



HORRBRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 168 Minutes				Part I
08 th July 2024, 18:00			Location: Year 6 classroom	
Attendees	Initials	Governor type	Term	Responsibilities
Emiko Adjene	EA	Co-opted	18/11/20 - 17/11/24	Curriculum
Nicola Beeching	NB	Co-opted	17/04/23 – 16/04/27	Community, Staff, Wellbeing Personnel Nursery
John Clarke	JC	Headteacher	01/01/09 – ongoing	Headteacher
Tom Cooper	TC	Partnership	20/09/23 - 19/09/27	Vice Chair of Governors P&P Committee Chair Safeguarding Deputy
Caroline Daniel (CHAIR)	CD	Parent	18/11/20 – 17/11/24	Chair of Governors Premises, H&S, Maintenance
Christine James	CJ	Parent	06/02/22 – 05/02/26	Children in Care
Pam Law	PL	Co-opted	15/01/24 – 14/01/28	Behaviour & Attendance
Tracy Lear	TL	Co-opted	20/11/23 – 19/11/27	SEND Deputy Pupil Premium
Katrina Shipp	KS	Parent	19/02/24 - 18/02/28	Finance Committee Chair
Alison Smith	AS	Staff	08/09/23 - 07/09/27	

Absent	Apology/ non-apology	Governor Type	Term	Responsibilities
Carol Waterman-Smith	Personal	Partnership	20/11/23 – 19/11/27	School Improvement Lead
Sam Sykes	Personal	Parent	13/11/23 - 12/11/27	SEND Lead
Caroline Morgan	Personal	Co-opted	15/01/23 – 14/001/28	Safeguarding Lead

In Attendance	Initials	
Sam Brown	SB	Clerk
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Minutes to:
Attendees and Apologies
School Website



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Minutes

Ref, time 168. #	Action or Decision	Owner/ Decision	Date Due	Progress /Date actioned
	The meeting started at 18:05.			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. b) Apologies received from CW, SS & CM were sanctioned by the board. c) The meeting was quorate. d) Consideration was given towards identifying Part II items – none were identified.	Agreed		
2	<u>Declarations of Interest</u> There were no conflicts of interest to declare. Those present undertook to declare immediately any additional conflicts of interest that became apparent as the meeting progressed.			
3	<u>Previous meeting</u> a) <u>Previous Minutes</u> The Part 1 minutes of the FGB Meeting 167, 10/06/24, were agreed as a true and accurate record and were signed by the Chair. b) <u>Actions arising from previous FGBs</u> All actions were either complete, in progress, or covered within this meeting's agenda. To note: - The school's Music Development Plan had been published on the school website. QUESTION: Did the school need to make parents more aware about how they could rent instruments when offering tuition so that parents knew a) they didn't have to buy a new instrument and b) what the full cost would be before signing up? JC: Yes. The school would write to parents with details of the full offer, seeking that parents let the school know where finances were a barrier to engaging with music tuition. QUESTION: What about developing the offer of activities available to the children, broadening the range of clubs etc.? Discussed further at agenda item 6.	Agreed		

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	<ul style="list-style-type: none"> - Organising insurance for a potential school dog was a work in progress. JC would ensure appropriate insurance was in place prior a dog's visit into school. Governors asked questions around allergies and phobias, Governors were signposted to the previously agreed Risk Assessment. - TL & JC had met to review Pupil Premium, see agenda item 10. 			
4	<u>Business brought forward by the Chair</u> <ul style="list-style-type: none"> a) The Admissions Committee had met on 17.06.24, agreeing to go over the school's Published Admission Number (PAN) of 34, by 1 additional child, in Y5. 			
5	<u>Clerk's update</u> <i>Correspondence sent:</i> <ul style="list-style-type: none"> - Devon Education Services (DES) weekly updates - National Governance Association (NGA) weekly updates <ul style="list-style-type: none"> a) EA had resigned as a governor of the school. EA was thanked for his term of governance which would end on 23rd July 2024. 			
6 1815	<u>Headteacher's written report</u> <i>See docs:</i> <ul style="list-style-type: none"> - HT report July 2024 - Sports Premium Impact report 23/24 <ul style="list-style-type: none"> a) <u>Headteacher Report</u> JC's report was taken as read by the governors. JC provided the following updates since the report was written: <ul style="list-style-type: none"> - Nursery Apprentice Appointment: An apprentice had been successfully appointed following a Safer Recruitment compliant interview process. Starting in September 2024, the appointment would enable the Nursery to increase capacity, offering more Nursery places to the local community. - Crossing Patrol Person vacancy as of September 2024: Having taken advice from Devon Local Authority, JC understood that HPNS was not considered to be a priority crossing area and that therefore the appointment of a replacement Crossing Patrol Person would not be funded. Instead, the school should seek a volunteer Crossing Patrol Marshall (training would be provided) from the local community. This person would not be able to legally stop traffic, but training would be provided to enable them to escort children across the road. A volunteer had come forward who would volunteer during the afternoon session when school ended at 3.15pm. <p>Questions on the Headteacher Report were invited from governors. QUESTION: How are pupils/families that are persistently late supported by the school? There were some persistently late children. Where a child reached 10 occasions of persistent absence, the Parent Support Advisor (PSA) engaged with the</p>			

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	<p>children’s intrinsic motivation? JC and governors provided examples of events over the year where children were able to show and celebrate their achievements outside of sports. For example: Music and Singing Assemblies; Tavistock Carnival; Y5 History Project; Spelling Bee; Youth Speaks; Weekly assembly certificates etc.</p> <p>The school was one of positive inclusion, recognising that it was beneficial to balance celebrations across all children’s achievements. Unfortunately, the curriculums of Art, Science and Maths didn’t attract additional funding in the way that P.E. did, hence this agenda item’s focus was to consider the impact of the P.E. Premium.</p> <p>QUESTION: Had the school identified a variance in participation levels between boys and girls in sports? There was no variance, participation was strong for both genders.</p>			
7	<p><u>School Development Plan (SDP) review</u> See doc: SDP 2023-2024 full evaluation report</p> <p>Governors received, with thanks, the full review of the 23/24 SDP.</p> <p>QUESTION: Why hadn’t there been the expected progress in developing children’s intrinsic motivation, and how might the school look to develop this further in the Autumn Term? HPNS had been through a challenging year, experiencing multiple staffing absences. Priorities over the year had changed, with this development point receiving less attention than originally intended. The SDP for the following year was currently being drafted, developing children’s intrinsic motivation would feature in that plan.</p> <p>QUESTION: Noting that the evaluation stated that “Governors had generally fulfilled their roles” and “continued to ask more challenging questions”, what might be the Governors’ next steps in development? JC recognised that the board had developed over the last year, and its level of challenge had sharpened. Next steps would be to ensure the newest governors continued to be supported and developed, and that governors ensured their monitoring reports were received in a timely manner.</p> <p>QUESTION: Was there enough support from Devon’s Attendance Inclusion Officer (AIO)? HPNS had an assigned AIO, an initial conversation had been had with them at the start of 23/24. HPNS’ average attendance was currently 95.7%, a strong position against national figures, therefore the AIO had focussed their support on schools with lower attendance levels.</p> <p>QUESTION: Was the AIO a service that the school bought into? No.</p> <p>QUESTION: Could the school ask for support on a case by case if needed? Yes, suggestions tended to be similar, or the same as, those already put in place by the school.</p>	All	Ongoing	

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	<p>QUESTION: Regarding Intrinsic Motivation: given the following year looked stretched too would it be in the SDP for 24/25 and how might it be developed further? The SDP was currently in its draft form, Intrinsic Motivation was in the draft but with less focus than in the 23/24 plan. JC conceded that, while covering the SENDCo role, his workload would be stretched during the Autumn Term, but not thereafter when JC anticipated that the school would once again have a full staffing cohort.</p> <p>QUESTION: Had JC received feedback from the LA's recent review of SEND services in Devon? JC was aware that the LA had received negative feedback around its effectiveness when processing EHCPs. As of September 2024, the school would be delivering Ordinarily Available Inclusive Provision (OAIP). The SENDCo had attended the training which was being shared with all staff. JC hadn't received feedback from recent Parent SEND review panels with the County.</p> <p>QUESTION: For the time that JC was acting SENDCo, would there be an uplift in his pay? The P&P Committee would review this by the end of term.</p> <p>QUESTION: Noting that most Key Targets were rated "Amber", it would be good to see more "Green" the following year. Many of the "Amber" ratings were against targets that would take more than one year to achieve e.g. exploring partnership arrangements.</p>	P&P	End of term	Complete
8	<p><u>SATS and Reading/Writing/Maths data (link to School Improvement Terms of Reference (ToR))</u></p> <p>SATS and internal end of year data was currently being collated. Item carried forward.</p>	C.fwd	FGB169	On agenda 169
9 1856	<p><u>Working Party Updates</u></p> <p>a) <u>Partnerships and Academisation</u></p> <ul style="list-style-type: none"> - JC had met with two Multi Academy Trusts with a meeting with a third diarised by the end of this term. - The second Trust had offered time and training to staff to give a feel for the type of support that they could provide in the future. <p>QUESTION: Could HPNS retain a level of autonomy if joining either of the Trusts visited so far? Yes. One Trust required delivery of its "Ocean Curriculum".</p> <p>b) <u>Staff wellbeing</u></p> <p>QUESTION: With the departure of H.Downing, who would be the staff Wellbeing Lead? JC would seek that a volunteer staff member became the Wellbeing Lead. AS volunteered.</p> <p>Given wellbeing had improved in the school, possibly due to the passing of Ofsted, and as evidenced by the recent Staff Survey, the Staff Wellbeing Working Party was retired.</p>	Agreed		

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10 1903	<p><u>Governor Portfolio and/or ToR reports</u> <u>See docs:</u></p> <ul style="list-style-type: none"> - Curriculum report EA July 24 & associated internal/external monitoring reports for information - SEND report June final Jul 24 SS - HPNS SEND at a Glance June 2024 - Personnel ToR Monitoring form Jul 24 - Staff Survey 2023_24 - Pupil Premium ToR 0724 <p>Governors were thanked for their completed reports, and staff were thanked for accommodating governor visits.</p> <p>a) <u>Curriculum</u> Curriculum reports, internal and external, were generally positive. A recent project run by Marjon University trainee teachers had been successful. The school was working with reluctant readers who were now making progress in their reading. A new R.E. curriculum was being delivered as of September 2024. TC had conducted a monitoring visit and reported that the Curriculum Lead was on target to have the new units mapped and ready to deliver.</p> <p>QUESTION: Given the Marjon Students had had a positive impact, would there be further opportunities to work with Marjon in the future? HPNS had good links with Marjon University and expected to continue working with them.</p> <p>b) <u>SEND</u> SS's report was received, with thanks. There were no further questions from governors. SB would re-circulate the Glossary to assist with understanding acronyms.</p> <p>c) <u>Pupil Premium (PP)</u> The school was part way through its 3-year PP strategy plan. The funding was used to support PP children in a way that benefitted all children in the school. TL hoped to review achievement/progression statistics specific to the PP cohort. There could be more children eligible for PP funding, but parents weren't always claiming it.</p> <p>QUESTION: What could the school do to get more families to claim PP funding? It could send out reminders and approach parents to apply. The PSA helped identify eligible families and offered support to help them through the application process.</p> <p>QUESTION: Did COVID catch-up funding still exist and was HPNS accessing it? There was some tutoring funding available, but the government "top-up" towards this had reduced each year to a point that it was expensive for HPNS to deliver. Previously it had been used to plug gaps in learning.</p> <p>QUESTION: How did HPNS use the Service Pupil Premium to support service children? There were 10 service children at HPNS. HPNS sought that service families let HPNS know where they were experiencing challenges, or needed support, and the school would consider how it could offer assistance. A Higher Level Teaching Assistant (HLTA) had, in the past,</p>	SB	FGB169	Complete

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12 1930	<u>Performance & Pay Committee</u> a) <u>Confirmation of roles completed since the last FGB</u> - Agreed to retain staff on temporary contracts. - Approved the Headteacher and Teacher Appraisal Policy for 24/25. - Monitored the Teaching Assistant appraisal and CPD process			
13	<u>Policies & Procedures</u> a) Policies approved by ToR holders, committees, individuals in line with delegations: - Headteacher (HT): Acceptable Parent/Carer Behaviour Policy - HT: Healthy Eating Policy - HT: Site Security - Data protection Officer (DPO): Data Processor Agreement - DPO: Privacy Notice for Governors - DPO: Privacy Notice for Pupils - DPO: Privacy Notice for Staff b) Policies reviewed and approved by the Full Governing Board: - SEND Information Report for publication on the school website September 2024. QUESTION: Did the school update the SEND Information Report as staff changes occurred over the year? Anticipated changes to the SENDCo role had been included within the 2024/25 report. If there were further changes, the report would be updated.	Agreed		
14 1933	<u>Premises, H&S & Maintenance</u> See docs: - <i>Maintenance H&S Spot check</i> - <i>H&S and Maintenance check 1.7.24</i> Governors had received CD's monitoring reports in a timely manner. It had been a positive visit, the site was safe. CD had asked staff about their knowledge of maintenance log, some staff needed reminding that it existed. a) <u>Food Standards Compliance</u> CD had conducted a monitoring visit of the kitchens, meeting with the Kitchen Manager. A recent external inspection had been conducted, actions identified, and rectification activities completed. Allergens were well documented. CPD was in place for kitchen staff. Compliance with food standards was assured. JC was meeting with CaterEd on 10 th July to review the catering contract. Governors were invited to attend.	Agreed		

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	<p>QUESTION: Were Free School Meal (FSM) children encouraged to have school meals on census days? JC would check with CaterEd.</p> <p>b) <u>Lunch time queueing</u> CM had monitored the impact of actions taken to reduce queueing times in the school hall at mealtimes. CM was absent for this meeting, item carried forward for feedback at the next meeting.</p> <p>c) <u>Retaining wall repairs</u> The school had received three quotes for wall repairs. JC hoped to have the wall repaired during 24/25. Item carried forward to FGB169</p> <p>QUESTION: Might the repairs be covered under insurance? JC would investigate.</p> <p>QUESTION: Should the school be considering preventative measures so that similar didn't happen to other areas of the wall? Possibly. It had been suggested that the school garden may have aggravated the wall in that area.</p> <p>QUESTION: Could the school seek the opinion of the Structural Engineer on whether the quotes received would satisfy their recommendations. JC would ask.</p> <p>QUESTION: How had HPNS sought quotes? Through inviting known companies in the area to quote for the repair.</p>	<p>JC</p> <p>C.fwd</p> <p>C.fwd</p> <p>JC</p> <p>JC</p>	<p>10th July</p> <p>FGB169</p> <p>FGB169</p>	<p>complete</p>
15 1941	<p><u>Safeguarding</u> <i>See doc: M.Harris filtering_monitoring response</i></p> <p>a) <u>Filtering and Monitoring</u> Governors received, with thanks, response from M.Harris on questions asked at FGB168 about the school's filtering and monitoring systems.</p> <p>QUESTION: Was filtering and monitoring in place for all users of the school's network? Yes.</p> <p>QUESTION: What was SENSO? The monitoring software.</p> <p>Governors moved on to discuss, at length, the legality of children's use of WhatsApp and its affect on children's mental health.</p> <p>QUESTION: How did the school seek to educate families about children's safe use of social media, and what more could it do? Through the sharing of posters, leaflets, updates and organising parents' information evenings. The evenings had not been well attended and JC was unsure how many parents read the resources. HPNS had bought into an online programme</p>			

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18	What have we done today that has positively impacted the quality of our children's education? <ul style="list-style-type: none"> - Assured Leadership of the Governing Body into 24/25. - Considered the impact of social media on children's mental health, seeking assurance the school was educating families about its use. - Reviewed the impact of Pupil Premium and P.E. funding. - Reviewed the 23/24 School Development Plan, identifying items for continuation into 24/25 20:00 The meeting ended.			
Next Meetings: FGB: 18 th September 2024, 6pm Finance Committee: 18 th November 2024, 1pm Pay & Performance Committee: 07 th October 2024, 6pm		Location: FGB: Year 6 Classroom FC: Headteacher's Office Pay & Performance Committee: virtual		

Signed as a true and accurate record:

Signed	Date