MINUTES OF MEETING

Nottinghamshire County Council

School:	**St Peter's CofE Junior School**
Meeting title:	**Summer term meeting of the governing body**
Date and time:	**Wednesday 10 June 2026 at 6:30pm**
Location:	**At the school**

Membership		Mr D Allcock
'A' denotes absence		Mr D Baker
		Mr M Bradley (headteacher)
	A	Rev. A Buchanan
		Mr R Dodd
		Mr L Farrell
		Mr T Flint
		Mrs C Houghton
		Mrs S Johnson-Marshall (chair)
		Mrs R Keen
		Mrs N Roe
		Ms J Stapely
		Mr A Venables
In attendance		Ms C Baird (clerk to the governors)

GB/18/26 Apologies for absence **Action**

Apologies for absence were received from Rev Buchanan.

It was

resolved

that the governing body consent to this absence.

GB/19/26 Declaration of interest

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

GB/20/26 Review of membership and terms of office ending in the next twelve months

Governors noted the following terms of office ending in the next twelve months:

- Mr Allcock (co-opted governor): 25 September 2026.
- Mr Venables (co-opted governor): 25 September 2026.
- Mr Dodd (local authority governor): 6 October 2026.
- Mr Farrell (co-opted governor): 8 March 2027.
- Mrs Johnson-Marshall (co-opted governor): 9 March 2027.

Governors

ratified

the re-appointment of Mr Dodd as local authority governor, as approved by the LA, with effect from 7 October 2026.

Mr Allcock and Mr Venables left the meeting to allow discussion of their reappointment as co-opted governors. The chair stated that she had had individual meetings with both governors regarding reappointment to the governing body, covering the skills both contribute to the governing body, governors' three core functions and the governor Code of Conduct.

After further discussion, governors

approved

the re-appointment of Mr Allcock and Mr Venables as co-opted governors, with effect from 26 September 2026.

Governors discussed the three parent governor vacances and it was **agreed** that the parent governor election process would start in September 2026. **Head**

GB/21/26 Approval of minutes of spring term meeting and any special governing body meetings

The minutes of the autumn term meeting held on 11 February 2026, having been previously circulated, were confirmed and signed by the chair.

Review of actions
GB/09/26 – Mrs Roe and headteacher to arrange date for CP confidential file audit before the end of the summer term. **NR/Head**

Governors

approved

the minutes of an additional FGB meeting held on 13 May 2026.

GB/22/26 Receipt of minutes and approval of policies from committees and working parties

Governors noted the following committee meetings:

- SP&P – 13 May 2026, with discussions on attendance.
- F&GP – 13 May 2026, with discussions on budget and approval of financial documents.

The chair stated that the minutes for both meetings had been circulated in draft.

There were no policies to approve.

GB/23/26 Overseeing financial performance and ensuring money is well spent across the school

Approval of school budget
The chair circulated a summary of the school budget, stating that it had been approved by the F&GP committee, in line with the scheme of delegation.
Governors **ratified** the school budget for 2026/27.

Governors noted the three-year budget projection.

Governors' consistent financial reporting out-turn statement, including the intended use of balances (BO2) return
The chair circulated the governors' statement and BO2 return, stating that they had been approved by the F&GP committee.
Governors **ratified** the documents.

Services for schools
The chair circulated the list of services for schools for 2026/27, stating that it had been approved by the F&GP committee.
Governors **ratified** the document.

GB/24/26 Holding executive leaders to account - summary of headteacher's report and governors' questions and challenge

The headteacher presented his report, which had been previously circulated, and highlighted the following aspects:

- New school building.
- School improvement.
- Pupil numbers – noted that there had been no drop in numbers during the temporary relocation of the school.
- Increase in number of children with EHCPs.
- Staffing update, including SENCO appointment.
- Appraisal update – staff appraisals will take place before the end of term, with a light touch due to the impact of the recent upheaval.
- School development priorities.
- Attendance – noted this remained strong during the temporary relocation and was currently at 96.3% (well above national), with persistent absence at 6% (well below national). The attendance focus will continue to be on children in receipt of free school meals, in particular persistent absence and the link to term-time holidays.
- Behaviour – noted one fixed-term exclusion since last meeting and context for this.
- CLA report.
- Safeguarding update.
- Financial matters – sports premium funding is due to end in January 2027 and the impact this will have on the school. Increase in electricity payments from £20,000pa to £60,000 pa since moving into temporary school buildings. Impact of drop in pupil numbers on school budget.

Q: Does the SENCO receive a TLR?
A: No but they do receive a SENCO payment. The post will be supported by the deputy headteacher in her role as inclusion lead.

In response to a governor question, governors discussed the issuing of fines for absences and the previously agreed circumstances when this takes place.
Governors **agreed** that the SP&P committee would discuss the matter further, with procedure to be agreed and implemented from September 2026. **SP&P**

In response to governor questions, governors discussed the increase in electricity costs. The headteacher stated that he was discussing the matter with the local authority and read governors the latest response from them.

		Action
	Q: Has any saving been made on gas? A: We previously paid c£7,000pa for gas, which was included in the budget. We are still having to pay standing charges for both gas and electricity in the old school building.	
	Governors **agreed** that Mr Flint would contact the local authority on behalf of the governing body for a clearer explanation of the reasoning behind the increase in electricity costs.	**TF**
	Q: Does the sports coach provide PPA cover? A: No. Governors thanked the headteacher for his comprehensive report and formally recorded thanks to the school leadership and all staff for their adaptability, resilience and pragmatism under the recent difficult circumstances.	
GB/25/26	**Ensure clarity of vision, ethos and strategic direction**	
	Governors discussed the 'Our School Culture Defined' section of the headteacher's report and **agreed** that it was still relevant and applicable to the context of the school. Governors noted that strategic direction was included in the school development plan.	
GB/26/26	**Update on appraisal process for headteacher**	
	The chair stated that a date for reviewing and setting appraisal targets for the headteacher would be arranged before the end of term if possible.	**Head/ Chair**
GB/27/26	**Receive and scrutinise headteacher's annual report on whole school appraisal process**	
	Included in headteacher's report.	
GB/28/26	**Update on headteacher's and staff's wellbeing**	
	The chair stated that informal monitoring of staff wellbeing was ongoing through conversations with staff and that wellbeing was regularly discussed by the SP&P committee.	
	Mrs Houghton noted the community funding of staff fleeces and hoodies and the positive impact this had had on staff wellbeing.	
	Governors had a detailed discussion of proposed changes to the site manager's accommodation and possible actions for the governing body.	
GB/29/26	**Information from the NCC Corporate Directors**	
	Governors noted the following reports: • *Reducing the need for restraint in schools through inclusive practice and reasonable adjustments* • *The revised statutory guidance for relationships education, relationships and sex education (RSE), and health education*	
	The headteacher stated that the use of restraint in the school was very rare and gave a brief summary of procedures followed. It was **agreed** reporting of any restraint and staff training around this would be added to the behaviour section of the headteacher's report.	**Head**

		Action
	The headteacher stated that he and the deputy headteacher had begun work on PHSE planning, to include the new RSE guidance. **In response to a governor question**, the headteacher stated that the revisions to the guidance were minor. After discussion, it was **agreed** that all governors would familiarise themselves with the revised guidance, for inclusion in monitoring in spring 2027.	**All**
GB/30/26	**Safeguarding updates and information for consideration and action**	
	See item *GB/21/26* above.	
GB/31/26	**Receive report from the Designated CLA (Children who are Looked After) teacher**	
	Included in headteacher's report. Mrs Houghton gave a summary of the report, including provision updates. Mrs Houghton stated that it had been difficult to provide support when the school was offsite, but hat academic support, nurture and enrichment were all now in place.	
GB/32/26	**General Data Protection Regulations (GDPR)**	
	Governors noted the report which had been uploaded to Governor Hub, to be discussed in detail by the F&GP committee.	**F&GP**
GB/33/26	**Termly report from governors' training co-ordinator**	
	Ms Stapley and chair to meet to discuss the role of the training co-ordinator.	**JS/Chair**
GB/34/26	**Receive the required governor monitoring visit reports**	
	The chair stated that governor monitoring had been paused during the school closure and move to the temporary site and would be restated in the autumn term.	
GB/35/26	**Communication relating to governance**	
	From chair	
	None.	
	From headteacher	
	None.	
	From clerk - governor newsletter	
	Governors noted the two summer term editions of the governor newsletter.	
GB/36/26	**Approval of in-service training days (5 days maximum) 2026/27**	
	Governors **approved** the following INSET days:	

- Tuesday 1 September 2026
- Friday 5 February 2027
- Monday 26 July 2027
- Tuesday 27 July 2027
- Wednesday 28 July 2027

Action

GB/37/26 Review of annual planning document: delegation and organisation of committees

Deferred to autumn FGB meeting. **Agenda**

GB/37/26 Pupil attendance

Governors noted the attendance information included in the headteacher's report and detailed discussions on attendance in SP&P committee meetings.

GB/38/26 Admissions

The chair stated that the PAN was currently 90, noting that any changes to this would take two years for consultation and approval. After discussion, it was **agreed** that there would be no changes to the PAN.

GB/39/26 Confirmation that the school website is compliant with the statutory requirements

The chair confirmed that the school website was compliant with statutory requirements. Mr Farrell informed governors that the website would be moved to a new platform over the summer holidays and that a further compliance audit would be carried out as part of the website maintenance cycle.

GB/40/26 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 the following:

- Questions and challenge in committees and FGB meetings.
- Financial approvals.
- Governor support for issues arising from school closure and new building.

GB/41/26 Meeting dates for 2026/27

The governing body

agreed the following FGB meeting dates, with a start time of 6.30pm:

Autumn – Wednesday 14 October 2026
Spring – Wednesday 10 February 2027
Summer – Wednesday 9 June 2027

GB/42/26 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 8.05pm.

Signed ..... (chair) Date .....