



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 171 Minutes				Part I
27 th November 2024, 18:00			Location: Year 4 Classroom	
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 (Chair) (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
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 Morgan	Apology – work commitments	Co-opted	15/01/23 – 14/01/28	PE Premium
Katrina Shipp	IT issues at school end	Parent	19/02/24 - 18/02/28	Finance Committee Chair Safeguarding Lead Children in Care

In Attendance	Initials	
Christine James	CJ	Clerk
Natasha Jones	NJ	Prospective Parent Governor

Minutes to:
Attendees and Apologies
School Website



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Full Governing Board

Minutes

Ref, time 171. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	The meeting started at 18.03			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. b) Apologies received from CM and were sanctioned by the board. KS was not present at the meeting, due to a misunderstanding about the ability to join the meeting virtually, which had not been set up. 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> See: – <i>Minutes FGB170 161024 Part 1 DRAFT.docx</i> <u>Previous Minutes</u> The Part 1 minutes of the FGB Meeting 170, 16/10/24, were agreed as a true and accurate record and were signed by the Chair. <u>Actions arising from previous FGBs</u> 170.6 JC to diarise a meeting with the MAT Working Party (JC, TC, AS, SS, CD) JC reported that the Working Party had met and been brought up to date following his recent visits to local academies.	Agreed Complete		
4	<u>Business brought forward by the Chair</u> a) Changes to Governor allocations			

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	<p>CM has been appointed to a role within school and is, therefore, now ineligible to serve on the HT Appraisal Panel. This was actioned prior to the HT PM review on 13th November which took place with the remaining two Governors, in line with the ToR. The Safeguarding Governor role has formally been reassigned to KS, who will require training for this. TC will act as SG lead in the interim.</p> <p>CJ will look for training options for KS and bring the revised ToR back to the Board.</p>	CJ	FGB 172	
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> These have been forwarded to all Governors on a weekly basis and can be found on Sharepoint. <p>a) Parent Governor Election The Parent Governor election has taken place, and one application was received. CJ will follow up formally with the Application Pack and arrange for the necessary checks to be undertaken.</p> <p>NJ, who has expressed an interest in becoming a Governor, was welcomed to the meeting and everyone introduced themselves.</p> <p>18.07 SS arrived</p> <p>b) CD had advised that she had taken the decision not to reapply to renew her term of office as a Parent Governor, which expired on 17th November 2024. The Chair expressed the gratitude of the Board for her excellent leadership of the Board, and the commitment and dedication she had shown to supporting the school, during her time in office.</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> <p>The Clerk has been contacted by a local resident, with no connection to the school, who is interested in joining a local Governing Board, and we are currently in the process of arranging a meeting with the HT and Co-Chairs, and an informal visit to the school.</p>	CJ	End of term	FGB172

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	<p>additional education relating to differences. The perpetrator had written an apology for the victim. The decision was taken to stop the perpetrator participating in a highly anticipated event. There has been no repetition.</p> <p>The incident became apparent to staff because the victim was upset. Other children, across 2 year groups, had heard, and acted appropriately, and the victim's peers had been supportive. The victim's parents were not happy, but felt the school had dealt with it appropriately. School related that it can sometimes be difficult to prevent these things occurring, when external influences can be impactful. School tries to encourage children to build in 'stop and think' time when reactive situations occur.</p> <p>Governors asked if exclusion would have been an appropriate response in this scenario, but JC advised that they generally relate to a child being unsafe, for themselves or others.</p> <p>Question: With 17 children in both Years 1 and 2, is there a possibility of blending appropriate teaching sessions/topics at times in order to free up the class teachers at times during the week?</p> <p>JC responded that he had chatted with the KS leader to see if there were any opportunities for this. A potential barrier to this includes the upper limit of 30 in KS1 classes. Mixed age classes are quite challenging, particularly because the school's curriculum is set up to be progressive and sequential, therefore the children in the lower year would not necessarily have the skills or knowledge to permit this. It can become complex, and time consuming to track the curriculum through comprehensively. Where children are taking part in production rehearsals, for example, some staff time could be freed up. Currently some Y2 children move to Y1 to support their Phonics.</p> <p>a) P.E. Premium Strategy update</p> <p>This is currently in the region of £17,500 on an annual basis. School is required to publish details of their spending plan and report how it has been spent. The money is used to encourage children to be healthy and stay active. Schools buys OCRA membership to compete in events run by them in Tavistock and Okehampton area. This involves many of the popular sports, as well as other less mainstream activities including bouldering, cricket, swimming, cyclocross. School also participates in Plymouth events, particularly football and hockey. Funding supports regular visits from District Sports who facilitate active lunchtimes. Impact is monitored by looking at take up of active clubs. School also tries to run clubs that are less traditional, but still active eg dodgeball, gardening. Attendance at clubs is registered, and participation logged, to ensure all children get opportunities. There is a requirement for this information to be published on the school website.</p>			

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7	<p><u>School Development Plan review</u> See docs: <i>SDP 2024-2025.docx</i></p> <ul style="list-style-type: none"> – 7a. Review of progress against SDP priority #5 <p>Strategic Priority 5: <i>Quality of EARLY YEARS ensures tailored learning experiences for children to discover, learn and achieve together, creating strong foundations</i> was the focus for this meeting. There has been significant focus on Nursery provision, and the close working relationship with Reception. The external SIP David Chaplin focussed on Nursery/EY during his recent visit. There has been some progress with improving the Nursery environment, endeavouring to align the quality of the environments and some continuity with Reception. It was noted by Governors that change in curriculum has had a really positive impact on Phonics during the last year. Maths and early writing skills are on the agenda now. Gap is narrowing.</p> <p>The school has bought in a new maths curriculum for Nursery, which, for example, includes objectives of being capable of subitising to 3 (recognising a number of dots) and being able to recognise a 2 image pattern by the time they enter Reception. This will help to provide structure.</p> <p>QUESTION: Why was Scribble Club stopped? This was a club designed to focus on early drawing. It was felt that the way the Nursery curriculum was delivered needed further review. Their offer covers a large age range, from 2-4 years, where skills and objectives cover a wide range. The target for children, at the end of nursery, is to be able to write their name, have a good pencil grip, and be able to recognise some letters (probably their name). This is all achievable without scribble club. It was felt greater benefit would be derived from additional fine motor skills activities. The Reception children do ‘Dough Disco’, which is a set routine to help develop their finger strength. This will be rolled out in nursery too. There is no formal writing until after Christmas in YR.</p> <p>QUESTION: Does attendance at different nurseries have an impact? There is still lots of play available for 2 year olds. The focus activities for developing skills are very short and generally targetted at the older Nursery children. There is no standardisation across the local nurseries, therefore school still sees a range of abilities when children start Reception.</p>			
8	<p><u>Analyse School Performance (ASP) data and termly Reading/Writing/Maths combined with School Improvement ToR report</u> See docs:</p>			

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	<ul style="list-style-type: none"> – 8. SOAP 24.pdf – 8. 2024 Nov School Improvement Lead report for FGB.docx <p>Governors noted the contents of reports. The School Improvement Lead highlighted that the data supplied is only for Devon and only shows achievement, not progress. Quintile of the school is impacted by their lowest performing subject. Numbers in cohorts have a significant impact on the results, which highlights the need to dig into the data a little and not take it at face value.</p> <p>There were issues in KS2 and measures have been taken to improve this, particularly around Reading for the Y6 children (cohort 34). EF has started a programme where the older children are reading aloud for younger pupils and has been assessing groups of children on their reading fluency, using a scoring system to do this.</p> <p>An external volunteer reader had fed back that they were very impressed with the progress some children had made, and that the impact of the changes had been very apparent.</p> <p>Governors were reminded to be cautious about taking data at face value – the contextual information is important. Small numbers should always be viewed with caution – historically very small cohorts were excluded from the analysis.</p>			
9 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"> – 9. Parent_annual_questionnaire_2023_24.docx – 9. PHSE Monitoring Autumn24_CD.docx – 9. SEND Monitoring OCT 2024.docx <p>CM has taken on CiC due to CJs recent departure. CJ will arrange to forward last term’s confidential report.</p> <p>Governors noted the contents of the monitoring reports.</p> <p>Feedback from annual questionnaire had been communicated to parents. School had arranged Parent phonics sessions for YR/Y1, but uptake had not been high. A Governor had been to a recent talk by Lee Elliot-Major, an academic from Exeter University specializing in Social Mobility, some of which had addressed the challenges in engaging parents.</p>	CJ	Dec24	

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	<p>Suggested strategies to address this were using venues outside of school premises and varying the timing of sessions. It was noted that class assemblies tend to be well attended, and whether this draw could be used effectively.</p> <p>The SEND Lead Governor met with JC, currently acting SENCo, 15/10/24. JC is covering this role, and holding the fort, until MD returns from maternity leave. Annual SEND report is on the website, as required. Teachers are working with selected individuals who are amber, each term, aiming to get them to green.</p> <p>The precision teaching HD had started to implement prior to departure is ongoing and afternoon social skills groups are currently being led by a TA until MD returns. There should be more input in this area once MD is back in post.</p> <p>JC has been focusing on keeping on top of work with outside professionals. All IEPs are on target. School is awaiting some funding decisions/confirmation from LA and funding for a child who has left our setting. This has been chased 3x with no response. Governors asked if this can be escalated.</p> <p>SS thanked JC for managing this on top of his HT role. In her new role, HD is due in to train school staff for EHCP reviews on 22/11/24. This will be good CPD for MD. MD has started her NPQSL.</p> <p>TL, as Vice Chair, has taken on Governor Mentor role. New Governors were asked to feedback any suggestions for improvement to the induction process.</p> <p>Governors noted the PHSE report. Governor feedback from school visits were that the floor books are a really positive means for driving discussions. MB now leads on this for school.</p>	JC	FGB172	
10	<p><u>Finance Committee Update</u> <i>See docs:</i></p> <ul style="list-style-type: none"> – 10. Minutes FC Meeting 31 181124 Part 1 DRAFT.docx <p>Confirmation of roles completed from ToR, to include budget monitoring.</p> <p>JC advised that there are 40 Chromebooks in school currently. School are looking to supplement these with 50 more. This will allow around 30 to be shared between each class pairing from Y1-6. They will be stored in charging cabinets. The intention is to decommission the ICT suite and dispose of PCs which are now becoming obsolete. The school ICT lead</p>			

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	<ul style="list-style-type: none"> - CCTV Policy - Computing and E-Safety Policy - Healthy Eating Policy - Lone Worker Policy - Schol Dog Policy - Staff – Managing Absence Policy - Staff – Maternity Policy <p>Governors noted the contents.</p> <p>JC advised that he had spoken to a former parent, who is a paediatric HC professional, who recommended that you don't tell people what they cannot have, and that educating people on improving choices is a better approach. The wording in the Healthy Eating Policy has been changed to reflect this encouraging approach to healthier eating.</p> <p>All policies agreed.</p>	Agreed		
12	<p><u>Premises, H&S & Maintenance</u> See docs:</p> <ul style="list-style-type: none"> - 12. Maintenance Spot Check 181124.docx <p>Premises, Maintenance and H&S report</p> <p>a) Receive report from governor visit</p> <p>Governors noted the contents of the report. There had been a survey of sports equipment, with some minor repairs required. There is one action outstanding.</p> <p>b) Update on the situation with the rear retaining wall</p> <p>3 quotes had been received for repairs to the rear wall, but were not like for like quotes. These have now expired. School will go back to all suppliers, asking for a quote for the works required for the preferred solution. It is expected to be in the region of £10k for repairs. A more robust system has been put in place to check for movement in the wall.</p>			

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13 1935	<u>Safeguarding</u> <i>See docs:</i> KS will become the new Safeguarding Lead, once training has been completed. School is working through the S175 Audit, due for submission to the LA by February 2025. TC will meet MP in December to conduct a check of the SCR.			
14	<u>Training</u> CJ reported that she had been on <i>Introduction for New Clerks</i> training course and that it had been a very informative session, providing an overview of the clerk's role. CJ reminded all Governors of the availability of training materials on the NGA website, useful for refresher sessions and for those new to roles.			
15	What have we done today that has positively impacted the quality of our children's education? – Agreed some policies – Reviewed the School Development Plan, priority 5 which addresses the learning of the youngest children in the setting, in particular the impact in Nursery. – Agreed to update our ICT with additional Chromebooks, which will allow the children access to technology in more areas of the curriculum 1940: The meeting ended.			
Next Meetings: Date of the next meeting: a) FGB: 15/01/25 @ 6pm – in school b) FC: 20/01/25 @ 1pm – Headteacher's Office c) P&P: 02/12/24 @ 6pm - virtual		Location: FGB: Year 6 Classroom FC: HT Office P&P Committee: virtual		

Signed as a true and accurate record:

Signed	Date