

MINUTES OF MEETING (CONFIRMED)

Academy: Sir John Sherbrooke
Meeting title: Spring term meeting of the governing body
Date and time: 5th February 2025 at 4.30 pm
Location: At the Academy

Membership
'A' denotes absence

Ms Kerry Alexander-Brown (Co-opted governor) (**Arrived 4.50pm**)
Mr Michael Cox (Co-opted governor)
Mr Michael Davey (Staff governor)
Mr Michael Hope (Co-opted governor) (Chair) (**Arrived 4.45pm**)
Mrs Rebecca Mee (Headteacher)
Mr Peter Short (Co-opted governor)

In attendance

Donna Williams (Clerk to the governors)
Elaine Singleton (Business manager)
Vanessa Nutter (ASPIRE Operations & HR)
Debbie Sansom (Acting Deputy Headteacher)

GB/1/25 Apologies for absence Action

There were no apologies for absence.

Michael Hope (Chair) was late to the meeting. Peter Short agreed to Chair the meeting until he arrived. All present were in agreement.

GB/2/25 Declaration of interest

Michael Davey and Debbie Sansom declared an interest for items no. **GB/7/25** and **GB/19/25** on the agenda. It was determined that the governors would leave the meeting for these items.

GB/3/25 Review of membership and terms of office ending in the next 12 months

The clerk highlighted the following vacancies on the governing body:

- 2 x co-opted governors
- 2 x parent governors
- 1 x staff governors

The Chair confirmed he would follow up on the parent governor applications.

Chair

The Clerk brought to the attention of governors the following end of term of office:

- Michael Cox – term ends 01/03/25

Michael Cox agreed to remain as a governor for a further term. This agreed by all present. Clerk to notify Governor services.

Clerk

Vanessa Nutter explained that letter could be sent to parents and staff of other schools within the Trust to advertise the co-opted vacancies and agreed to do this.

Chair

Chair to follow up with Vanessa.

GB/4/25 Approval of minutes of autumn term meeting and any additional special governing body meetings

The minutes of the autumn term meetings held on 14th November 2024 and 12th December 2024 having been previously circulated were confirmed and signed by the chair.

These minutes will have the chair's e-signature placed on them.

Review of actions from Autumn term 2 meeting. The majority of actions had been addressed. Actions outstanding to be carried forward are:

LGB/95/24 - 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.

Chair

LGB/95/24 - Mr David Taylor had previously resigned and the Clerk was asked to send a thank you letter. No address so unable to send.

LGB/96/24 - 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.

**Ms.
Alexander
-Brown**

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

HT

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.

LGB/110/24 - Mrs Mee is the DPO. Training requirements to be reviewed with the Chair as part of development planning.

Chair

GB/5/25 Policies for renewal and policy checklist

There were no policies due for renewal.

GB/6/25 Holding executive leaders to account: Summary of Principal's/Headteacher's report and governors' question and challenge

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

Michael Davey and Debbie Sansom left the meeting at 5pm

GB/7/25 Financial Reporting

Update recorded as confidential

Michael Davey and Debbie Sansom re-entered the meeting at 5.50pm

GB/8/25 Review and consider any health and safety issues

None to report

GB/9/25 General update from Headteacher since last meeting

The Headteacher explained that her time was spent on day to day behaviour, attendance, safeguarding and follow up activities, which made it difficult to spend

time on development planning. Further discussions on staffing requirements agreed to take place later in the meeting.

The schools development plan was uploaded onto GovernorHub prior to the meeting. The Headteacher confirmed work in progress in preparation for Ofsted. Focussed Improvement Plans were in place for the following key areas, with targets and monitoring in place:

- Behaviours – behaviour audit to be revisited in the spring term to assess impact and highlight further areas for development
- Attendance – plans in place and some improvements had been seen. Focus on what can be done to support and identify reasons for persistent absence
- Writing – focus on expanding opportunities for writing through the reduction in the use of worksheets to encourage writing. Greater depth for writers and support in class
- Maths – focus on early maths skills (EYFS and KS1) as some children are working at this level. Practical resources (manipulatives) have been introduced to all classes working at all levels to support children to develop their understanding of maths concepts.

GB/10/25

The chair acknowledged there were a number of things to celebrate within the report. The headteacher agreed there were and thanked the Chair.

Monitor progress against school action plan

Covered as part of the discussions within the Headteacher update above

GB/11/25

Update on appraisal process for Headteacher/Principal and staff including an update on the wellbeing of the Headteacher and staff

Appraisal governors have been appointed with Kerry Alexander-Brown yet to attend appraisal training. Action previously recorded.

HT appraisal has not yet taken place due to her recent appointment. The Chair agreed to ensure targets are discussed and agreed, including review dates for the summer term been agreed?

The Clerk confirmed guidance is available on the EMED website

Have Governors considered how they will undertake any appeals to the pay and appraisal process? If all the governors are in the room, who will consider an appeal? Not covered at this meeting – to be carried forward

Clerk

HT and staff wellbeing – the wellbeing link governor was confirmed as Mike Hope.

GB/12/25

Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit)

- *Not a statutory requirement but good practice to check processes are in place.*
- *Nominate a governor to undertake the file audit in the spring term*

Michael
Cox

- Toolkit and letter on the NSCP website and GovernorHub – signposted to Michael Cox who will review and action

GB/13/25 Information from the Corporate Director for consideration and action

- **Headteacher wellbeing support package** – report for information for school governors. The package includes links to support services and guidance documents. It highlights two key support areas:
 - Critical Incident Support – for schools facing sudden deaths within their community
 - Ofsted Inspection Support

Actions for governors: make themselves aware of the toolkit and signpost headteachers to support when needed, particularly if a teacher is struggling with their own mental health, in the case of an Ofsted school inspection or a critical incident

All Govs

GB/14/25 Communication received and updates

The Chair and Vanessa Nutter updated the Board on the school expansion plans:

- NCC and Gedling Planning meetings had taken place
- No concerns or objections had been raised
- The architect had visited, funds were in place and plans were underway

Q. A Governor asked if plans had been scaled back due to Manor Park Infant School now also applying for expansion funding?

A. Vanessa Nutter responded no. However, money allocated can only be spent increasing and not adapting existing school space.

Chair

Vanessa Nutter agreed to invite the Chair to the next meeting.

From Clerk:

Governor Newsletter first Spring Term (1) edition:

- Statutory requirement that governor membership details are correct on the DFE website (GIAS). Schools responsibility to ensure the school website and GIAS are up to date. Elaine Singleton confirmed this has been done
- The NCC model governor code of conduct had a minimal change in Autumn 2024 – all governors confirmed they have re-signed the governor code of conduct
- Reminder – boards must ensure all statutory duties are carried out over the governance yearly cycle (see annual planning document)
- **Governor Training Requirements for 2025/26** – training available on the EMED website for that subscribe..
- **Improving School Attendance Strategy:**
 1. Targeted Support Meetings are being arranged and the Education and Attendance teams have been contacting schools directly. Schools can request a meeting themselves – link available on the Spring Term 1 newsletter
 2. Schools can book to attend the Termly Network meetings where attendance champions can get practice and policy updates and share good practice – link for booking is on the Spring Term 1 newsletter. Headteacher to follow up

HT

- **Restrictive Practice** – the Coping with Risky Behaviours (CRB) Service is now part of the Education Safeguarding, Health and Wellbeing Hub with a focus on reducing the need for restraint where possible. Good practice is that a core group of staff have received full training which is kept up to date annually. Governors should monitor the schools use of restrictive practice and ensure staff are supported through a robust policy which is clearly communicated to parents/carers
- **Effective Governance Annual Reviews** – NGA provides a self assessment toolkit for an annual self-evaluation of the boards effectiveness
- **Sherwood Observatory** – schools can now visit the new observatory. Governors may be interested in how this links to the STEM curriculum and enrichment programmes in schools
- **Governors for schools** – charity that finds, matches and supports vacancy filling. Chair to follow up

Chair

Confirmation of actions to be taken and key dates:

- School resource management self-assessment checklist – **deadline 15th March 2025** - [School resource management self-assessment checklist - GOV.UK](https://www.gov.uk/school-resource-management-self-assessment-checklist)
- Determination of admission arrangements – Governing bodies should ensure the academy has properly consulted on its admission arrangements and the details updated on the school website accordingly – **deadline 28th February 2025** and a copy sent to NCC admissionsconsultations@nottscc.gov.uk by **15th March 2025**
- **Nottinghamshire Governor Conference** – Fearlessly and Intentionally Courageous Leadership – 21st March 2025 at the Holiday Inn, South Normanton
- **Next Safeguarding Governor Focus Group meeting** – Monday 3rd March 2025 at 3.45pm to 5.15pm

GB/15/25

Report from training co-ordinator including review of governor training audit and training requirements for 2025/2026

- Governor Services advise that the Nottinghamshire Governors Services (NGA) skills audit is used to prepare a training plan. Chair confirmed this would be reviewed and an update provided at the next meeting

Chair

GB/16/25

Report from Appraisal governors on monitoring visits and headteacher's progress towards objectives – key actions for governors

Peter Short explained the Governing Body had been through some changes and plans for monitoring visits had not yet been agreed. The Clerk explained this was a vital function of the Governing Body and would provide key evidence to support the impact they were having on the school if this were linked to the schools action plan. The Headteacher shared the Link Governor information and the Chair agreed to undertake the following actions:

Chair

- Review current responsibilities and amend where appropriate
- Plan monitoring activities for each of the link governors

- Link monitoring to areas of focus in the school development plan

Current Governor responsibilities are:

Overall performance (data: progress, attainment): Mike Hope (CoG)

Quality of Education (+SEND & PP): Kerry Alexander-Brown (Vice CoG)

Behaviour and Attitudes (& attendance): Peter Short

Staff Personal Development (including wellbeing), Calibre of Leadership (including Governance and Management): Mike Hope (CoG)

Effectiveness of Safeguarding Policies: Michel Cox

It was noted that additional Governors when recruited would support these activities.

GB/17/25 General Data Protection Regulations

- Not covered in this meeting
- Carried forward to next meeting

Clerk

GB/18/25 Evidence of governing body impact on school improvement and review of how the governing body has held the school's leaders to account

- Clerk reminded governors that the minutes will be used as a source of evidence for Ofsted inspectors
- The Board may want to collate evidence of effective practice in a folder on GovernorHub. It could include:
 1. Audits/benchmarking
 2. Governor monitoring visits/reports
 3. Governing Board self-evaluation – results, actions, impact
 4. External triangulation
 5. Induction pack, gap analysis, training identified and undertaken
 6. Annual planning documents
 7. Minutes of meetings evidencing the impact of the governing board, including governors questions, scrutiny, challenge and undertaking key functions of governance

Michael Davey and Debbie Sansom left the meeting at 6.30pm

GB/19/25 Staffing Matters

Update recorded as confidential

GB/20/25 Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk

The governing body

agreed

Spring term 2 – Thursday 13 March 2025 at 4:30pm

Summer term 1 – Wednesday 21 May 2025 at 4:30pm

Summer term 2 – Tuesday 15 July 2025 at 4:30pm

Autumn term 2025 – to be agreed at next meeting

Spring term 2026 – to be agreed at next meeting

Clerk

Summer term 2026 – to be agreed at next meeting

GB/21/25 Determination of confidentiality of business

It was

resolved

that all items no. GB/7/25 and GB/19/25 would be recorded separately.

The meeting closed at 6.45pm.

Signed (chair) Date 17th July 2025

