the meeting.

Mr Gimson and Dr James were absent from the meeting without apology.

The Governing Body AGREED to CONSENT to the absences of Mrs Farries-Dinsdale, Mr Hanspal and Ms Stewart, but to NOT CONSENT to the absences of Ms Gimson and Dr James.

The Chair advised that no Clerk was available to attend the meeting.
Governors noted that the meeting was to be recorded to allow for minute capture.

The Governing Body NOTED the meeting attendance.

GB/18/26

Declarations of Interest

The Chair declared that she was a Co-Opted Governor at the Junior School and at Parent Governor at West Bridgford School.

The Governing Body NOTED that there were NO FURTHER DECLARATIONS OF INTEREST, either direct or indirect, for items of business on the agenda.

GB/19/26 Review of Membership and Terms of Office Ending in the Next 12 Months

Co-Opted Governor

Mr Hanspal's term of office as Co-Opted Governor was due to end on 4 March 2027.

This matter would be included on future Governing Body agendas for consideration closer to the term of office end date.

**Future
FGB
Agendas**

Parent Governor

Ms Gimson's term of office as Parent Governor was due to end on 12 March 2027.

This matter would be included on future Governing Body agendas for consideration closer to the term of office end date.

**Future
FGB
Agendas**

The Governing Body NOTED the update on Membership.

GB/20/26 Spring Term (Strategy) Full Governing Body Meeting

Receipt and Approval of the Spring Term (Strategy) Minutes

The Governing Body CONFIRMED the minutes from the Spring term (Strategy) meeting held on 4 February 2026 which had previously been approved by the Chair.

In the absence of the Clerk, Governor Services would work with the Chair to enable her signature to be applied to the minutes – to create an electronic copy.

**Gov
Servs /
CH**

Review of Actions

An update on actions arising from the Strategic meeting – (not covered elsewhere in the meeting) – was received as follows:

Ref	Action	Status
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GB/04/26	Ensure that Governors were provided with adequate financial information.	Complete
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Update:

Governors were content with the level and detail of information provided in the Executive Head Teacher's Report and that any ad-hoc issues would be provided to Governors should they arise between meetings.

GB/04/26 Circulate information on Safer Recruitment training. Complete

Update:
The Chair had circulated by email.

GB/06/26 Contact Families without delay if any issues with attainment data arose. Complete

Update:
This was being undertaken.

GB/13/26 Contact Parents to request support for boys reading. Not yet progressed

**JW –
Autumn
Term**

Governors NOTED the update on actions arising from previous Governing Body meetings.

Receipt and Approval of the West Bridgford Junior and Infant School Joint Extraordinary Governing Body Meeting

The Governing Body CONFIRMED the minutes from the West Bridgford Junior and Infant School Joint Extraordinary Governing Body meeting held on 10 March 2026 which had previously been approved by the Chair.

In the absence of the Clerk, Governor Services would work with the Chair to enable her signature to be applied to the minutes – to create an electronic copy.

**Gov
Servs /
CH**

Review of Actions

An update on actions arising from the Extraordinary meeting – (not covered elsewhere in the meeting) – was received as follows:

Ref	Action	Status
Item 3	Notify Stakeholders (Staff, Parents and Carers, DfE) of the decision to form the Federation.	Complete
	<u>Update:</u> <i>Stakeholders had been contacted.</i>	

GB/21/26 Overseeing Financial Performance - Financial Reporting

Year-End Re-Forecast

Mrs Traquair – in her role as School Office Manager - highlighted that the outturn was expected to be a small surplus of approximately £5,000.

C. Governors note that a significant improvement on prior estimates (original forecast was a deficit of £30,000), and they acknowledged and thanked the Team for their work on managing the Budget.

Mrs Traquair highlighted that the outturn had been favourably impacted by successful bids for funding – including Sports and SEN funding – and some income from charging for use of the School's facilities.

The surplus would have been greater if not for unforeseen expenditure to cover some long term Staff absences.

Q. A Governor queried the detail of SEN bids.

Ms Cutts – in her capacity as School SENDCO – advised that the School could submit bids for funding to the Family of Schools and that the Family SENCO visited the School to assess its applications via meetings with the Children. Bids could be for low, medium or high level needs (set criteria) and there was a lot of paperwork and evidence of needs required to reach submission. Ms Cutts advised that it was becoming increasingly difficult to evidence the needs of Children who needed constant support, particularly now that the request was for positive wording / strength based language.

Ms Cutts highlighted a positive change as Pupils who had been in receipt of funding at Nursery brought a year's worth of 'bridging funding' with them when they transferred into the School. This was helpful as it provided some time for the School to understand the Child's needs in order to submit a bid for continued funds.

Q. A Governor queried how much the funding was for each Child.

Ms Cutts advised that High Level Funding (HLN) was £14,000 per year per Child and that Medium Level Funding was £8,000 per year per Child. The timeframes for funding also varied with some Children only being granted single year funding – meaning that annual applications had to be submitted.

C. Governors noted that the funding did not cover the cost of a Teaching Assistant.

Q. A Governor noted the increasing number of bids from all Schools and therefore the increased difficulty of success, and they queried what was done if a bid was unsuccessful.

Ms Cutts confirmed that the School had appealed a number of decisions. She had also met with the Family SENCO to determine whether there was anything that the School could do to improve its applications.

Q. A Governor queried if the funding received had to be ringfenced and whether this had to be evidenced.

Ms Cutts confirmed that this was the case.

Q. A Governor queried if there might be a return on investment if an Advisor was brought in to complete the submissions.

Ms Cutts did not believe this would be the case. The School worked with the Family of SENCOs to instil learning and best practice and bids needed to be compiled by Staff with detailed knowledge of the Children.

C. Governors noted the amount of work and difficulties experienced with the bidding process for SEN funding. They appreciated and thanked Ms Cutts and the Team for their work in this area.

Q. A Governor raised a challenge of Budget detail, querying whether amounts had been included that had not yet been approved and/or whether the funding was carried forward into future year budgets based on the current year approvals.

Mrs Traquair advised that only funding that had been approved was included in the current, and future year budgets.

C. Governors noted that the Budget had been set with prudence – no funding that would have to be applied for had been included.

The Governing Body APPROVED the updated Year-End Reforecast.

School Budget

CONFIDENTIAL ITEM – SEE CONFIDENTIAL MINUTES OF MEETING

The Governing Body NOTED the update on the School's Budget.

Schools Financial Value Standard (SFVS) for 2025 - 2026

A draft SFVS had been uploaded to GovernorHub for Governor attention.

Mr Brooks provided an update on the draft response, highlighting that:

- A limited response was generally received from the Local Authority once the submission had been made;
- The cohort of Schools for benchmarking was provided externally – not chosen by the School – and that some included Junior provision;
- A higher than average spend on Catering costs;
- An underspend on Educational Supplies;
- Comments on collaboration had been included;
- The School looked at contracts – including Government Framework options - at every renewal to ensure that value for money continued to be obtained;
- There were no related party contractions to report to the Governors.

A brief discussion on the higher than average catering costs took place.

Mrs Traquair highlighted that the School did not have a working kitchen which would have impacted on the Catering Staff costs.

Mr Brooks commented that costs might be able to be reduced but it was unlikely that this would be sufficient to move the School's expenditure into the 'average' range. Portion sizes were noted to be the same for all Children – no matter what year group.

C. Governors noted that attempts to reduce catering costs might have an impact on the quality of provision.

Mr Brooks was to attend the School on 25 March 2026 and he would provide a copy of the final SVFS to Governors for signing by the Chair prior to its submission to the Local Authority.

**SB /
Chair**

The Governing Body NOTED the position on the SFVS.

Services for Schools - Buy Back of NCC Services

Governors noted that there were no substantive changes to the contracts to be purchased from the prior year.

There was a small change to the terms for Staff absence cover.

C. Governors were pleased with the services provided by the Local Authority on Finance.

Q. A Governor queried how Governor support would be provided as the number of meetings was going to be reduced.

There would be a reduction but this was unlikely to be significant.

The Governing Body APPROVED the Services for Schools contracts to be purchased from the Local Authority.

Strategic Estate Planning Tool

Mrs Traquair provided a verbal update on Estates spending:

- Work on signs around the playground had taken place;
- Playground markings would be completed on 15 April 2026;
- Closing door units were to be put in place;
- Cargo nets had been removed.

The Financial Advisor from the Local Authority had stated that the School should spend its funds to improve the environment as far as possible.

The Executive Head Teacher advised that the School had £14,000 of capital available. If this could be bolstered by £10,000 of PTA funding then work to create two offices and a library could be pursued.

C. Governors felt supportive of work to raise funds for, and spend on, the creation of a Library.

C. Governors commented that the Planning Document was useful to show projects and progress in one place and to highlight where funds could be spent if they became available.

Mrs Traquair would add the Strategic Estates Planning Tool to GovernorHub for Governor information.

CT

The Governing Body NOTED the update on Estates planning.

GB/22/26

Approval of Policies

A number of Policies had been uploaded to GovernorHub for Governor approval.

Lettings Policy

CONFIDENTIAL ITEM – SEE CONFIDENTIAL MINUTES OF MEETING

Mrs Traquair left the meeting at 7.45pm.

Finance Policy

The Governing Body APPROVED the Finance Policy.

Emergency Plan

The Governing Body APPROVED the Emergency Plan.

Preventing Radicalisation Policy

A brief discussion on the impact of worldwide events on radicalisation took place. It was determined that there was nothing to indicate that any changes were required to the Preventing Radicalisation Policy at this time.

Q. A Governor queried if the School had received a Report from the Designated Safeguarding Lead which might impact on the content of the Preventing Radicalisation Policy.

There had been no Safeguarding information received which would require any changes to the Preventing Radicalisation Policy.

The Governing Body APPROVED the Preventing Radicalisation Policy.

Prevent Statement

A brief discussion on the impact of worldwide events on radicalisation took place. It was determined that there was nothing to indicate that any changes were required to the Prevent Statement at this time.

Q. A Governor queried if the School had received a Report from the Designated Safeguarding Lead which might impact on the content of the Prevent Statement.

There had been no Safeguarding information received which would require any changes to the Prevent Statement.

The Governing Body APPROVED the Prevent Statement.

GB/23/26

Update on the Appraisal Processes for Executive Head Teacher and Staff, and an Update on the Wellbeing of The Executive Head Teacher and Staff

Executive Head Teacher Appraisal

The Executive Head Teacher's Mid-Year Appraisal was to take place on 23 April 2026.

The Governing Body NOTED the arrangements for the Executive Head Teacher's Appraisal.

Staff Appraisals

The Executive Head Teacher advised that he had completed the Senior Leader Mid-Year Appraisals and some of the Teacher Mid-Year Appraisals. The Head of School had completed the remainder of the Teacher Mid-Year Appraisals and Mrs Claudine Pavier - Deputy Head Teacher - had completed the Teaching Assistant Appraisals.

There were no issues to highlight to the Governors.

The Governing Body NOTED that the Staff Appraisals were up to date.

GB/24/26

Confirm Arrangements to Review Child Protection and Safeguarding Recording and Reporting Systems (CP Confidential File Audit)

The Chair had met with the Head of School on 23 March 2026 to complete the Child Protection Audit and the resulting Report had been uploaded to GovernorHub for Governor information.

The review had sampled one Child per year group and the information for Pupils who had transitioned between Schools.

A few minor points for improvement had been noted:

- The Chair highlighted that there were two separate systems to record information and that there was some work required to ensure that all was held and flagged in the right place;
- Cases were now discussed regularly and there was some work to ensure that dates of review were recorded;
- The use of Body Map continued to be inconsistent so an action had been included to improve this.

Q. A Governor queried whether the sharing of documents between Schools was tracked.

The Head of School confirmed that tracking was in place to record document transfer and to evidence that this was completed in a timely manner.

C. A Governor commented that the biggest risk was the security of information transfer.

The Head of School confirmed that there were no issues arising from the review on the security on information transferred.

The Audit was an internal review and did not require submission to the Local Authority.

The Governing Body NOTED the update on Safeguarding information – the completion of the Child Protection Audit.

GB/25/26

Information from the Corporate Director for Consideration and Action

The Governing Body NOTED that a Report on Improving School Attendance had been uploaded to GovernorHub for Governor information.

Post Meeting Note:-

Key points from the Report were:

Reporting stating that both overall and persistent absence rates had increased significantly after the pandemic both Nationally and within Nottinghamshire. The Nottinghamshire numbers were starting to fall but remained high compared to pre-pandemic levels.

Attendance Baseline Improvement Expectations (ABIEs) are new minimum attendance expectations that the Government is setting every School.

A School's ABIE are the minimum improvement expected during the academic year. The DfE will use the information to identify Schools that might be struggling with attendance.

Schools will receive their minimum expectations on a 'test and learn' basis for 2025-26 with an official rollout during the 2026-27 academic year.

Local Authorities will work with Schools via 'Targeted Support Meetings' to help build strong relationships, identify action plans for severely absent Pupils, provide data analysis with similar Schools, and track progress.

The newly announced 'RISE Attendance and Behaviour Hubs' programme offer Schools practical School-led support to improve attendance and behaviour:

- The Enhanced Support pathway provides ten days of tailored, in-depth support to help Schools identify priorities, build an improvement plan, and embed lasting change;*
- The Regional Support pathway offers structured CPD, professional networks, and opportunities to share and learn from good practice across a wider group of schools.*

Schools are asked to contact the Local Authority to discuss meetings and RISE.

Nottinghamshire County Council has joined the pilot for a new communications approach to improve School attendance. Local Authority Staff, Teachers and Parents of Children with 85-95% attendance rates have been involved in co-design and message testing phases of the campaign.

Actions for Governors include:

- Familiarising themselves with the ABIEs for the School and actions being taken to achieve the target;*
- Checking that their School accesses the Targeting Support Meetings;*
- Agreeing with Senior Leaders whether the School would benefit from the support available through the RISE Attendance and Behaviour.*

GB/26/26

Communication Received and Updates

From Chair

The Governing Body NOTED that there were no further items of communication from the Chair.

From Executive Head Teacher

The Governing Body NOTED that there were no further items of communication from the Executive Head Teacher.

From Clerk

The Governing Body NOTED the availability of a second Spring Term edition of the Governor Newsletter.

Post Meeting Note:-

Key headings for Governor attention – including links to more detailed information were available – were:

- Page 2 – Next Governor Safeguarding Network date TBC;
- Page 3 – EMED login and access information;
- Page 4 – Article from Virtual School on Inclusion – recommended that Governors ask for evidence and discuss in meetings;
- Page 5 – EMED Training package information (including links);
- Page 5 – Why Governor training matters / the role of the Training Coordinator;
- Page 7 – Effective Practice;
- Page 8 – Governor Link Roles – Link to Ofsted Framework;
- Page 8 – Complaints Processes (Policy updated in Autumn 2025);
- Page 9 – Understanding the ISDR (link included);
- Page 9 – Strengthening Governor expertise and guidance (including the role of the Clerk / recording Committee meetings);
- Page 10 – National updates;
- Page 11 – Website compliance (can be provided by NCC);
- Page 12 – Holiday activity information and booking.

GB/27/26 Report from Training Co-ordinator Including Review of Governor Training Requirements for 2025

Governor Skills Audit

The Chair advised that Mr Hanspal was in the process of gathering and compiling Governor responses to include in a Governor Skills Audit Report.

C. Governors anticipated that any gaps in knowledge and experience would likely be on Finance and Estates Planning.

The Governing Body NOTED the update on the Governor Skills Audit.

Governor Training

The Governing Body NOTED that Governors continued to undertake training on a regular basis.

GB/28/26 General Data Protection Regulations – Receive Report from Data Protection Officer and Information Governance Governor

The Executive Head Teacher confirmed that no breaches or data requests had been received.

The Executive Head Teacher advised that an annual review of Data Protection would take place in the Autumn term.

The Governing Body NOTED the update on GDPR.

GB/29/26 Review of Governor Monitoring Visit Reports – Key Actions for Governing Body

Governors noted recent and planned Governor visits:

- The Chair had visited to complete the Child Protection Audit on 23 March 2026;
- Mr Brooks was to attend the School on 25 March 2026 to finalise the SFVS, and to look at the School's finances (reconciliations and other financial checks).

Governors agreed a date for the Summer term Walk Day as Tuesday 30 June 2026.

The Governing Body RECEIVED and NOTED the update on Governor monitoring visits.

GB/30/26

Evidence of Governing Body Impact on School Improvement and Review of How the Governing Body has Held the School's Leaders to Account

The Governing Body NOTED the input and challenge of Governors during the meeting (questions and comments are highlighted in bold in the body of the minutes for ease of reference):

- Governors had prepared for the meeting by reading the agenda and meeting papers;
- Governors noted the meeting attendance and apologies;
- Governors had noted declarations of interest from the Chair;
- The Governing Body had noted the membership and future actions required;
- The Governing Body had confirmed the minutes of the Spring term Governing Body (Finance) meeting and had noted the progress of actions arising;
- The Governing Body had confirmed the minutes of the West Bridgford Junior and Infant Joint Extraordinary Governing Body meeting and had noted the progress of actions arising;
- Governors had approved the Year-end Reforecast;
- The Governing Body had noted and approved the option for budget setting for the current year;
- Governors had noted the position on the SFVS;
- The Governing Body had approved the Services for Schools contract to be purchased from the Local Authority;
- Governors had noted an update on Estates Planning;
- The Governing Body had received an update on the Executive Head Teacher and Staff Appraisals;
- Governors had noted an update on Safeguarding, including the completion of the Child Protection Audit;
- Governors had noted an update from the Corporate Director on Improving School Attendance (detail added as a post meeting note);
- The Governing Body noted Information from the Clerk – Governor Newsletters (detail added as a post meeting note);
- including from the Spring term Newsletters;
- The Governors had noted the position on the Governors' Skills Audit and on Governor training;
- The Governing Body had received an update on GDPR;
- The Governors continued to undertake, and provide feedback from, Governor Monitoring Visits and noted a date for a Walk Day in the Summer term.

GB/31/26 Confirmation of Future Meeting Dates

The Governing Body AGREED the future meeting dates as:

First Summer Term (Finance)	Wednesday 20 May 2026, 6:15pm
Second Summer Term (Strategy)	Tuesday 14 July 2026, 6:15pm
Autumn Term 2026	TBC
Spring Term 2027	TBC

GB/32/26 Determination of Confidentiality of Business

The Governing Body DETERMINED that some of the discussions at GB/21/26 and GB/22/26 would be treated as confidential.

It was RESOLVED that all papers and reports be made available as necessary with the exception of the confidential minutes which were for Governors only.

The meeting closed at 8.02pm.

Signed: (Chair)



Date: 20 May 2026