
School: Sir John Sherbrooke School
Meeting title: Autumn term 2 meeting of the governing body
Date and time: Thursday 12th December 2024 at 4.30pm
Location: At the School

Membership
'A' denotes absence

A	Ms Kerry Alexander-Brown (Co-opted governor)
	Mr Michael Cox (Co-opted governor)
A	Mr Michael Davey (Staff governor)
	Mr Michael Hope (Co-opted governor) (Chair)
	Mrs Rebecca Mee (Headteacher)
	Mr Peter Short (Co-opted governor)
A	Miss Leah Smith (Staff governor)

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

LGB/93/24 1. Apologies for absence Action

Apologies for absence were received from Ms Alexander-Brown, Mr Davey and Miss Smith.

It was

resolved

that the governing body consent to these absences.

LGB/94/24 2. Declaration of interest

- Review and sign 2024/2025 Register of Business Interest
- Review and sign 2024/2025 Declaration of Eligibility
- Review and sign Governor Code of Conduct

It was confirmed these had been completed by all Governors.

LGB/95/24 3. Review of membership and terms of office ending in the next 12 months

Mr Hope announced Mrs Rebecca Mee had been appointed as Headteacher. Congratulations were given by all Governors.

Ms Alexander-Brown self-nominated for the vice-chair position and this was seconded by the chair. Governors agreed Ms Alexander-Brown would take up the vice-chair position.

The clerk highlighted the following vacancies on the governing body:

- Two co-opted governors
- Two parent governors

Chair

	Mr Hope has received 4 parent governor applications. 1 no longer eligible but the remaining 3 will be contacted. Contact information was confirmed with the HT.	Action
	The Clerk discussed the option of any unsuccessful parents being offered one of the co-opted vacancies. It was agreed this would be reviewed.	
	The clerk brought to the attention of governors that Michael Cox was nearing the end of their term of office (end March 2025). Mr Cox is undecided on whether he will continue and will confirm with the Chair.	Chair
	Miss Smith is leaving the school at the end of the term and the Governors requested the Clerk arrange for a thank you letter be sent.	Clerk
	Mr David Taylor had previously resigned and the Clerk was asked to send a thank you letter.	Clerk
LGB/96/24	4. Approval of minutes of autumn term 1 meeting and any additional special meetings	
	The minutes of the autumn term 1 meeting held on Thursday 14 th November 2024 having been previously circulated and confirmation requested. Mrs Mee has requested an amendment and will forward to the Clerk to action.	HT/Clerk
	Review of actions – including annual planning documents and approval of scheme of delegation (if applicable)	
	A governor challenged if this terms health and safety visit had been undertaken? The business manager confirmed no. The chair agreed to undertake this visit. Action complete. - The deputy headteacher reported that equipment is not out in the playground for breaks with year 6 children acting as play leaders. The headteacher confirmed that this was based on pupil voice feedback around the lack of play equipment. Pupils were invited to suggest play equipment they would like. Early indications show a reduction in behaviour issues. The headteacher agreed to gain pupil voice following the changes. Carried forward to next term. - The headteacher agreed to upload the school action plan to GovernorHub for review. Carried forward to next term. - The deputy headteacher confirmed that the pupil premium strategy is being updated for publication on the school website. The strategy will be presented at the next meeting of the governing body as it needs to be published by the 31 December 2024.	HT HT
	<i>Mrs Debbie Sansom (Acting deputy Headteacher) joined the meeting</i>	
	Pupil Premium Strategy was shared and discussed. Mrs Sansom was concerned there was too much data but explained that it need to demonstrate at least 50% of the funding is spent on teaching and learning.	
	Q. A Governor asked why the actual costs were higher than the funding received?	
	A. It's demonstrates we need more money than we are allocated to provide appropriate levels of support.	

Q. A Governor asked if the strategy had been sent to Ms Alexander-Brown for approval?

A. Yes. It has been emailed to her and she is prioritising it.

Q. A Governor asked if the school were receiving as much PP as possible?

A. All teachers and parents have been encouraged to apply and all have had the forms to do so.

Q. A Governor asked what further action were needed?

A. It has been uploaded to the website. Nothing further.

The Chair confirmed the Strategy was approved subject to approval by Ms Alexander-Brown. Governors acknowledged it was a good document and thanked Mrs Sansom for her work on it.

Mrs Debbie Sansom left the meeting.

5. The chair gave a verbal update on local developments. Currently the Gedling borough is short of 4,000 homes. The Ramsdale Golf course is failing and therefore might be a target for the building of new homes. This is likely to have a number of objections. The parish council has hired a consultant to attend review meetings of the local housing plans. There is a clear need to expand both the infant and junior schools in the village, especially at Key Stage 2 as this is the age profile of most children. The chair agreed to provide a further update at the next meeting of the governing body. **No further updates.**
6. Mr Hope, Ms Alexander-Brown and Mr Cox were confirmed as the appraisal governors for the headteacher and members of the appraisal committee. The governors will ensure they have completed the appraisal training. **Ms Alexander-Brown to complete.**
7. All governors **agreed** to ensure they have read KCSiE 2024 and confirm on GovernorHub. **Action complete.**

LGB/97/24 5. Receipt of minutes (other than LGB) and approval of policies

- Review of actions
- Approval of Child Protection Policy (if applicable)

No other minutes received.

LGB/98/24 6. Report on Chairs' Group

Mr Hope recently attended the MAT Chairs group and fed back to the Governors. One highlight from the meeting was the presentation on the 'Let's go zero' strategy, where the aim is to reduce the carbon footprint of the school. Mr Hope confirmed the MAT were opting in to the strategy and the focus would be to map the current school usage with a view to suggesting areas where savings could be made.

Q. A Governor asked if the school were aware of it?

A. Miss Singleton confirmed there was a lead in the school that focussed on energy saving and she had completed training.

Q. A Governor asked if it would involve a lot of admin?

A. Miss Singleton explained work is already done to achieve the energy certificate awarded to the school. Work is underway to replace lighting with LED's on a gradual basis.

LGB/99/24 7. Review of SJS Action plan

Due to the very recent appointment of Mrs Mee as Headteacher it was agreed this action would be carried forward to the next meeting. **HT**

LGB/100/24 8. Review risk management arrangements (if applicable)

Mr Hope confirmed a H&S visits and checks has been completed. No major issues identified and any actions were in hand. It was noted that the H&S arrangements for the school were well managed and documented.

LGB/101/24 9. Annual report to parents (if applicable)

Not applicable.

LGB/102/24 10. Overseeing Financial Performance – Financial reporting

Completed at Autumn Term 1 meeting. No further action required at this meeting.

LGB/103/24 11. Holding executive leaders to account

- Summary of Principal's/Headteacher's report and governors' question and challenge
- celebrating success and the school community

Due to the very recent appointment of Mrs Mee as Headteacher it was agreed the review of the Headteachers report would be carried forward to the next meeting. **HT**

Celebrating success. Mrs Mee fed back that today had been a school trip to Parliament. It was a good day and although the children didn't get to meet their MP they did look round the Houses of Parliament.

Mrs Mee confirmed the recent open afternoons for parents have been a success. September was focussed on reading and in November there was a Christmas craft afternoon. Parent attendance was really good and further events will be planned to develop engagement.

The Governors agreed this was a good initiative and agree it should continue.

LGB/104/24 12. To receive and approve pupil targets (if applicable)

Due to the very recent appointment of Mrs Mee as Headteacher it was agreed this information would be included in the review of the Headteachers report and would be carried forward to the next meeting. **HT**

LGB/105/24 13. To review (if applicable)

- Examination results – N/A
 - Admissions
- Admission consultation due for SJS. The 6-week consultation period must start by 18th December to meet the 31st January review deadline.

	Actions for Governors to review and confirm the consultation document on GovernorHub by 15th December at the latest Draft School Improvement Plan	Action Chair
LGB/106/24	14. Update on appraisal process for headteacher/principal and staff including an update on the wellbeing of all staff. Miss Singleton confirmed the staff and school were busy and expecting an Ofsted visit imminently. Staff wellbeing has been a focus and occupational health visits for staff to have a personal 1-1 chat have been made available. Most staff have taken the opportunity and the feedback has been positive. Q. A Governor asked what the process would be for appraisals as the Headteacher had only recently been appointed? A. The Chair confirmed he would meet separately with the Headteacher to agree a development plan. The Chair confirmed a separate meeting with the Head teacher and the appraisal link governors would take place early in the spring term. The newly appointed Headteacher was advised to ensure her wellbeing was also a priority.	Chair/HT Chair
LGB/107/24	15. Information from the NCC Corporate Director for consideration and action The following updates were included in the Autumn Term 1 meeting: - Updates from the Corporate Directors report (Sep 24) - Working Together to Improve School Attendance - Exclusions and suspensions The expected Directors Report on Suspensions and inclusions is being worked on by the Partnership Team, who are now intending to produce a webinar to support Governors as and when needed.	
LGB/108/24	16. Safeguarding information for consideration and action: - Assurance of statutory safeguarding arrangements in Nottinghamshire Schools, colleges, and independent providers - Safeguarding Children in Education: self-audit tool 2024/2025 The Headteacher confirmed she had met with the Link Governor for safeguarding. Details for the single central record had been discussed and a review date needs to be planned in. The Headteacher agreed the self-audit would be completed and sent to the link Governor for review prior to the submission deadline of 20th December. Micheal Cox to upload his safeguarding link report to GovernorHub.	Micheal Cox HT Michael Cox
LGB/109/24	17. Ensure clarity of vision, ethos and strategic direction of the school aligns with the agreed vision of the Trust (if part of a MAT) Governors agreed the 'Take Care' vision was visible across the school. There is regular contact with the chief exec and the MAT Chairs meetings make sure there is alignment.	

LGB/110/24 18. General Data Protection Regulations - Receive report from Data Protection Officer and Information Governance Governor

Mrs Mee is the DPO. Training requirements to be reviewed with the Chair as part of development planning. No data breaches have been reported.

Chair

LGB/111/24 19. Communication received and updates

- From chair – no further updates
- From headteacher – no further updates
- From clerk - Governor Newsletter (Autumn Term 2)

The Clerk summarised updates from the Autumn Term 2 Newsletter:

Actions for Governors – (links for all areas are in the newsletter)

- Nottinghamshire Governors' Conference – Friday 21st March 2025. 2 free places for those schools with EMED package.
- HR – governors need to ensure all safer working recruitment practices are regularly reviewed to ensure they are fully compliant with statutory guidance, as set out in KCSIE.
- Governors could remind schools that the closing date for the return of the Safeguarding in Education Annual Self-Check Audit is 20th December.
Link below:
Cheryl.stollery@nottscg.gov.uk
- Governors are signposted to Prevent in education training. Link below:
https://www.gov.uk/guidance/regional-prevent-education-coordinators?utm_source=e-shot&utm_medium=email&utm_campaign=East+Mids+October+2024#virtual-training-sessions
- Links are in the newsletter to a number of DfE updates.
- Governors should work with schools to ensure that they are fully aware about the changes within the Ofsted framework.
- All governors should be clear about their understanding of the role of the governing board regarding school attendance, admission and attendance registers, permitted absence, granting a leave of absence, term-time leave and penalties for parents.
- Childrens Commissioner Schools survey - Governors might want to confirm with school that the Children's Commissioner school survey 2024 has been completed.
- Boards need to ensure that governor details are up to date on the school website.
- The link to the Governor Termly Briefing is in the newsletter.
- NAGs- the executive board has vacancies. Networking sessions for chairs and new governors.
- Links to EMED training.
- How to access Schools Portal.

Updates on training for Governors:

- Every governor has a responsibility to develop their skills so they can make a valuable and active contribution to the board. Government guidance doesn't set out the expectations around training very clearly, so we've done that for you in this article. Find out what training you should be doing, and where you can find training courses that meet your board's needs – see link below

[Training for governors and trustees | GovernorHub](#)

- To help boost your board's effectiveness, you could consider having a link role which focuses on the training and development of your governors. This person could be responsible for:
 1. Supporting with the induction of new governors
 2. Identifying gaps in training needs for the whole board and for individuals
 3. Encouraging governors to attend training and report back on what they've learnt

Find out more about what the role entails and share with your link governor to get them started – see link below.

[Governor training and development: role of the link governor | GovernorHub](#)

- When you're asked to sit on a recruitment panel, at least 1 member **must** have had safer recruitment training. Take our course so that when your school is recruiting, you're ready to step up – see link below.

[Safer Recruitment | GovernorHub](#)

HR updates (Dec24)

- School Pay, Appraisal and Capability Policies 2024
- Reductions in staffing
- Teacher Regulation Authority (TRA) - important reminder
- Supply teachers: Agency Worker Regulations
- Severe Weather Guidance
- Headteacher wellbeing and whole school wellbeing survey
- HR training plan

[20241205 - HR Governors updates Dec 2024.docx](#)

Governors must refer to the updated HR information on the Schools Portal as there have been significant changes to Government legislation that affects the remit of the pay committee. Governors should **seek support from the school's HR advisor** if required. It is strongly recommended that governors attend relevant training regarding HR and pay issues.

We advise boards to have a separate pay committee of at least 3 non staff governors. It is **not** recommended to make the pay decisions at full governing body meetings level as all school staff will have to leave the meeting for pay discussions/votes (not the HT, unless it is about them) An additional 3 independent non staff governors, who were not party to the original decision, are also needed to hear any appeals.

Governor Bulletin (06/12/24)

- how to nominate an amazing governor for Governor of the Year award
- East Midlands Education Support Service (Em-Ed) learning links
- the next Safeguarding Governor Focus Group – **3rd March 2025**
- updates from Nottinghamshire SEND Partnership Improvement Board

LGB/112/24 20. Report from training co-ordinator including a skills audit and review of governor training requirements (including safeguarding) for 2024/2025

Mr Hope to complete a skills check for the Governors and feedback on a training requirements at the next meeting. Training links have been included within the update from the Clerk.

Chair

LGB/113/24 21. Review of governor monitoring visit reports – key actions for governing body

The Chair confirmed a separate meeting to look at attendance would take place next term.

Chair

It was identified the Governor details on the website needed updating. Miss Singleton confirmed this would be done.

Miss Singleton

LGB/114/24 22. Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

Governors identified impact through:

- Consideration and discussion about governance matters including governor links.
- Questions, discussion and consideration of staffing matters.
- Consideration and review of policies, the Corporate Director's reports and the NCC governors' newsletters.

LGB/115/24 23. Confirmation of dates for 2024/2025

Future meeting dates be reviewed in the spring term meeting.

Spring term 1 – Wednesday 5th February 2025 at 4:30pm

Spring term 2 – TBC

Summer term 1 – TBC

Summer term 2 – TBC

LGB/116/24 24. Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 6.30pm.

Signed (chair) Date5th February 2025.....

