



# HORRABRIDGE PRIMARY AND NURSERY SCHOOL

## Full Governing Board

Meeting 166 Minutes				Part I
29 <sup>th</sup> April 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 School Imp. Deputy
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 Behaviour & Attendance Premises, H&S, Maintenance
Pam Law	PL	Co-opted	15/01/24 – 14/01/28	
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
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
Christine James	Personal	Parent	06/02/22 – 05/02/26	Children in Care
Katrina Shipp	Personal	Parent	19/02/24 - 18/02/28	Finance Committee Chair

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



# HORRBRIDGE PRIMARY AND NURSERY SCHOOL

## Full Governing Board

### Minutes

Ref, time 166.#	Action or Decision	Owner/ Decision	Date Due	Progress /Date actioned
	The meeting started at 18:00.			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. b) <b>Apologies received from KS and CJ were sanctioned by the board.</b> c) The meeting was quorate. d) Consideration was given towards identifying Part II items – Part II items were noted for consideration as the last agenda item.	<b>Agreed</b>		
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 165, 18/03/24, <b>were agreed as a true and accurate record and were signed by the Chair.</b> b) <u>Actions arising from previous FGBs</u> All actions were either complete, in progress, or covered within this meeting's agenda. To note: <ul style="list-style-type: none"> <li>- EA contribution to Summer Term Newsletter – complete.</li> <li>- JC distribute Summer Term Newsletter – complete</li> <li>- CJ/TC/CM meet to handover/share Safeguarding ToR – diarised for 8<sup>th</sup> May.</li> </ul>	<b>Agreed</b>		
4	<u>Business brought forward by the Chair</u> a) HD's Associate membership of the board had been resigned as of 25/03/24. b) Summer Term monitoring check-in: c) Curriculum: Developing the curriculums as originally planned had been impacted by recent staffing challenges. It was agreed that the governors would conduct the following curriculum monitoring during the Summer Term: <b>Reading CW; Maths TC; Religious Ed. (revised curriculum for the Autumn Term) TC; Writing SS.</b>	<b>CW/TC/SS</b>	1 <sup>st</sup> July	In progress





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	<p>support represented approximately £8000 of savings. The reduction met the needs of known pupils as of September 24. Recruitment of an Apprentice (see above) could support TA provision on occasion.</p> <p><u>Tavistock Co-operative Trust:</u> The Trust had been dissolved; confirmation had been received by JC (one of the trustees).</p>			
7	<p><u>School Development Plan (SDP): review of priority #5 – Early Years</u> <i>See docs: SDP 2023-2024 (1)</i></p> <p>Q: The school had not initiated ‘master the curriculum.’ Was there still a plan to do this and if so, when do we expect this implementation. If not, is there a reason for this decision? A: JC intended to implement this by September.</p> <p>Q: What was the reason for the delay? A: Staffing challenges and Deputy Headteacher absence.</p> <p>Q: Might this be a carry forward for next year’s SDP? A: Hopefully not.</p> <p>Q: How effective have the measures put in place been and are there any areas of concern? A: The school had seen significant positives from Nursery through to Reception. The Reception teacher worked alongside Nursery staff, and they planned together.</p> <p>NB commented positively about her recent EYFS monitoring visit. She had seen evidence of key impacts in place and there were lots of positive initiatives happening. JC commented there were still developments to make in the long-term.</p> <p>Q: Was developing the EYFS overloading the Teacher who was an Early Career Teacher (ECT)? A: JC hadn’t seen any evidence of this. The Local Authority had commented positively on the competency of the teacher at such an early stage in their career. The ECT course would be complete by the Summer for this and another teacher leaving just one ECT staff member in September 2024.</p> <p>Q: Were there finance implications as ECTs became qualified? A: Yes, but there were other benefits. Once staff completed the ECT they needed less class release time and could become curriculum subject leads.</p> <p>Q: Were exit interviews for resignations in place. A: Yes.</p> <p>This meeting represented review of the final SDP for the year. <b>JC would consider which SDP priorities to revisit over the next two FGB meetings.</b></p>	JC	FGB 167	complete

Ref, time 166.#	Action or Decision	Owner/ Decision	Date Due	Progress /Date actioned
8 1852	<p><u>Working Party update – Partnerships and academisation</u> See doc: 20240415 Meeting notes</p> <p><b>Governors received an update on progress from the Working Party investigating potential academy partners – see annex. Governors agreed that the working party would continue investigations into First Federation, Connect, LAPSW; and AnDaras.</b></p> <p><b>JC would organise initial meetings with Trust Senior Leaders, feeding back to the Working Party after each meeting.</b></p> <p><b>The working party would collate the investigations and come back to a future FGB meeting to agree next steps.</b></p> <p>JC had arranged to visit some AnDaras schools with another Headteacher who was making similar investigations.</p> <p>Q: What was the timescale for possibly joining a Trust? A: It tended to be a 12-month process once an Academy had been agreed upon. JC and Governors were keen to stress that joining a Trust was not a definite for the HPNS. Investigations were being made in response to government expectations that all schools should academise by 2030. The School and Governors might yet decide that academisation isn't right for the school.</p> <p>Q: Are there financial advantages to joining a Trust? A: Potentially, but that would not be the main driver. Other benefits might include:</p> <ul style="list-style-type: none"> <li>- Sharing of best practice and experiences between schools</li> <li>- Increased professional development and career opportunities for staff</li> <li>- Economies of scale</li> </ul> <p><b>The Wellbeing Working Party would next meet after half term. CM joined the wellbeing party.</b></p>	<p>Agreed</p> <p>JC</p> <p>Agreed</p> <p>Agreed</p>	<p>Sept 24</p>	<p>On going</p>
9 1900	<p><u>Governor Portfolio and/or Terms of Reference (ToR) Reports</u> See docs: Community staff parental links Apr 24</p> <p>a) Attendance and Behaviour ToR: CD and PL had met to conduct a handover. PL would share her finished report with JC and The Clerk in advance of the next FGB meeting</p> <p>b) SEND ToR: Carry forward.</p> <p>c) Community, Staff and Parental Links ToR: NB's report had been received with thanks. There were no further questions.</p> <p>d) Headteacher Appraisal Panel: The summer term review had been diarised for 11<sup>th</sup> June.</p>	<p>c.fwd PL c.fwd: SS</p>	<p>FGB167</p>	<p>FGB167</p>

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	<p>e) Pupil Premium (ToR): <b>TL committed to complete the training.</b> Report carried forward.</p> <p>- Children in Care (CiC): A confidential written report had been submitted to the Headteacher and retained by the Clerk. It was confidential to protect the identities of CiC. The following verbal feedback was read out in CJ's absence: "The HT is the nominated designated teacher responsible for the 2 children we currently have on role. The HT had his regular meeting with their virtual school to review their ePEPs. Both receive additional interventions in school to support their learning needs. We have secured some additional funding, of almost £1k, for one of the children to have some additional interventions. The children have very high attendance and participate fully in school life, attending extracurricular clubs and activities."</p> <p>Q: Was the CiC funding received by the school? A: Yes.</p> <p>Q: Was there a plan in place to use the funding suitably? A: Yes.</p>	c.fwd: TL		
10 1906	<p><u>Finance Committee</u> See docs:</p> <ul style="list-style-type: none"> <li>- Minutes FC Meeting 29 250324 Part I draft</li> <li>- Minutes FC Meeting 29a 240424 Part 1 draft</li> <li>- Budget forecast 24_25 onwards</li> </ul> <p>a) The Finance Committee had, from its ToR, completed the following roles:</p> <ul style="list-style-type: none"> <li>- Considered the fee structure for Nursery, Breakfast Club, and After School Club; agreeing to leave them unchanged.</li> <li>- Reviewed and agreed the Service Level Agreements for 24/25 from Devon Education Services (e.g. SCOMIS, HROne support, Governance Services, School Improvement Consultancy).</li> <li>- Understood there to be no surplus/deficit balances to consider</li> <li>- Understood there to be no irrecoverable debts to be considered for write-off.</li> <li>- Completed Spring Term Budget monitoring.</li> </ul> <p>b) The Finance Committee had, at its meeting of 24/04/24, agreed to recommend the 3-yr budget plan to the Full Board for approval and submission to County. Amendments were already anticipated given known and anticipated staffing changes - see HT's update. The forthcoming financial year would have a surplus but, thereafter, significant debts were forecast. The school and governors would work to reduce that deficit and put a plan in place to future proof the school. CW reported there was some uncertainty around an input 12% increase in the staff wage bill; Finance Committee members would be meeting with the Finance Officer on 8<sup>th</sup></p>			

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	<p>May to gain clarity. It was likely the 12% wage bill increase was due to usual movement of staff up various pay scales alongside government awarded wage increases.</p> <p><b>Governors agreed the 3yr budget plan for submission to the County.</b></p>	Agreed		
11	<p><u>Policies &amp; Procedures</u></p> <p>a) Policies approved by ToR holders, committees, or individuals in line with delegations:</p> <ul style="list-style-type: none"> <li>- Freedom of Information Request handling policy – NB</li> <li>- Freedom of Information Publication scheme - NB</li> </ul> <p>b) Policies reviewed and approved by the Full Governing Board:</p> <ul style="list-style-type: none"> <li>- <b>Staff Disciplinary (HROne model)</b></li> </ul>	Agreed		
12 1912	<p><u>Premises, H&amp;S &amp; Maintenance</u></p> <p>Action from FGB164: JC to follow up on wall repairs with potential contractors. A quote had been received; it was larger than expected. <b>JC would continue to gain quotes, and gain approval for the spend, in line with the Finance Policy delegations.</b></p> <p>Q: Had it become urgent to repair the wall? A: No. The gap continued to be measured weekly but there had been no movement.</p> <p><b>CD would arrange a Summer Term monitoring visit with JC to consider such things as CaterEd provision and food safety. CaterEd had been going through some staffing issues and was currently undergoing a recruitment process. JC was content the service was adequate. JC would share with CD the results of the CaterEd pupil survey.</b></p> <p>Q: Reference DES' Summer Term Checklist – might JC investigate training for staff to be a chef? <b>A: JC would read the article.</b></p>	<p>JC</p> <p>CD/JC</p> <p>JC</p>	<p>FGB167</p> <p>FGB167</p> <p>FGB167</p>	<p>FGB167</p> <p>FGB167</p> <p>complete</p>
13 1918	<p><u>Safeguarding</u> <i>See docs: Safeguarding Action Plan 2023.24</i></p> <p>a) Termly written report – carry forward. b) Action Plan – there were two outstanding actions.</p> <p>Q: What was the progress towards completion of the action plan? <b>A: JC would aim for June FGB completion.</b></p> <p>c) Filtering and monitoring update from CJ – carry forward.</p>	<p>c.fwd</p> <p>JC</p> <p>c.fwd</p>	<p>FGB 167</p>	<p>FGB167</p>

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	<p>Q: Did the school need to tighten its filtering &amp; monitoring procedures? A: JC thought not. Governors reflected on the increased use of social media amongst 5–7-year-olds as reported in the national news. JC was confident current monitoring/filtering methods were working.</p> <p>Q: Are HPNS children allowed phones in school? A: No, they leave them in the Office during the school day.</p>			
14 1932	<p><u>Training</u></p> <p>a) Feedback from training attended:</p> <ul style="list-style-type: none"> <li>- TC: Responsibilities of the Safeguarding lead.</li> </ul> <p>b) Identified training needs:</p> <ul style="list-style-type: none"> <li>- TC: Leadership of the governing board, 23/05/24</li> <li>- SS: SEND for governors, 21/05/24 (TL to complete NGA course online)</li> <li>- CD and TC: Supporting school leaders' health and wellbeing, 18/06/24.</li> <li>- TL: Pupil Premium</li> <li>- <b>Due to the high cost, SB would cancel the training for CM's L3 Safeguarding.</b></li> </ul>	<b>SB</b>	FGB167	complete
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"> <li>- Agreed policies.</li> <li>- Approved recruitment of apprentice.</li> <li>- Approved of movement of teachers onto permanent contracts.</li> <li>- Moved forward on Academy investigations.</li> <li>- Approved the 3-year budget.</li> </ul> <p>19:42: AS left the meeting which moved into Part II.</p>			
<p><b>Next Meetings:</b> FGB: 10<sup>th</sup> June 2024, 6pm Finance Committee: 27<sup>th</sup> June 2024, 1pm Pay &amp; Performance Committee: 17<sup>th</sup> June, 1pm</p>		<p>Location: FGB: Year 6 Classroom FC: Headteacher's Office Pay &amp; Performance Committee: virtual</p>		

Signed as a true and accurate record:

Signed	Date

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