



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

| Meeting 170 Minutes | | | | Part I |
|--|----------|---------------|----------------------------|--|
| 16th October 2024, 18:00 | | | Location: Staffroom | |
| Attendees | Initials | Governor type | Term | Responsibilities |
| Nicola Beeching (CO-CHAIR) | 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 (CO-CHAIR) | TC | Partnership | 20/09/23 - 19/09/27 | Co-Chair of Governors Safeguarding Deputy |
| 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 – 14/01/28 | 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 Curriculum |

| Absent | Apology/ non-apology | Governor Type | Term | Responsibilities |
|-----------------|-------------------------|------------------|---------------------|---|
| Caroline Daniel | Apology - personal | Parent | 18/11/20 – 17/11/24 | Premises, H&S, Maintenance Community, Staff, Wellbeing |
| Katrina Shipp | Apology - personal | Parent | 19/02/24 - 18/02/28 | Finance Committee Chair |

| In Attendance | Initials | |
|-----------------|----------|-------|
| Christine James | CJ | Clerk |
| - | | |

| Minutes to: |
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| Attendees and Apologies |
| School Website |



Minutes

| Ref, time 170. # | Action or Decision | Owner/ Decision | Date Due | Progress/ Date actioned |
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| | The meeting started at 18.02 | | | |
| 1 | <u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. b) Apologies received from CD, KS and 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> <i>Correspondence sent:</i> – <i>CATERed Response to UPF Query.docx</i> a) <u>Previous Minutes</u> The Part 1 minutes of the FGB Meeting 169, 18/09/24, 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. Outstanding items from the start of term were confirmed as complete by SS & TL. A very comprehensive response had been received from CaterEd regarding UPF food and demonstrated a good awareness of the issue. They confirmed that around 85% of the food provided is made from scratch. CW had visited to see lunchtime in action and was surprised at the content of some packed lunches. The importance of | Agreed | | |

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| | <p>making good nutritional choices, to sustain energy levels for afternoons was acknowledged. The board agreed that making recommendations to parents was important and providing them with evidence of the benefits of good nutrition. It was recognised that it comes down to the staff on the front line to enforce this, and that this may be challenging.</p> <p>The board discussed other ways of promoting healthy food choices – it was felt that encouraging older children to understand and take a lead was one option, and that formation of a ‘Health Council’ would be a possible way forward.</p> <p>18.05 SS arrived</p> <p>It has been arranged for a taster station to be available at parents’ meetings next week to showcase some of the dishes on offer. Going forward, one week a month there will be taster pots available for packed lunch children, to try to promote school meals to them. A current challenge for some children is the queueing - this issue is being addressed to make a speedier service. Due to staff absence this term, there has been a lack of consistency in kitchen, which should be resolved soon with the appointment of a new kitchen manager.</p> <p>18.08 TL arrived</p> <p>Governors agreed that the Healthy Eating Policy should be brought forward for review at FGB171 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> | JC | FGB171 | Reviewed and added to FGB171 |
| 4 | <p><u>Business brought forward by the Chair</u></p> <p>a) Re-appointment of CD from 18/11/24. If CD unsuccessful in the Parent Governor election she could be appointed into another Governor “type”. The Clerk has provided the paperwork to school to enable parent nominations for this upcoming vacancy. The closing date for responses is shortly after October half-term. JC will update Governors after the closing date</p> <p>b) Resignation of CJ as a Parent Governor</p> | JC | FGB171 | |

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| | <p>CJ has submitted her resignation to the FGB, with immediate effect, due to her appointment in her new role of Clerk to the FGB. This leaves an additional Parent Governor position vacant, which could be filled if there are more responses to the advert. CJ was thanked for her service as a Governor.</p> <p>There are currently two additional vacancies on the board (1 x Co-opted and 1 x Local Authority). CJ advised that there had been recent correspondence from DES relating to Governor recruitment and would look at the possibility of advertising the posts on Governors for Schools which is being promoted by DES.</p> | CJ | FGB171 | Updated FGB 171 |
| 5 | <p><u>Clerk's update</u> <i>Correspondence sent:</i></p> <ul style="list-style-type: none"> - <i>Devon Education Services (DES) weekly updates</i> <p>a) Training – Introduction for New Clerks 13/11/24 The Clerk advised that she would be undertaking some role specific training to enable her to provide the best possible service to the Board.</p> <p>b) Skills Audit This is an annual task which helps to identify training needs and supports recruitment of governors with relevant skills. Following this evaluation of effectiveness, the board will be able to develop a Governor Action Plan 24/25 and/or training plan.</p> <p>CJ to arrange to circulate the forms for governors to complete</p> | CJ | FGB171 | |
| 6 1826 | <p><u>Headteacher's report</u> <i>See docs:</i></p> <ul style="list-style-type: none"> - <i>Vision Statement and Strategic Plan updated Sept 24.docx</i> - 6a. School Strategic Plan (amended) for agreement <p>Following the 1 minor change requested at FGB169 the School SDP was agreed.</p> <ul style="list-style-type: none"> - 6b. Update on explorations of partnership options – JC to meet working party | AGREED | | |

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| | <p>HPNS has been in communication with one MAT for some time. Recently JC has met with 2 CEOs of 2 others. He also visited 3 schools within one of these and will be attending an INSET day with them at the end of next week. Someone from their School Improvement Team will be visiting HPNS in Dec. JC is currently trying to make arrangements to visit 2 schools from the third MAT. Need another meet with working party to update – action JC to arrange a meeting.</p> <p>JC to diarise a meeting with the Working Party (JC, TC, AS, SS, CD).</p> <p>As discussed in 3b, the school’s kitchen manager is leaving after very long service at the end of this half term, so the post is currently being advertised. Discussions have taken place with CATERed to look at changing the delivery method, to speed up and streamline the processes going forward.</p> <p>One class has a number of children with needs and, in line with this increased level of need, it was felt appropriate to increase TA support within the room. A temporary post, to the end of the Autumn Term, was advertised internally. This was discussed with the School Finance Officer and is supported by the current budget. Going forward, if the post becomes substantive, it will cause issues in 26/27 as that year’s budget is currently in deficit. The school is currently awaiting confirmation of funding for an additional EHCP.</p> <p>Staff performance management sessions are taking place and have changed format slightly to permit staff to take more ownership and to identify areas of need for additional training and support.</p> | JC | FGB171 | |
| 7 1837 | <p><u>School Development Plan review</u> See docs:</p> <ul style="list-style-type: none"> – SDP 2024-2025.docx - 7a. Review of progress against SDP priority #3 <p>The target relating to behaviour has been updated. The INSET day at the start of term had this as its focus. The prime objective for positive behaviour in school is low noise, to minimise disruption, whilst working in class and travelling through the school. School is currently very calm and stable. 1 class is a little livelier than the rest, however the others are very settled. Staff are aware that behaviour is key at the moment.</p> | | | |

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| | <p>There has been a recent proposal to award reading and times table certs, to recognise academic achievements. Also Accelerated Reader certificates which celebrate word count milestones. It was felt the school is very good at recognising sporting achievements, but there is less celebration of general academic success. AR certs for word counts.</p> <p>QUESTION: What is the current school roll? Current roll is 178, distributed as follows: YR - 29, Y1 – 17, Y2 – 17, Y3 – 29, Y4 – 33, Y5 – 20, Y6 - 33. There are 2 possible new starters. Nursery is quite buoyant, though has lots of 2 year olds. There are currently 12 older children who could be expected to join school in September 2025.</p> | | | |
| 8 1845 | <p><u>Governor Portfolio or ToR reports (to include confirmation of roles completed from ToRs)</u> See docs:</p> <ul style="list-style-type: none"> - CURRICULUM LEAD REPORT FOR AUTUMN TERM 2024.docx - Curriculum - Reading and Phonics.docx - Attendance and Behaviour gov report Aut 24 - Attendance and Behaviour Oct 24.docx - behaviour audit July 2024.docx - Governor Visit Form_ Nursery Oct24.docx - Personnel ToR Monitoring Form Oct24.docx <p>Governors noted the contents of the monitoring reports.</p> <p>a. Curriculum ToR TC, NB and CW had contributed to this report. CW provided a brief overview, highlighting:</p> <ul style="list-style-type: none"> – The school is looking to grow support for the lead for phonics, by separate reading for pleasure; – Observation of delivery of reading in Y6 which was very impressive; – Phonics within school in a very good place; – Impact in YR from phonics sessions in YN is very evident; – Personnel ToR should be mindful of workload of SLT; – PSHE, Computing and Science are areas for focus this year. | | | |

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| | <p>QUESTION: How is the workload of the SLT being impacted by the removal of the DHT role? Generally, the workload is manageable, however the return of staff member on MAT leave in Jan will be welcomed to help spread the load and relieve the HT of the responsibility for SEND. At this point, the HT will support Y6 for reading. Extra support for Maths support will be reviewed in the Spring Term. The external pressure this year is reading in Y6 where there needs to be focus.</p> <p>QUESTION: Is the additional tutoring still taking place? Additional tutoring for phonics, at lunchtime, is continuing as it was felt to be very beneficial.</p> <p>QUESTION: How many adult volunteers come in to support reading? The school has support every day from external volunteers. This is massively beneficial as there is insufficient staff time, within school, for an adult to hear children read aloud on a regular basis it. The school currently also has 2 student trainees.</p> <p>Governors felt that this monitoring was scheduled too early in the academic year and asked for it to be pushed later in the 2025/26 calendar. CJ to look at the annual schedule.</p> <p>bi. Attendance & Behaviour ToR PL is meeting with the HT and PSA on a weekly basis to review attendance.</p> <p>QUESTION: There appear to be Y3 attendance issues- are there any factors/commonalities within the cohort that are underpinning these attendance issues? PL comes in every Monday looking at the attendance info. Figures reported are attendance % by class. 92% is the lower threshold, under 90% is classes as persistent absenteeism. Y3 is lagging behind, but has been impacted by individuals whose attendance is significantly below the threshold. If there is general poor attendance in a class, underlying reasons may need to be looked at.</p> <p>Generally, the meeting considers attendance at an individual level. Letter 1s have gone out. Next week (2 wks later) letter 2s will go out, if attendance has not improved. This will be ongoing where people fall into the less than 92% category. Support meetings are offered to families.</p> <p>bii. Review Behaviour Audit – identify next steps The school completed a Behaviour Audit, distributed by DfE . Amendments have been to SDP in light of this. The school has high expectations for learning behaviour. Meeting with Julie Norman (LA School Improvement Partner) this term will</p> | CJ | FGB171 | Complete |

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| | <p>The Clerk advised that the following policies had been approved by ToR holders, committees, individuals in line with delegations</p> <p>BC and ASC Policy and Procedure</p> <p>Policies for FGB approval</p> <ul style="list-style-type: none"> a) Admissions Draft Policy (from Devon Admissions Authority). HPNS to publish on its website as a “consultation” document b) Outdoor Education (Brought Forward) c) Physical Intervention & Restraint d) Statement of Behaviour Principles e) Behaviour Policy f) Concerns and Complaints g) SEND h) Staff – Capability i) Staff – Leave and Absence <p>Govs noted contents. There was a query around staff named in the Physical Intervention & Restraint Policy. Governors were happy to agree this policy, once the changes had been made.</p> <p>QUESTION: Behaviour Policy - Are sanctions carried over to the next day? The HT confirmed that they were, if they had occurred in the afternoon session, however most misdemeanours occur during lunch break. The policy states that <i>“All amber or red cards revert to green at the beginning of the afternoon and/or the end of the school day or immediately after the consequence has been carried out.”</i> This does not make it clear that the sanction would carry over to the following day, so it was agreed the HT would look at the wording and bring the policy back to the next meeting for agreement.</p> | <p>Agreed</p> <p>JC</p> | <p>FGB171</p> | <p>Review at FGB171</p> |
| <p>19 1922</p> | <p><u>Premises, H&S & Maintenance</u> <i>See docs:</i></p> <p>Premises, Maintenance and H&S report</p> <ul style="list-style-type: none"> a) Receive report from governor visit | | | |

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| | b) Monitor application of Outdoor Education Policy c) Update on the situation with the rear retaining wall Nothing to update. | CD | FGB171 | Complete |
| 12 1923 | <u>Safeguarding</u> <i>See docs:</i> <ul style="list-style-type: none"> - a. Safeguarding verbal report <p>CM provided a reminder to everyone, that the responsibility for Safeguarding lies with everyone. The school policy has been updated to reflect the change that all governors are required to read KCSiE part 2. She had observed posters highlighting safeguarding around the school, and the presence of One Minute Guides (OMG) in the staff room, keeping Safeguarding at forefront of everyone’s mind. CM intends to come into school and talk to the children about Safeguarding issues, and their understanding. The HT advised that Sarah Burke (PSA) is now the DDSL, and that on her return MD may also become a DDSL.</p> <p>QUESTION:</p> | | | |
| 13 | <u>Training</u> <i>See docs:</i> <ul style="list-style-type: none"> - <i>Training - Improving Gov. Skills.doc</i> - <i>Training - NORMAL MAGIC 25 Sept.docx</i> <p>13a.</p> <ul style="list-style-type: none"> a) Feedback from training attended <p>Improving Governor Skills - PL highlighted the potential impact of the low birth rate, and what schools can do to help draw people in. Ideas suggested were looking at new housing developments, other sources of finance, including grants, being recognised as a good employer. Promotion of school through social media (FB) is beneficial. MATs naturally benefit from economies of scale when applying for grants. The importance of keeping vision and values, with the increase in SEND, was</p> | | | |

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| | <p>highlighted. HPNS has a strong reputation in this respect – being inclusive and providing broad provision is very positive. Be OFSTED ready still!</p> <p>Normal Magic – PL was the only attendee at the session and found it very interesting.</p> <p>TC attended the termly Governance update which discussed:</p> <ul style="list-style-type: none"> – The government initiative to have free Breakfast Clubs in schools; – converting classrooms to nursery settings due to falling rolls; – MATs having more accountability; – Lots on OFSTED and the new inspection framework , using the report card system. Positive changes include less deep dives, ungraded inspections, calls only coming Monday for inspections Tue/Weds. There are also changes around how safeguarding is marked, and allowing 3 months for resolution of issues. Parents will be informed of the delay in issuing the report. They will maintain the same judgement areas, but no there will be no single word judgements. – Curriculum – there are national conversations taking place around this – Transition KS2 – KS3 an how this can lead to some children moving backwards in their learning. Considered the adaptations required in curriculum for SEND, etc to meet all needs. – Teachers pay award still not been issued. <p>1946 PL left</p> <ul style="list-style-type: none"> – Lets Go Zero sustainability - CM and Sarah Pascall met with their representative Jen Gale. They will undertake an audit of the current position and then provide support to move this forward. SP went on training on 16/10/24. Very practical and focussed, without being too much of burden for school. They are ending through ‘strands for action’ plan. This will look at the benchmark position then consider easy wins to move us forward. Sept 2025 was the target for having an action plan but SP was advised at the training that this has slipped to Dec 25. <p>b) Identified training needs CJ reminded everyone that the latest DES course schedule is available, and dates are open for the spring term.</p> | | | |

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| | <p>Confirm TL completed SEND training and TL&SS completed 2 x “Holding to account” modules</p> <p>Action from 169.21:</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 | Complete | | |
| 14 | <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 policies, which support the smooth operation of the school – Reviewed the curriculum, and noted the excellent work being done in Phonics – Discussed healthy eating and good nutrition, and their impact on learning <p>1956: The meeting ended.</p> | | | |
| <p>Next Meetings:</p> <p>Date of the next meeting:</p> <ul style="list-style-type: none"> a) FGB:27/11/24 @ 6pm – in school b) FC: 18/11/24 @ 1pm – Headteacher’s Office c) P&P: 02/12/24 @ 6pm - virtual | | <p>Location:</p> <p>FGB: Year 6 Classroom FC: HT Office P&P Committee: virtual</p> | | |

Signed as a true and accurate record:

| Signed | Date |
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| | |