



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 169 Minutes				Part I
18 th September 2024, 18:00			Location: Year 6 classroom	
Attendees	Initials	Governor type	Term	Responsibilities
Nicola Beeching	NB	Co-opted	17/04/23 – 16/04/27	Co-Chair of Governors P&P Committee Chair Personnel Nursery
John Clarke	JC	Headteacher	01/01/09 – ongoing	Headteacher
Tom Cooper (CHAIR)	TC	Partnership	20/09/23 - 19/09/27	Co-Chair of Governors Safeguarding Deputy
Caroline Daniel	CD	Parent	18/11/20 – 17/11/24	Premises, H&S, Maintenance Community, Staff, Wellbeing
Pam Law	PL	Co-opted	15/01/24 – 14/01/28	Behaviour & Attendance
Tracy Lear	TL	Co-opted	20/11/23 – 19/11/27	Vice Chair of Governors 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 Curriculum

Absent	Apology/ non-apology	Governor Type	Term	Responsibilities
Christine James	Apology - personal	Parent	06/02/22 – 05/02/26	Children in Care

In Attendance	Initials	
Sam Brown	SB	Clerk
-		

Minutes to:
Attendees and Apologies
School Website



HORRBRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Minutes

Ref, time 169.#	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, TC, welcomed everyone to the meeting. b) Apologies received from CJ were sanctioned by the board. c) The meeting was quorate. SS was yet to arrive. 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 168, 08/07/24, 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. Of note: - JC: would secure insurance for a school dog as required - Action closed. SS – arrived 1806 - CJ: Provide the Clerk with a Summer Term 2024 Children in Care monitoring report – now received.	Agreed		
4	<u>Business brought forward by the Chair</u> a) The Finance Committee reaffirmed the decision taken, since their last committee meeting, to purchase Staff Absence Insurance. The new level of Insurance now covered non-work related stress'.	Agreed		

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5	<p><u>Clerk's update</u> Correspondence sent:</p> <ul style="list-style-type: none"> - Devon Education Services (DES) weekly updates inc. Autumn Term Checklist <p>See docs:</p> <ul style="list-style-type: none"> - Clerk's annual update <p>a) The Clerk's annual report was taken as read. There were no further questions. b) SB was to cease Clerking for the Governing Board as of 20th September 2024. The school was in the process of recruiting to fill the vacancy.</p>			
6	<p><u>Vision, Values & Strategic Performance</u> See docs:</p> <ul style="list-style-type: none"> - Vision and Strategic Plan <p>a) The school's vision and values were considered and reaffirmed for 24/25. b) Governors considered the existing Strategic Plan (2023 – 2026) and agreed it should include reference to their commitment to future proofing the school and being open to considering Partnerships in the future. JC would make the necessary addition to the plan and bring it to the next FGB for approval.</p>	<p>Agreed</p> <p>JC</p>	<p>FGB170</p>	
7	<p><u>Headteacher's report</u> See docs:</p> <ul style="list-style-type: none"> - SEF update Sept 2024 - SDP 2024/25 - School Effectiveness Team – Ofsted changes statement – September 2024 <p>a) <u>Self-Evaluation (SEF)</u> JC present presented the SEF, explaining its purpose and context.</p> <p>QUESTION: The school had identified that some pupils required further rapid intervention and some of the Y6 Cohort would need careful tracking. Had the school implemented/planned any strategies to address the above? JC had met with CW to consider the End of Year (EoY) results – see agenda item 9. JC reported that Reading results were 4% below national which was not hugely significant in comparison, but significant in terms of previous HPNS results. Providing context to that outcome, JC explained that the unexpected absence of key staff during 23/24 had impacted reading results. JC had focused his attention on Maths delivery which was reflected in the strong Maths results. 4 children (12%) had missed a Reading pass by 1 scale point – some of those unexpectedly, which was unfortunate. JC was hopeful that 23/24 staffing absences would not be replicated in 24/25 and that 24/25 EoY results would see an improvement in Reading. E.Friend (Reading lead) was meeting with the Y6 teacher regularly to ensure planning and delivery of reading was on track.</p>			

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	<p>The Local Authority had offered HPNS additional support to develop its reading fluency through a training programme but, after consulting with school leaders and the School Improvement Partner, it had been agreed that the 23/24 reading results had been an unfortunate anomaly, unlikely to be repeated, and so staff time and resource might be best spent elsewhere. The school would not be putting any staff members on the training programme. The School Improvement Partner seemed content, as was JC, that the school had identified its own development path and implementation of that plan was already in place. HPNS had been graded, by the Local Authority, as a Level 1 school meaning that it required minimum input and support from County.</p> <p>QUESTION: To confirm, staffing stability was the key component to improved results in 24/25? JC – Yes.</p> <p>QUESTION: How was the school ensuring that children that need targeted supported were getting it, especially with the absence of a Special Educational Needs Coordinator (SENDCo) covering this role in the short term? JC – the school felt settled at present. The children in school were having less of an impact on staff time and resources than the previous year's cohort. Staff felt calmer and in control, the current Y6 cohort was stable. M.Darch (SENDCo from January 2025) had enrolled on to the National Professional Qualification in SEND (NPQH) for Special Educational Needs (SEN). JC was covering the SENDCo role until January and was receiving support from external sources as required.</p> <p>QUESTION: Aware that some pupils become passive in their learning, how had the school prepared teachers to identify passive pupils and what actions was it taking to introduce a more active approach when needed? JC – The school had begun to consider this at the start of 23/24 but had been unable to progress ideas due to staffing challenges over the year. JC would be requesting that this be the subject of the School Improvement Partner's Spring Term visit. JC had planned a meeting with them in October to make initial considerations. There had been a first meeting with teachers to think about ideas for developing in this area and this was likely to inform part of the teacher appraisal process during 24/25. Key Stage leaders and JC would be dropping into classes to assess the current base line. Currently, there were no defined actions for development.</p> <p>QUESTION: Last year, governors had heard that a buddying system had been started to observe how pupils learnt in one another's classes. Might the school look to re-start that initiative in 24/25? JC would await the meeting with the School Improvement Partner before deciding a way forward.</p> <p>QUESTION: Healthy Eating Policy - In the light of many recent news reports on the recognised links between Ultra Processed Food (UPF) and obesity, dental decay, and behavioural problems how would the Healthy Eating Policy implemented during the Autumn Term of 2024 be monitored and could more be done to encourage healthy eating both in school and outside? Do we know the percentage of UPF in school meals? While much is done in school to educate the children on the benefits of non-processed foods, and could the school do more to encourage parents? JC – The Policy was being fully applied in The Breakfast Club, After School Club, and during breaktimes. The Policy was based on NHS advice on how to make healthy choices. The Policy had been re-communicated to parents recently and there had been some parent discontent about the school's advice and its expectations around break time snacks and drinks. Teachers were aware they needed to monitor children's breaktime snacks, but the school was yet to apply the policy to children's</p>			

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	<p>lunch boxes that were brought in from home. There had been some kitchen staff turnover, JC was unsure of the UPF content in school meals and would report back at the next FGB. Governors requested that the Healthy Eating Policy be brought forward for review at FGB170 and, once re-approved (pending any changes), would continue to support the school in applying the policy. Governors were in support of JC informing parents that the Policy had been agreed by the governors.</p> <p>QUESTION: Of the children entitled to Free School Meals (FSM), did most have the FSM? JC – some still chose to bring in their own food from home rather than access FSM but JC was unsure of percentages.</p> <p>QUESTION: Were there consequences to non-compliance with the policy? Children had unhealthy breaktime snacks removed (they could take them home at the end of the day) and were provided with fruit instead.</p> <p>QUESTION: Would the school charge families for healthy meals in replacement of removed food? No.</p> <p>b) <u>School Development Plan (SDP)</u> JC presented the SDP for 24/25. There were no further questions from governors. The SDP was approved for 24/25.</p> <p>c) <u>Communication from Devon Education Services (DES): Ofsted update:</u> There were no further questions from governors.</p>	<p>JC</p> <p>JC</p> <p>Agreed</p>	<p>FGB170</p> <p>FGB170</p>	
8	<p><u>Governor function 24/25</u> <i>See docs:</i></p> <ul style="list-style-type: none"> - <i>Delegation Planner 2425</i> - <i>DRAFT 24_25 Terms of Reference – all committees and individual/lead roles</i> - <i>Governor allocations</i> - <i>Suggested deep dive questions for governors</i> - <i>Governor code of conduct Sep 24 DRAFT</i> <p>a) Governors agreed the delegation Planner 24/25.</p> <p>b) Governors agreed all Terms of Reference (ToR) for individuals, committees and panels during 24/25.</p> <p>c) Governors agreed the Curriculum monitoring allocations for governors during 24/25.</p> <p>d) Governors noted the suggested Deep Dive monitoring questions.</p> <p>e) Governors approved the Governor Code of Conduct for 24/25.</p> <p>f) Declared Interests (Business and Pecuniary) were reviewed. TL was yet to make their annual declarations and committed to do so by the next meeting.</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>TL</p>	<p>FGB170</p>	

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	<p>g) Confirmation of reading Part II of Keeping Children Safe in Education September 2024 were outstanding from TL and SS who committed to complete this task by the next meeting.</p> <p>h) Confirmation of completing the Sept 2024 Level 2 safeguarding training (slides) from DES had been received from all but TL who committed to complete the training by the next meeting.</p> <p>i) The Clerk recommended that the Board conduct an internal evaluation of effectiveness (resources available through DES) once a replacement Clerk was in role.</p> <p>j) Following the evaluation of effectiveness referenced at (i), the board committed to develop a Governor Action Plan 24/25 and/or training plan.</p> <p>k) There were currently two vacancies on the board (1 x Co-opted and 1 x Local Authority). CD's term as Parent Governor was due to expire on 17th November 2024. The Clerk advised the school to conduct a parent nomination/election process closer to that time. CD confirmed she would re-nominate for the role.</p> <p>l) Governors agreed that anyone wanting to observe a Full Board Meeting during 24/25 should make the request to the Clerk in a timely manner prior the date of the meeting.</p> <p>m) The "Working Party: Partnerships" was retained for 24/25 with its existing membership (JC, TC, AS, SS, CD). JC was presently meeting with potential partners and would diarise a meeting with the Working Party thereafter.</p>	<p>TL & SS</p> <p>TL</p> <p>Agreed</p> <p>JC</p>	<p>FGB170</p> <p>FGB170</p> <p>FGB170</p>	
9 1905	<p><u>23/24 End of Year (EoY) data</u> See docs:</p> <ul style="list-style-type: none"> - Gov report End of Year Results Report 2324 - End-of-year-results-2024 <p>Governors noted CW's monitoring report. CW highlighted the following from the report:</p> <ul style="list-style-type: none"> - The school had achieved a positive set of results, particularly in Key Stage 1. - Special mention was given to A.Nicholls-Davis who, ably supported by A.Sawyer and E.Friend, had stepped up during a challenging year to great effect. - The Y2 cohort results had been positive. - Y6 results had been previously discussed at agenda item 7. - JC was commended for the maths results which proved the positive impact that tutoring could have. 			
10	<p><u>Governor portfolio and Terms of Reference (ToR) Reports</u></p> <p>a) Community, Staff and Parental Links ToR: 23/24 Parent Survey results had been collated and were currently being reviewed by JC and CD who would feedback fully at the next FGB. CD provided a brief verbal overview highlighting:</p> <ul style="list-style-type: none"> - Results had been broadly comparable to the previous years'; 	JC/CD	FGB170	

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	<ul style="list-style-type: none"> - There were no trends of concern; - JC had been pleasantly surprised by parents' responses to the questions about behaviour. 23/24 had been a challenging year with the behaviours of some potentially affecting others which JC had thought might affect the perceptions of parents. However, the parental responses in this area had improved on 22/23. <p>QUESTION: Were the most prominent negative behaviours historic and typical for those children? Not all of the children concerned had been "home-grown" pupils with some having started at HPNS in the later years. Some of the behaviours were attributed to factors outside of the school environment and control. Whilst 99.7% of parents had reported positively about behaviour in school, the results had not been as high in the staff survey.</p> <p>QUESTION: Had other children in school been impacted by the negative behaviours of others? The school had been able to manage the behaviours displayed effectively. The rest of the school's cohort were accepting of the negative behaviours. Children were removed from class and taught elsewhere to avoid behaviours impacting others. Thanks were communicated to the staff for managing the situation over the year.</p> <p>QUESTION: Did JC know the response rate for the Parent Survey? JC - Just over 50% of parents had responded, less than in previous years. Parents had also completed the Ofsted survey earlier in the year, the results of which had been positive.</p> <ul style="list-style-type: none"> b) Headteacher Appraisal Panel: The appraisal, diarised for the afternoon of 13th November, 1pm, would be attended by TC, KS and CM who had all completed the necessary training. c) In readiness for the September 2025 expectation that all schools must have an Environmental Sustainability Plan, CM had attended DES training with a school staff member. CM highlighted the following: <ul style="list-style-type: none"> - HPNS school lead for Environmental Sustainability was S.Pascall and a plan must be in place by September 2025 - It was likely that schools would be required to develop and set their plans, with governor oversight and future monitoring. - S.Pascall would be working with the Eco Council to develop HPNS' plan. - Guest speakers at the event included Climate Ambassadors from the Meteorological Office and representatives from Lets Go Zero. <p>CM/JC to request an item on the agenda at future meetings when there was a plan to review, or a relevant update.</p> <p>CM to send, to JC, details for Let's go Zero.</p>	<p>CM/JC</p> <p>CM</p>	<p>Ongoing</p> <p>FGB170</p>	
11 1924	<p><u>Policies & Procedures</u></p> <p>Policies reviewed and approved by the Full Governing Board:</p>			

Ref, time 169.#	Action or Decision	Owner/ Decision	Date Due	Progress /Date actioned
	<ul style="list-style-type: none"> - Children with Health needs who cannot attend school - Staff – ECT Induction Policy <p>There appeared to be differing requirements for governors to read Keeping Children Safe in Education September 2024 (KCSiE). Government guidance Maintained schools governance guide - Guidance - GOV.UK (www.gov.uk) suggested that the reading of Part 2 was mandatory whilst Devon's model Safeguarding Policy stated that governors should read Parts 1, 2 and Annex B. So far, the Clerk has sought confirmation (via MSForms) that governors had read Part 2 only (see agenda item 8). To ensure compliance with government guidance, Governors agreed to amend the suggested Devon Model Policy so that the reading of Part 2 was mandatory for all governors, with the Safeguarding governors (CM & TC) being required to read the full document. Pending those changes being made to the proposed policy, governors agreed the:</p> <ul style="list-style-type: none"> - Safeguarding and Child Protection Model Policy <p>CM and TC confirmed that they had read the full KCSiE September 2024.</p> <p>It was noted that review of the Outdoor Education, Visits and Off-site Activities Policy was due review. JC was awaiting the newest model to become available on EVOLVE. JC to revisit EVOLVE prior the next FGB.</p>	<p>Agreed</p> <p>Agreed</p> <p>JC</p>	<p>FGB170</p>	<p>Complete</p>
12	<p><u>Premises, H&S & Maintenance</u></p> <p>CD provided a verbal update highlighting:</p> <ul style="list-style-type: none"> - There were no current issues other than the required retaining wall repairs - The retaining wall had not moved any further and remained under weekly surveillance. - CD would visit the site later in the term to conduct general monitoring activities. <p>Actions from previous meetings to note:</p> <ul style="list-style-type: none"> - 168.14: Repairs to the rear retaining wall could not be covered by existing buildings insurance. - 168.14: JC had not yet enquired, with the Structural Engineer, whether the repair quotes received so far would satisfy the works suggested by the Engineer. JC to provide an update at the next meeting. <p><u>Tavistock Co-operative Learning Trust</u> The Clerk advised:</p> <ul style="list-style-type: none"> - That the Tavistock Co-operative Learning Trust, which HPNS had once been a part of, had been dissolved as a company as of 02/04/24 with JC (a Trustee) having received written communication to that effect. - As of 16/01/19 HPNS had been a maintained foundation school without a foundation, rather than a Trust school, as confirmed in its current Instrument of Government (2019). - Sam Chadwick at DWF Law had notified Land Registry that the school's land should now belong to the Governing Body of HPNS rather than the Co-operative Trust. - On 06/09/24 Sam Chadwick had advised, via email to JC, SB, and Michelle Ellis (Devon CC Property Lawyer) that the transfer was still being processed by Land Registry. 	<p>JC</p>	<p>FGB170</p>	

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	<ul style="list-style-type: none"> - On 06/09/24 M.Ellis had thanked S.Chadwick for the update and requested from S.Chadwick copies of the Transfer Deed and Deed of Novation of Community Agreement. - M.Ellis was currently awaiting response from S.Chadwick. - Were HPNS in the position of wanting to join a Trust in the future, it would need confirmation that the transfer of land back to HPNS had been completed. <p>19:30: PL left the meeting which remained quorate.</p>			
13 1930	<p><u>Safeguarding</u> See docs:</p> <ul style="list-style-type: none"> - 2023.24 Summer Termly Safeguarding Report <p>a) Governors noted the Summer Term report and the questions within that had been responded to by the school. CM highlighted the following from the report:</p> <ul style="list-style-type: none"> - There were no trends of concern to report; - There had been zero incidences of bullying reported; - There had been double the number of reports of Public Protection Notices received in the Summer Term when compared to the Spring Term (3 to 6). Questions answered in the Summer Term Report had satisfied concerns about these. <p>QUESTION: What does the school do with information received from Public Protection Notices and Operation Encompass Reports? If appropriate, the information is passed to the Parent Support Advisor (PSA). Sometimes it is appropriate that the information is retained for school knowledge with teachers and teaching assistants made aware where support might be needed for a child. Often there were External Agencies already involved who were better equipped to provide support.</p> <p>TC committed to complete a Single Central Register monitor this term.</p> <p>b) Safeguarding Policy and the Reading of KCSiE 2024 – see agenda item 11.</p>	TC	Dec 2024	
21	<p><u>Training</u></p> <p>Action from 168.16:</p> <ul style="list-style-type: none"> - TL to complete NGA SEND training - outstanding - TL and SS to complete NGA Holding to account modules x 2 - outstanding 	TL TL & SS	FGB170 FGB170	
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"> - Agreed policies, including Safeguarding, for 2024/25 			

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	<ul style="list-style-type: none"> - Reviewed the schools long term strategy and agreed appropriate updates - Arranged to review the Healthy Eating Policy - Agreed the School Development Plan for monthly review over 24/25 <p>1950: The meeting ended.</p>			
Next Meetings: FGB: 16 th October 2024, 6pm Finance Committee: 18 th November 2024, 1pm Pay & Performance Committee: 7 th October 2024	Location: FGB: Year 6 Classroom FC: Headteacher's Office Pay & Performance Committee: virtual			

Signed as a true and accurate record:

Signed	Date