

MINUTES OF MEETING



School: West Bridgford Infant School
Meeting title: Autumn term finance meeting of the governing body
Date and time: Thursday 11 November 2025 at 6.15pm
Location: At the school

Membership

'A' denotes absence

Ms R Ayrton
Mr S Brooks
Ms S Colston
Ms G Cutts (head of school)
Mrs P Farries-Dinsdale
Ms L Gimson
Mrs C Hammond
Mr J Hanspal
Mrs C Hughes (chair)
Dr G James
Ms L Spink
Ms J Stewart
Mr J Willis (executive headteacher)

In attendance

Mrs C Traquair (school office manager) – left 7.20pm
Ms C Baird (clerk to the governors)

GB/89/25 **Apologies for absence** **Action**

There were no apologies for absence.

GB/90/25 **Declaration of interest**

The chair declared that she is a governor at the junior school and at West Bridgford School. Mr Hanspal declared that he is a governor at the junior school.

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

GB/91/25 **Review of membership and terms of office ending in the next 12 months**

Governors noted that Ms Ayrton would be leaving the governing body when her term of office as a co-opted governor came to an end on 22 November 2025. The chair thanked Ms Ayrton for her contribution to the governance of the school.

Governors welcomed Dr James, newly-elected parent governor.

Governors noted the previous agreement not to fill the co-opted governor vacancies during the federation process.

GB/92/25 **Approval of minutes of first autumn term meeting and any additional special governing body meetings**

The minutes of the first autumn term meeting (strategy) held on 9 October 2025, having been previously circulated, were confirmed and signed by the chair.

Review of actions

GB/77/25 – Ongoing action: All governors to consider their future intentions as governors and communicate them to the chair.

All

GB/85/25 – The executive headteacher confirmed that Talk Day would take place on 3 December 2025.

GB/93/25 Approval of policies

Governors **approved** the following policies, which had been previously circulated, subject to minor amendments where agreed:

- Pay
- Complaints
- Appraisal
- Health and safety
- Capability
- Attendance
- Recruitment

GB/94/25 Overseeing financial performance – financial reporting

Budget update/mid-year reforecast

Governors noted the budget documents which had been uploaded to Governor Hub.

Mrs Traquair stated that the budget reforecast had been carried out with the local authority finance partner on 6 November 2025 and that there was now a small budget surplus, due to a significant amount of unforeseen SEN funding which had been received and increased income from lettings.

Regarding efforts to increase pupil numbers, governors noted that an advertisement had been placed in the local press. The executive headteacher stated that a large number of prospective parents had signed up for tours of the school, with five out of six of the planned tours to take place during the school day.

Governors congratulated the school on the budget surplus.

Q: Do you know which areas the prospective parents are from? Do you know how many are out of catchment?

A: We do not know this yet by this is something we could ask. The chair and vice-chair have been in discussion about devising a simple anonymised survey for parents to complete after the tour. The first tour will take place on 13 November 2025.

Q: Has the pupil numbers census taken place?

A: Yes, this took place in October 2025 and the number on roll that day was 242. Numbers are low in the current foundation year.

Q: It is good that there was some additional unforeseen income but these could easily vanish next year. Is there any indication about any other future changes to income?

A: We have included SEN funding in the future budget forecast as we do not see a reduction in the number of children with SEN in the school in future. There will also always be a demand for afterschool and holiday clubs.

In response to a governor question, the executive headteacher gave a update on before and after school provision, including feedback from a meeting with the local authority to discuss the matter. Governors **agreed** that it would be useful to have legal clarification on the advice received from the local authority and that a small number of governors would be happy to meet with the LA to discuss this further.

Q: Have all pay rises been factored into the budget?

A: Yes.

Q: Why did the school receive additional SEN funding?

A: We received bridge funding to support transition into foundation, which we were not expecting.

Q: Has the additional funding been used for staffing?

A: Yes.

Q: Regarding capital liabilities, for example the boiler, is there a commitment in writing that any repair or replacement costs would be covered by the local authority?

A: We have an email from the local authority stating that they would fund any boiler issues.

Q: Does the school have any reserves?

A: No.

Q: Is the school financially over-reliant on the PTA?

A: Yes, this has been the case for a number of years and we are very grateful for their contributions.

Q: Is the assumption of 2% to 3% for inflation in the budget forecast optimistic?

A: Possibly, but it is difficult to forecast school budgets as the amount of government funding is not known and is hard to predict.

Financial reporting for governors

The chair stated that it was best practice for governing boards to receive six budget reports per year and noted that the board currently only received three budget reports, to coincide with finance FGB meetings. Governors **agreed** that Mrs Traquair would provide an additional three budget reports per year, to be emailed to governors. Chair, executive headteacher and Mrs Traquair to agree the timing of the additional reports.

**Chair/EHT/
CT**

Governors thanked Mrs Traquair for her contributions and she left the meeting at 7.20pm.

GB/95/25

Update on appraisal process for executive headteacher

The chair gave an update from the pay committee meeting held on 11 November 2025, stating that the report from the executive headteacher appraisal carried out by the members of the JCC had been received. The chair stated that the pay committee recommended that the pay progression be **approved** and governors **ratified** this recommendation.

GB/96/25 Collaboration

JCC minutes

Governors noted the minutes of the autumn term JCC meeting which had been uploaded to Governor Hub.

Federation

The chair gave an update on the federation process, including feedback from a meeting with the local authority, and stated the school was awaiting a response from the LA legal department regarding approval of the draft documents.

Q: Why would the schools decide not to federate?

A: Possible reasons for this are included in the risk register and include impact on the workload of the governing body, the budget position at the infant school, SLT on temporary contracts and the loss of identity of the individual schools.

Governors **agreed** the current federation proposals and process in principle, and **agreed** that if subsequent changes were made by the local authority then these could be circulated via email for approval.

GB/97/25 Corporate directors' reports

There were no new reports to note.

GB/98/25 School website compliance

Governors thanked Ms Colston for her report on school website compliance which had been uploaded to Governor Hub. Ms Colston stated that the maintained schools' website checklist had been completed and confirmed that the website was compliant.

GB/99/25 General Data Protection Regulations

Governors thanked Ms Colston for her report on GDPR which had been uploaded to Governor Hub. Ms Colston confirmed that all actions identified by the previous DPO had been completed. The chair drew governors' attention to GDPR training available on Governor Hub. Governors to move to using school email addresses for governing body communication.

All

GB/100/25 Communication

From chair

None.

From executive headteacher/head of school

None.

From clerk - governor newsletter

Governors noted the second autumn term edition of the governor newsletter, in particular the information on the governor conference, new Ofsted framework and the setting up of a generic safeguarding email inbox.

GB/101/25 Report from training co-ordinator

Mr Hanspal to send the skills audit to Dr James and update the analysis accordingly.

JH/GJ

Dr James to complete new governor induction training.

GJ

Chair to circulate details of safer recruitment training.

Chair

GB/102/25 Required monitoring reports from all link governors

As noted at item GB/92/25 above, Talk Day to take place on 3 December 2025.

GB/103/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors noted governor involvement, challenge and discussion on the following:

- Budget update/mid-year reforecast
- Federation.
- Policies.
- Executive headteacher appraisal.
- Afterschool provision.
- GDPR.

GB/104/25 Meeting dates for 2025/26

Governors **noted** the following meeting dates for 2025/26, all with a start time of 6.15pm:

Spring strategy – Wednesday 4 February 2026
Spring finance – Tuesday 24 March 2026
Summer finance – Wednesday 20 May 2026
Summer strategy – Tuesday 14 July 2026

GB/105/25 Determination of confidentiality of business

It was

resolved

that no items of business be deemed confidential and all papers and reports be made available as necessary.

The meeting closed at 8.05pm

Signed



(chair)

Date 4 February 2026