

MINUTES OF MEETING (APPROVED)

Academy: Sir John Sherbrooke Junior Academy
Meeting title: Summer Term (2) meeting of the governing body
Date and time: Thursday 17 July 2025 at 4.30pm
Location: At the Academy

Membership

'A' denotes absence

A Mr Karl Brewin Parent governor)
Mr Michael Cox (Co-opted governor)
Mr Michael Davey (Staff governor)
Mr Michael Hope (Co-opted governor) (Chair)
Mrs Rebecca Mee (Headteacher)
Ms Vicki Fairholme (Co-opted governor)

In attendance Donna Williams (Clerk to the governors)
Elaine Singleton (Business Manager)

GB/41/25 Apologies for absence Action

Apologies for absence were received from Michael Davey who is away on a residential trip.

It was

resolved

that the governing body consented to this absence.

GB/42/25 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda. The Clerk reminded governors they should review the agenda for each meeting and declare any interests at the start of each meeting.

GB/43/25 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

- 3 x co-opted governors
- 1 x staff governor – Clerk to forward staff application to the MAT

Clerk

The Clerk advised there are no governors nearing their end of term of office.

Since the last meeting Kerry Alexander, Peter Short and Kayley Salmon have resigned from their governor roles. Clerk to notify Governor Services of the resignation of Kayley Salmon.

Clerk

Elaine Singleton confirmed eligibility, DBS and Section 128 checks had all been completed for new the governors.

GB/44/25 Approval of minutes of autumn term meeting and any additional special governing body meetings

The minutes of the Spring Term (1) meeting held on 5th February, and the Spring Term (2) meeting held on 13th March 2025, having been previously circulated, were reviewed and confirmed at the meeting.

Minutes were signed in person by the chair at the meeting.

Review of actions

Actions from the previous meeting were reviewed and confirmed as complete.

GB/45/25 Receipt of minutes and approval of policies from committees and working parties

Not applicable as no committees at present.

GB/46/25 Report on Chairs Group

1. Term time only contracts – covered in the scheme of delegation discussion.
2. Progress on amalgamation with ASPIRE with SHINE was discussed and is going well. Kate will be the new CEO and there were no issues to report.
3. Letter to Counsellor Hannah John. Trust would like to improve the SEND provision and identify a specialist school within the trust to provide more SEND provision. Further updates will be provided in due course.

GB/47/25 Financial reporting:

- School Resource Management Self-Assessment Checklist (deadline Friday 14th March 2025)
 - confirmed as complete at the spring term meeting.
- Monitor expenditure against budget plan and agree adjustments as necessary
 - Reports were shared with the governors on GovernorHub prior to the meeting. The Business Manager shared information regarding revenue grants for 2024/25, which are high compared to the following year. The reason for this is some grants will move to the General Annual Grant for 2025/26. School budget support grant came in recently and has helped finance a support teacher.

Q. A Governor asked if the grants came in at the last minute?

A. The Business Manager stated yes, and they school wasn't aware it was coming in.

Q. A Governor asked if this made it difficult to forecast?

A. The Business Manager explained that numbers, and budgets, for the current year are based on the previous years child numbers

Q. A Governor asked how do they work out the budget and if it was based per pupil?

A. Yes, it is based on pupil numbers.

Q. A Governor asked if there was a way to state how many children the school will be having to ensure there are sufficient funds?

A. The Business Manager stated there must be something linked to the expansion plan to allow for it and agreed there should be something in place for September 2026, when the new classrooms will be open.

Q. A Governor asked if there were any plans to expand the feeder school?

A. The Business Manager stated there was a master plan with space for a new school, however this is no longer there.

Further discussions took place on the plans for the local area and the number of additional housing developments that are being reviewed.

Staffing costs were discussed. The Business manager highlighted the move towards having care assistants to replace some TA roles meant there was no longer a deficit in the finances. Reviews are currently under way to agree which children are placed in which class to maximise the funding.

- Approval of Services for Schools/review contracts
 - Confirmed at the spring term meeting. The HT confirmed the school would be continuing with the library services.

Q. A Governor asked if this included replacement/new books

A. The HT confirmed it did

- Governance self-assessment – not applicable

Detailed discussions took place around staffing and the proposed move to mixed year groups from next academic year. The HT explained it would give more breadth and greater support for the children that struggle and would eliminate the need for supply as there would be more capacity to cover internally.

Q. A Governor noted it would go a long way with building trust and consistency.

A. The HT explained that when there is a new supply teacher they don't know the routines and it impacts the children.

Governors noted this would result in lost time making introductions and building relationships and agreed to support the decision for mixed year groups.

GB/48/25

Review Risk Management Arrangements, if applicable

The Business Manager confirmed cyber training had taken place.

The Chair agreed to complete a H&S visit – date TBC.

Chair

Michael Cox has completed a SCR check and no issues had been identified.

GB/49/25

Summary of Principal's/Headteacher's report and governors' questions and challenge

The Head Teachers report was uploaded to GovernorHub prior to the meeting. The Chair noted it was a good report that contained a lot of information. The HT highlighted that the timing of the governors meetings was not in line with when performance information was available and meant the report was not available for governors with sufficient time prior to the meeting. Following discussions it was agreed that the first meeting each term would be when governors reviewed the HT Report up to the end of the previous term.

Governors agreed to submit questions from their review of the HT report prior to each meeting.

All Govs

Q. A Governor asked if the results were good?

		Action
	A. The HT stated more analysis was needed. Progress results are excellent but needed to improve when compared to national results. The HT commented that a 4 year plan for development was required.	
	Governors agreed to review the HT Report and provide feedback to the Chair on the areas they found most useful.	All Govs
	Celebrating success and the school community The HT summarised the outcome of the Yr4 parents meeting, which was a success. Minutes following the meeting were shared with parents and their feedback was that the meeting was useful. Q. A Governor commented that this is the kind of activity that builds trust between the school and parents and as that trust is built the less communication will be needed. A. The HT agreed that trust needed rebuilding and was a focus.	
GB/50/25	<u>Review of SJS Action Plan</u>	
	To be completed at the next meeting.	
GB/51/25	<u>Update on appraisal process and well-being for Headteacher/Principal and staff</u>	
	HT will be completing staff appraisals in the autumn term.	
	Chair to agree a date to meet with the HT. Both agreed objectives would be taken from the School Development Plan.	Chair/HT
GB/52/25	<u>Information from the Corporate Director for consideration and action</u>	
	July updates from the Service Director shared with the Chair and HT. Areas included were: - Area SEND Monitoring Inspection. - Families First Partnership programme. - The new SEND journey map. - Senior Mental Health Lead training - NottAlone provides training for senior mental health leads tailored to your local needs and provided by local services across Nottinghamshire and Nottingham City. - Active Notts Update: - Primary PE , Sport and Physical Activity Conference 2025. - PE and Sport Premium Reporting. - Youth Voice Toolkit.	
GB/53/25	<u>General Data Protection Regulations – report from the DPO/Information Governance Link Governor</u>	
	Michael Cox provided an update on the new GDPR regulations, effective from June 2025. This included the DUAA (Data Use and Access Act), which is new legislation meant to make things simpler and reduce the burden of requests for unreasonable and disproportionate searches. Q. A Governor asked who the DPO for the school is? A. The HT confirmed it was Jenny Grant.	

GB/54/25	<u>Receive report from the Designated CLA teacher – Children who are Looked After (presented at least once per year)</u> SENDCo report has been produced. HT to upload on GovernorHub.	Action HT
GB/55/25	<u>Communication received and updates</u> <i>From Chair</i> No further updates. <i>From Headteacher</i> No further updates. <i>From Clerk - Governor Newsletter Summer Term editions</i> • Prevent training ➤ All governors must access Prevent training and links and information can be found in the Summer Term 1 newsletter • End of year checklist ➤ Shared with the Chair • Governors monitoring visits template ➤ Shared with the Chair. Clerk to set up a folder on GovernorHub for storing monitoring visits next academic year • ASPIRE Scheme of Delegation ➤ Shared with the Chair to review alongside the Annual Planner for 2025-26 and share with the Governors to help with understanding of their roles • Annual Planner 2025-26 ➤ For review with the Scheme of Delegation and ensure all areas are addressed throughout the year	
GB/56/25	<u>Approval of in-service training days 2025 - 2026 (if applicable – or receive and note from the Trust).</u> 1 and 2 September – training days 2 November – share ASPIRE day 5 January – resetting expectations and review of assessments from December 26 June – forward planning for the following year Governors agreed to the proposed dates for 2025-26.	
GB/57/25	<u>Review of Trust's Scheme of Delegation for academies and responsibility of the LGB or Governor Services template for academies (if applicable)</u> • ASPIRE Scheme of delegation – HT shared with governors • Annual planner 2025 -2026 to support agenda setting – Chair has a copy • Policy checklist 2025 – 2026 statutory policies for academies – HT to upload to GovernorHub during August	HT
GB/58/25	<u>Report from training co-ordinator of impact of training undertaken and review of governor training requirements (including safeguarding).</u> All Governors to complete self-audit checklist and let the Chair know once done.	All Govs

GB/59/25 Review of governor monitoring visit reports – key actions for governing body

Link governor roles and responsibilities were reviewed and agreed:

1. Quality of Education/Governor training – Mike Hope
2. SEND and PP – Vicki Fairholme
3. Behaviour and attitudes – Karl Brewin
4. Safeguarding and GDPR – Michael Hope
5. Staff development and wellbeing – Karl Brewin
6. School communications – Karl Brewin

Planning for monitoring visits from the new academic year to be shared by the Chair at the Autumn term 1 meeting.

Chair

Discussions took place on how to evidence the outcome of monitoring visits. Clerk to share the template from GovernorHub to governors to use. Clerk to set up a 2025/26 folder on GovernorHub to include a folder to save monitoring visits each term.

Clerk

GB/60/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Question and challenge from governors in meetings and support for the HT to implement the improvements identified within the development plan.

Chair agreed to develop a plan for monitoring activities that will provide supporting evidence.

Chair

GB/61/25 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 – Tuesday 16th September 2025 @ 4.30pm
 Autumn term 2 2025 – Tuesday 18th November 2025 @ 4.30pm
 Spring term 1 2026 – Tuesday 20th January 2026 @ 4.30pm
 Spring term 2 2026 – Tuesday 3rd March 2026 @ 4.30pm
 Summer term 1 2026 – Tuesday 28th April 2026 @ 4.30pm
 Summer term 2 2026 – Tuesday 16th June 2026 @ 4.30pm

GB/62/25 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 6.50pm.

Signed (chair) Date