



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 167 Minutes			Part I	
10th June 2024, 18:00			Location: Year 6 classroom	
Attendees	Initials	Governor type	Term	Responsibilities
John Clarke	JC	Headteacher	01/01/09 – ongoing	Headteacher
Tom Cooper (CHAIR)	TC	Partnership	20/09/23 - 19/09/27	Vice Chair of Governors P&P Committee Chair Safeguarding Deputy
Tracy Lear	TL	Co-opted	20/11/23 – 19/11/27	SEND Deputy Pupil Premium
Caroline Morgan	CM	Co-opted	15/01/23 – 14/001/28	Safeguarding Lead
Katrina Shipp	KS	Parent	19/02/24 - 18/02/28	Finance Committee Chair
Alison Smith	AS	Staff	08/09/23 - 07/09/27	
Sam Sykes	SS	Parent	13/11/23 - 12/11/27	SEND Lead
Carol Waterman-Smith	CW	Partnership	20/11/23 – 19/11/27	School Improvement Lead

Absent	Apology/ non-apology	Governor Type	Term	Responsibilities
Emiko Adjene	Work	Co-opted	18/11/20 - 17/11/24	Curriculum School Imp. Deputy
Nicola Beeching	Personal	Co-opted	17/04/23 – 16/04/27	Community, Staff, Wellbeing Personnel Nursery
Caroline Daniel	Personal	Parent	18/11/20 – 17/11/24	Chair of Governors Premises, H&S, Maintenance
Christine James	Personal	Parent	06/02/22 – 05/02/26	Children in Care
Pam Law	Personal	Co-opted	15/01/24 – 14/01/28	Behaviour & Attendance

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 167.#	Action or Decision	Owner/ Decision	Date Due	Progress /Date actioned
	The meeting started at 1800.			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. b) Apologies received from PL, CD, EA, NB, CJ 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 I and II minutes of the FGB Meeting 166, 24/04/24, and Part II of FGB Meeting 166A, 20/05/24, 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: - NB would be meeting with JC to evaluate the staff survey results. The wellbeing party would then meet to look at wellbeing across the school.	Agreed		
4	<u>Business brought forward by the Chair</u> <i>See doc: Proposed CFR report</i> a) The 23/24 Continued Financial Value (CFR) report was approved for submission to the Local Authority b) EA had resigned, as a Co-opted Governor, as of the end of the Summer Term 2024. SB to process.	Agreed SB	Sept 24	In progress
5	<u>Clerk's update</u> <i>Correspondence sent:</i> - Devon Education Services (DES) weekly updates - National Governance Association (NGA) weekly updates			

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	<ul style="list-style-type: none"> - <i>Governance Today Magazine (DES) – Summer Term</i> <p>See docs:</p> <ul style="list-style-type: none"> - <i>Proposed meeting dates 2024-25</i> - <i>Clerk’s Summer Term briefing</i> <p>a) 24/24 meeting dates for the Board and its Committees were agreed.</p> <p>b) The Clerk’s report was taken as read by the governors. To note:</p> <ul style="list-style-type: none"> - TC volunteered for the recommended Cyber Security training. TC to send the completion certificate to SB. - Governors agreed to the addition of definitions for parent/staff governors to the Governor Code of Conduct 24/25. SB to action. - Governors agreed to the addition of the recommended role/task to the Behaviour and Attendance Terms of Reference for 24/25: Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed. - Governors noted publication of the DfE’s Creating a school behaviour culture: audit and action planning tools - GOV.UK (www.gov.uk). PL would discuss this with JC during PL’s next monitoring visit. - Governors agreed the HT appraisal panel for 24/25: NB(Chair), CM and KS. KS would access the training by Sept 24, sending SB the completion certificate. - JC would ensure completion of the DfE’s Music Curriculum Development Plan, share it with governors, and publish it on the school’s website by 1st September 2024. 	<p>Agreed</p> <p>TC Agreed SB</p> <p>Agreed</p> <p>PL/JC Agreed KS</p> <p>JC</p>	<p>FGB168</p> <p>Sept 24</p> <p>Oct 24</p> <p>Sep 24</p> <p>Sep 24</p>	<p>On agenda 168 Complete</p> <p>In progress</p> <p>In progress</p> <p>On agenda 168</p>
6	<p><u>Headteacher’s report</u></p> <p>Key points highlighted by JC:</p> <ul style="list-style-type: none"> - Staffing – The Deputy Headteacher resignation had been communicated to the school community. An existing staff member would become the SENDCo as of Jan 24/25. JC would provide SENDCo cover for the Autumn Term. Three EHCP reviews, due during the Autumn Term, would be completed by H.Downing with the new SENDCo shadowing. - Staffing – The Administration vacancy had been filled internally through re-deployment of staff. - Staffing – JC was applying HR Absence Policies to manage the phased return for a staff member. - Staffing – The Nursery Apprenticeship was currently an active advertisement and had received some interest. - Staffing - JC was currently developing staffing timetables September 2024. JC aimed to ensure there was Higher Level Teaching Assistance (HLTA) cover in place to provide leadership release time for the Key Stage Leads. 			

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	<p>QUESTION: How did JC identify children to receive the tutoring? Based on knowns in the class, JC invited children who could most benefit.</p> <p>QUESTION: Was tutoring highly attended? Yes, take up was generally good.</p> <ul style="list-style-type: none"> - Data from the school was generally presented as data tables. CM and CW were considering ways of developing data presentation without impacting the school's workload. E.g. splitting data to represent various cohorts of children (Disadvantaged, SEND, gender). JC commented that the school had previously presented data in that way and could look to do so again. <p>QUESTION: Would developing data breakdown and presentation be achievable for the school without impacting workload too much? Yes. When breaking down the data into various cohorts, governors would need to be mindful of the impact on statistics where there were only a few children in a cohort.</p> <p>QUESTION: What is being implemented to support identified children who are lower attaining to support their progress? Interventions were in place to support children develop, and identified fill gaps, inc. tutoring.</p> <p>QUESTION: What is in place to support progress in writing across the school to facilitate progress? SS was due to meet with A.Ladell, writing lead, and would ask this question during that visit.</p> <p>QUESTION: What are we doing to make sure more capable students in writing and maths are being stretched to prevent them becoming bored if they find the work too easy? Children are supported using the Quality first teaching approach to support, extend, and stretch their learning. The expectation is to push children beyond the expected standard where the child has capacity to achieve that standard. JC identified that the leadership team were reviewing delivery of writing across the school to ensure that it provided opportunity to children to independently use their learning in their writing. This should enable more children to achieve the "greater Depth" judgement.</p> <p>QUESTION: Should information about "Gifted and talented" children be included under the SEND banner on the website? The term Special Educational Need included children at both ends of the learning spectrum, lower and higher attaining. JC would consider how the school's offer to gifted and talented children was communicated on the website.</p>	<p>SS</p> <p>JC</p>	<p>FGB168</p> <p>FGB168</p>	<p>Visit complete</p> <p>Complete</p>
11	<p><u>Policies & Procedures</u></p> <p>a) Policies approved by ToR holders, committees, individuals in line with delegations:</p> <ul style="list-style-type: none"> - NB: Data Protection - M.Parkes: Data subject rights - M.Parkes: Information Assurance Policy - M.Parkes: Information security incident management - M.Parkes: Privacy impact assessment procedure 			

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1911	<p>See docs:</p> <ul style="list-style-type: none"> - Spring Termly Safeguarding Report - Safeguarding Action Plan <p>- The Spring Term Safeguarding report, with questions from governors within, was received by governors with thanks. The report captured the full Spring Term data. JC highlighted that Operation Encompass reports about domestic situations in children's homes had recently increased.</p> <p>QUESTION: Were the Encompass reports related, had the school identified any trends? Possibly they were linked to the improved weather at this time of year. Children were out later in the evening, as were adults. JC hadn't identified any trends other than that.</p> <p>QUESTION: When the reports are received from Encompass, what does the school do with that information?</p> <ul style="list-style-type: none"> - Information was confidentially shared in school with those staff members who need to be aware. - Whilst it was often beyond the school's capacity/ability to support/impact the various scenarios, it helped staff to be aware so that they could react as needed (e.g. offer support to the child when in school). Sometimes a case was related to a child's relationship with others outside of the school community. - The school tried to nurture relationships with families/carers to offer support. - AS commented that, as a staff member, it was helpful to know what children had seen/heard/experienced so that she could offer support and empathy to the children in her class. <p>QUESTION: Had JC considered becoming a mobile phone free site for children? Children were not allowed mobile phones on them during the school day. Where children brought devices on to the school site, they were safely deposited in the School Office during the day. Parents allowed their child to carry a device to/from school for safety reasons when children were walking alone. It was beyond the school's capacity to impact the type of device a child had, or if they used it on their way to/from school. The school continued to share communications with families to educate about topics like online safety, setting age limits, setting time limits etc.</p> <ul style="list-style-type: none"> a) The Safeguarding Audit Action Plan had been completed. b) Filtering and Monitoring: <p>QUESTION: What additional training and support was in place for the designated safeguarding lead (DSL) relating to online safety, including filtering and monitoring? JC delegated this to M.Harris in his role as Computing Lead. M.Harris' training was delivered by SCOMIS. JC had not accessed that training.</p>	JC	FGB168	

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	<p>QUESTION: Do filtering and monitoring systems work effectively if school devices are used off-site (by staff or pupils)? How do we know? JC would confirm with M.Harris – question carried forward. It was understood that very few staff took school devices off the school site (JC did). Children did not take school devices off site.</p> <p>19:30: SS left the meeting which remained quorate.</p>			On agenda 168
21	<p><u>Training</u> See docs:</p> <p>DES' Autumn Term Training schedule had been released – governors could request attendance at training via the Clerk.</p> <p>a) Confirmation of training attended:</p> <ul style="list-style-type: none"> - SEND for Governors: SS - Leadership of the Governing Board: TC. <p>b) Identified training needs:</p> <ul style="list-style-type: none"> - Safer Recruitment – NB - Holding to Account x 2 modules: CM, TL, SS - Cyber Security (see agenda item 5) - HT appraisal panel (see agenda item 5) 	NB CM, TL, SS	FGB168 FGB168	On agenda 168
23	<p>What have we done today that has positively impacted the quality of our children's education?</p> <ul style="list-style-type: none"> - Approved a School Dog Policy to aid wellbeing in school of children and staff. - Gained a clear understanding of data from CW. - Agreed a follow up on the catering survey outcomes re: queueing times - Received the Spring Term Safeguarding Report and understood how the school uses key external reports to support children in school. <p>CW: communicated her apologies for non-attendance at the 8th July FGB. CW: volunteered for the Curriculum Terms of Reference as of September 2024.</p> <p>19:34: The meeting ended.</p>			
<p>Next Meetings: FGB: 8th July 2024, 6pm Finance Committee: 27th June 2024, 1pm Pay & Performance Committee: 17th June 2024, 6pm</p>		<p>Location: FGB: Year 6 Classroom FC: HPNS Pay & Performance Committee: virtual</p>		

Signed as a true and accurate record:

Signed	Date