

MINUTES OF MEETING (CONFIRMED)

Academy: Sir John Sherbrooke Junior Academy
Meeting title: Spring Term (2) meeting of the governing body
Date and time: Thursday 13 March 2025 at 4.30pm
Location: At the Academy

Membership

'A' denotes absence

Ms Kerry Alexander-Brown (Co-opted governor) (Vice Chair) **(left at 5.55pm)**
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)
Ms Vicki Fairholme (Co-opted governor)

In attendance

Donna Williams (Clerk to the governors)
Elaine Singleton (Business Manager) **(left at 5.55pm)**
Vanessa Nutter (HR & Operations) **(left at 5.55pm)**

GB/22/25 **Apologies for absence** **Action**

Apologies for absence were received from Michael Davey.

It was

resolved

that the governing body consented to this absence.

GB/23/25 **Declaration of interest**

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

The Clerk highlighted the Declaration of Interest for Michael Hope had not been completed on GovernorHub.

GB/24/25 **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 welcomed Vicki Fairholme as a newly appointed governor. The Clerk confirmed the Declaration of Eligibility had been completed and signed. Elaine Singleton to set up a school email address and the Clerk to inform Governor Services.

**E.
Singleton/
Clerk**

Two Parent Governor applications had been received and were reviewed. All Governors agreed to accept the applications subject to no further applications being received by the closing date of 14th March 2025. ASPIRE forms to be sent to the prospective parent governors for completion and approval. Details to be forwarded to the Clerk for action.

Q. A governor asked if a co-opted governor were then to have children at the school whether their position would change to parent governor?

A. The Chair confirmed the position would remain as co-opted.

HT to inform all staff of the staff governor vacancy and invite applications.

HT

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

GB/25/25

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, having been previously circulated, were reviewed and confirmed at the meeting.

These minutes will be signed in person by the chair at the next meeting.

Chair

Review of actions

The following actions remained outstanding:

- Ms Alexander-Brown to complete appraisal training. Clerk to send information for accessing training
- Mrs Mee is the DPO. Training requirements to be reviewed with the Chair as part of development planning. Discussed further under agenda item GB/36/25
- Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit) – Michael Cox to review and action
- Termly Network meetings (organised by the Education and Attendance team) 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
- 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
- The Headteacher shared the Link Governor information and the Chair agreed to undertake the following actions:
 - 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
- Agreed plans for an open day to communicate and explain to parents what actions were being taken for Yr 4 children. Discussed further during the meeting.

Clerk

HT/M.Cox

HT

Chair

Chair

GB/26/25

Receipt of minutes and approval of policies from committees and working parties

Not applicable as no committees at present.

		Action
	Q. A governor asked if the school had any committee meetings? A. The Chair stated no but this could be reviewed in light of the newly appointed governors. The Clerk agreed to add this as an agenda item for the next meeting.	Clerk
GB/27/25	Report on Chairs Group Nothing to report.	
GB/28/25	Holding executive leaders to account: Summary of Principal's/Headteacher's report and governors' question and challenge The HT shared working documents for the governors to review, and confirmed progress had been made since the last meeting on developing focussed improvement plans for the following areas: ➤ Attendance ➤ Maths ➤ Writing ➤ Behaviours All governors agreed to review the reports and send questions prior to, or for, the next meeting. The Clerk advised it would be beneficial to upload reports to GovernorHub prior to each meeting to allow governors time to review and ask questions. Advice was also provided to ensure names and identifying information were removed prior to reports being shared. HT to review. The HT and Chair agreed that monitoring visits to check progress needed planning. Chair to include plans as part of the governor responsibility review. Celebrating success and the school community – open afternoons and fundraising activities have taken place with activities happening in all rooms. £900 was raised for a child in school that needs a wheelchair. The school were able to provide the parent with evidence to support their application for sponsorship to cover the remaining wheelchair costs. Q. A governor asked how many children in school were wheelchair users? A. The HT confirmed there is it one child. Q. A governor asked if there were any pictures on the website to celebrate the activities that had taken place? A. The HT stated that the images were being reviewed to ensure any children who should not be included in pictures had been removed. All governors agreed the events had been successful.	All Govs HT Chair
GB/29/25	Review of SJS Action Plan A school development plan is in place and awaiting update from the Spring Term Review.	
GB/30/25	Monitoring and overseeing Financial Performance February 2025 Budget Forecast and Monthly Management Accounts were uploaded to GovernorHub Prior to the meeting.	

	Elaine Singleton explained her focus was on 24/25 year end and the 3 year budget plan was in progress, with a meeting planned with the HT to discuss staffing. The HT confirmed she had the pupil numbers from Manor Park and would send them. Grant money from last year is now coming in. Q. A governor asked if grant money is paid in arrears what will happen to the budget once the school expansion happens? A. Vanessa Nutter confirmed there were 60 new spaces in line with the 3 additional classrooms and the uptake is likely to happen in a staggered way. The new classrooms are contracted to be ready for September 2026. The Chair confirmed he would be attending and expansion meeting on 17th March, which will provide more information to enable the budget requirements for pupil numbers for the next 3 years to be reviewed. Services for schools – the following were confirmed for 25/26: ➤ Governor Services including the L&D package ➤ Swimming ➤ Library Service (£900) ➤ Grounds maintenance HT confirmed she would be reviewing the need for library services. School resource management self-assessment checklist – is complete Determination of admission arrangements – complete and uploaded Premises update – see above Review risk management arrangements – Risk Protection Arrangements updated for this year and staff are undertaking cyber training	Action HT HT
GB/31/25	Update on appraisal process for Headteacher/Principal and staff including an update on the wellbeing of the Headteacher and staff The HT stated she had attended an ASPIRE Head Teachers meeting where it as discussed that staff should make a commitment to CPD. A governor challenged and stated the targets needed to be measurable, and this was discussed. Q. A governor asked how the HT was getting on with staff appraisals? A. The HT confirmed they were being booked with staff. The HT was advised to pick 3 objectives from the school development plan to link into their own appraisal objectives. The Chair agreed to plan a review date.	HT Chair
GB/32/25	Confirm arrangements to review Child Protection and Safeguarding recording and reporting systems (CP confidential file audit) Michael Cox agreed to meet with the HT to review.	M.Cox/HT
GB/33/25	Information from the Corporate Director for consideration and action Updated provided at the Spring Term 1 meeting.	

GB34/25 **Communication received and updates*****From Chair***

No further updates.

From Headteacher

Debbie Sansom appointed as Deputy Head.
Supply teacher agreed to stay until the new teacher starts next term.

Q. A governor asked if the open day planned for the 14th February took place, as agreed?

A. The HT stated it did not take place on the 14th and was postponed to the first Friday of the new term.

Q. A governor asked if the new teacher attended?

A. The HT confirmed she did not attend as the date had been changed.

Q. A governor asked if the new teacher was aware there may be some Yr4 parents who have had concerns with consistency? Have we communicated the changes with the parents?

A. The HT stated this had not yet been done.

A discussion took place on communications with the relevant Yr4 parents. The Chair, Vice Chair and HT agreed a meeting date of 1st April, after the new teacher has been in for a transition day with the children, to update the parents on the changes and improvements that are happening.

**Chair/HT/
Vice Chair**

Q. A governor asked if the new teacher was going to move up with the children in the year group.

A. The HT stated she did not want to agree this as yet as there may be a need to split the classes at the end of the year.

The Chair and HT agreed that the end of the year would be a good time to review this again, once the new teacher has made an impact and the classes have been reviewed.

From Clerk - Governor Newsletter first Spring Term (2) edition

- **Access to HR Policies and Confidentiality**

All governors should have access to the range of HR policies and procedures via the School's Portal. All governors are reminded about the requirement to ensure that all data and information should remain confidential and that they should never use their private emails, but always use their school email address.

- **HR Training**

All governors are strongly advised to take advantage of the bespoke training on offer to them in all aspects of their HR responsibilities. If your school requires bespoke training, please contact Jaqueline Cheng (Jaqueline.cheng@nottsc.gov.uk)

Governor training sessions have been arranged for the Spring Term. Sessions we have planned are:

- **Keeping Appraisal on Track** – 18th March 2025 – 3:00pm – 5:00pm
- **HR: Governors' Role in HR Processes** – 20th March 2025 – 4:00pm – 5:30pm

- **Own admission authority schools** must determine their admission arrangements by 28 February 2025 and a copy must be sent to NCC admissionsconsultations@nottsgov.uk by 15 March 2025 giving details of the date the arrangements were determined and appropriate minute number. Schools should ensure that the school website is updated.
- **Finance:**
 - Has your school recently received an audit? If so, please ensure you have reviewed the recommendations, and the school has responded with actions.
- **The government is introducing a “landmark” Children’s Wellbeing and Schools Bill** aimed at keeping children safe:
 - Register of Children Not in School
 - Increase powers to councils
 - Free Breakfast Clubs
 - Role of Local Authorities
 - Changes Relating to Academies
 - School Uniforms: Proposed Limit on Branded Items
- **All schools with breakfast clubs** will have a listing set up by the Families Information Service on the Notts Help Yourself website. Schools should contact the Families Information Service for further advice and support about their listings on Notts Help Yourself nottsfis@nottsgov.uk
- Holiday Activities and Food (HAF) programme funding will continue for 2025.
- **Special educational needs (SEN) and disabilities: guidance for school governing boards** – New DfE guidance - Published 30 January 2025 (Link in Spring term (2) newsletter) This guidance is intended to:
 - support school governing boards’ understanding of their role and responsibilities in relation to children and young people with special educational needs (SEN) and disabilities
 - empower governors and trustees to hold their schools to account
 - The guide gives an overview of the role and responsibilities of the governing board and a SEN and disability checklist
- **Improving the way Ofsted inspects education** - Ofsted are introducing toolkits to make it clear what they will look at during inspections and how they will make the professional evaluation of different areas of a provider’s work, tailored to the type of setting, giving leaders and inspectors consistent and easy-to-understand information. Ofsted are also introducing report cards to give parents and carers the information they need in a clear, accessible format, giving grades and narratives under a broader range of evaluation areas.
- **DfE Policy on the use of AI in Education** - The Department for Education (DfE) updated its policy paper on Generative Artificial Intelligence (AI) in Education on January 22, 2025. This paper underscores the transformative potential of generative AI technologies, such as ChatGPT and Microsoft Copilot, in enhancing teaching and learning experiences. (*link and further information in the Spring term (2) newsletter*)
- **GDPR and Governing Bodies** – The governing board has a collective responsibility for data protection and all governors need a strong baseline knowledge of the school or trust’s data protection responsibilities, and what it means. **A key mandatory requirement for schools under UK GDPR is the appointment of a Data Protection Officer (DPO)** Governor Services have provided guidance and further information on the Nottinghamshire

Governors Services GovernorHub pages in the resources section - just search for GDPR There is further information provided by GovernorHub Knowledge including a check list: **what governors and trustees need to do to be compliant**

Key dates and actions for Governors:

- School resource management self-assessment checklist – **deadline 15th March 2025** - [School resource management self-assessment checklist - GOV.UK](#)
- 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@nottsccl.gov.uk by **15th March 2025**
- **Nottinghamshire Governor Conference** – Fearlessly and Intentionally Courageous Leadership – 21st March 2025 at the Holiday Inn, South Normanton
- **HR Training for the Spring Term:**
 - Keeping Appraisal on Track – **18th March 2025 – 3:00pm – 5:00pm**
 - HR: Governors' Role in HR Processes – **20th March 2025 – 4:00pm – 5:30pm**
- **Appraisal processes** – 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?
- **Is there a wellbeing Link governor?**
- **Special educational needs (SEN) and disabilities guidance** – Governors should review this new guidance and ensure the points highlighted in the checklist are in place at their school. Governors will want to ensure their formal minutes capture the governor challenges and there is evidence of the school meeting the checklist requirements and other good practice in the reports from the headteacher and governor monitoring visits (*link in the Spring term (2) newsletter*)
- **Improving the way Ofsted inspects education** - The 10-minute Ofsted video gives a clear overview of the new approach to inspections that governors may find useful (*link in the Spring term (2) newsletter*)
- **All board of governors should have a GDPR link governor.** The governor should confirm, as part of their termly report the board, that the following is in place:
 - Governors and staff have undertaken training to ensure they are confident to carry out their GDPR responsibilities.
 - Governors should be aware of who is the school's DPO and SIRO and understand the importance of these roles to the school's information governance and organisational risk management.
 - Scrutiny has taken place of data audits to identify what information the school holds, how it is handled and stored and any areas of risk and action need.
 - The board receives regular reports from the DPO to report data incidents, risks, issues and other key performance indicators

	relating to data protection compliance. The board monitors the robustness of data protection controls, processes and performance on an ongoing basis	Action
GB/35/25	Report from training co-ordinator including review of governor training audit and training requirements for 2025/2026	
	Induction training for new governors to be confirmed.	Chair
GB/36/25	General Data Protection Regulations	
	Discussions took place on roles and responsibilities. Vanessa Nutter confirmed that the HT was the Data Controller and the role of DPO normally sits with the deputy Head.	
	Q. A governor asked if there is only one DPO?	
	A. Vanessa Nutter confirmed normal practice would be one. She also confirmed there may be a conflict of interest if the DPO is the HT.	
	The HT discussed she had an internal member of staff who had previously been a DPO and a Deputy Head who was willing to take on the role. Vanessa Nutter agreed the HT could request this.	HT
	The Clerk advised that there should be a Link Governor for GDPR and the Chair agreed to include this in his review of roles.	Chair
GB37/25	Review of governor monitoring visit reports – key actions for governors	
	Chair agreed to review roles and responsibilities for all governors and develop a plan for training and link responsibilities.	Chair
	Vicki Fairholme stated her main areas of interest were staff CPD and SEND.	
GB/38/25	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 review roles and responsibilities for all governors and develop a plan for monitoring activities that will provide supporting evidence.	Chair
GB/39/25	Confirmation of dates for 2025-2026 to be agreed at the meeting in conjunction with the clerk	
	The governing body	
	agreed	
	Summer term 1 – Monday 2 nd June 2025 at 4:30pm	
	Summer term 2 – Thursday 17 th July 2025 at 4:30pm	
	Autumn term 2025 – to be agreed	
	Spring term 2026 – to be agreed	

Summer term 2026 – to be agreed

GB/40/25 Determination of confidentiality of business

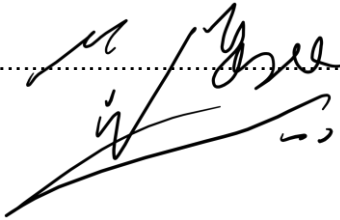
It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 6.25pm.

Signed (chair) Date 17th Jul 2025

A handwritten signature in black ink, appearing to be 'M. J. G.', written over a dotted line.

School Display