



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 172 Minutes				Part I
15 th January 2025, 18:00			Location: Y4 Classroom	
Attendees	Initials	Governor type	Term	Responsibilities
Nicola Beeching (Chair) (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
Natasha Jones	NJ	Parent	12/12/24 - 11/12/28	
Pam Law	PL	Co-opted	15/01/24 – 14/01/28	Behaviour & Attendance
Tracey 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	PE Premium Children in Care
Alison Smith	AS	Staff	08/09/23 - 07/09/27	
Katrina Shipp	KS	Parent	19/02/24 - 18/02/28	Finance Committee Chair Safeguarding Lead
Carol Waterman-Smith	CW	Partnership	20/11/23 – 19/11/27	School Improvement Curriculum

Absent	Apology/ non-apology	Governor Type	Term	Responsibilities
Sam Sykes	Apology – personal	Parent	13/11/23 - 12/11/27	SEND Lead

In Attendance	Initials	
Christine James	CJ	Clerk

Minutes to:
Attendees and Apologies
School Website



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Full Governing Board

Minutes

Ref, time 172. #	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) Apologies received from SS and were sanctioned by the board. TL had advised that due to a conflict of meetings she would be arriving late. 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 FGB171 271124 Part 1 DRAFT.docx</i> <u>Previous Minutes</u> The Part 1 minutes of the FGB Meeting 171, 27/11/24, were agreed as a true and accurate record and were signed by the Chair. <u>Actions arising from previous FGBs</u> 171.9 Update on outstanding SEND funding DCC had not been informed how much funding was due for the pupil who was only in school for part of the term. JC has persisted with enquiries about this funding and is still awaiting a confirmation from them. JC to follow up as this is funding the school should have received.	Agreed		
4	<u>Business brought forward by the Chair</u>	JC	FGB173	

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	<p>a) <u>TCLT Update</u></p> <p>The solicitors dealing with the winding up of the Trust have now sent through to DCC the original documents, signed by the Governing Body and Trust at the time (Transfer Deed and Deed of Novation of Community Agreement). The school is now awaiting contact from DCC legal dept to confirm what is required to finalise this. JC to follow up again if nothing is forthcoming from the legal team at DCC.</p>	JC	FGB173	
5	<p><u>Clerk's update</u> Correspondence sent:</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 here: DES updates a) <u>Governor vacancies</u> The clerk advised that NJ had officially joined the Board on 12th December. The Board currently has one additional Parent Governor vacancy, one LA vacancy and a Co-opted. There has been an expression of interest in a Governor role from a local gentleman who met with JC and NB last week to visit the school. He has confirmed he remains interested and will bring some additional skills to the Board. CJ will follow up with an application pack and invite him to the next FGB. The Clerk will send out the Annual Governor Skills Audit so consideration can be given to areas where the Board may currently lack skills so any recruitment can be targeted. b) <u>Parent Election</u> For the Parent Governor vacancy CJ will arrange to send the pack into school for distribution to all parents and carers. Governors were asked to consider if they might know any suitable candidates who would bring new skills to the Board. c) <u>ToR Update</u> The Clerk advised a number of ToRs had been updated to reflect changes in the Governing Board and allocation of roles. These have been brought back to the Board for agreement. This exercise also highlighted some gaps and areas where succession planning would be prudent, in particular HT appraisal and Safeguarding. The Clerk will identify some appropriate training and share with the Board. 	CJ CJ CJ	FGB173 FGB173 FGB173	Complete Complete Complete
6 1810	<u>Headteacher's report</u>			

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1829 1831	<p>a) <u>Staffing</u> Governors were advised that, should anyone raise concerns with them about members of school staff or others from the school community, they should make no comment and direct enquirers to school for a response.</p> <p>b) <u>Agreement of term dates 2025/26</u> For the school year 2025/26 the proposal is that the same structure as this year will be followed. There will be 2 non pupil days (NPD) at the start of the Autumn Term (2nd and 3rd Sept - Tue/Wed), one occasional day and one NPD at the start of the Spring Term (5th and 6th Jan) and 2 NPD and the final occasional day at end of summer term, making the final day Tuesday 21st July. Staff will be off school for these final 3 days. To make up this time TAs work additional time over the course of the year for meetings/training and similarly teaching staff attend additional training. Some discussion took place around the choice of days but it was agreed that the decision ultimately has to be operational. Governors agreed the dates.</p> <p>c) <u>January NPD Update</u> A group of Governors attended for part of the day to look at the end of term data relating to RWM and PP attainment. It was a useful, productive meeting and generated some ideas for making improvements. Reading fluency has been shown to be vital for comprehension. CW has been into school and done some assessments using assessments grids. For some children their comprehension is good, but not their fluency. Some work required on this to make improvements. CW is currently coming into Y4 as a volunteer reader, supporting 14 disadvantaged children, working on fluency. She observed that after one week many children had already noticeably improved. The profile of reading fluency has been raised. E.Friend also did a session on reading pace. A book extract was read – aloud, then groups of staff read the same piece. E.Friend took 19s to read it, other staff ranged from 11-17s. Each class has a number of class texts which are read aloud to them, which highlights the question - do you compromise speed and understanding to get through the book, or make sure are modelling reading aloud appropriately? It was agreed that this would be monitored in school. Current year targets for the key areas of the curriculum compared well with national. JC advised that there is an aspirational element to them. A review of the data at the end of the spring term will interesting.</p> <p><i>The meeting moved to Part II</i></p> <p><i>The meeting returned to Part I</i></p> <p>d) <u>Charitable Donation</u> No further update on this currently.</p>	Agreed		

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	<p>e) <u>ICT Update</u> The new Chromebooks are now in the building. The school is still awaiting 1 x charging unit. There are now 20 Chromebooks between Y1/2 and 35 each between Y3/4 and Y5/6. Computing is the curriculum focus this term. Staff are required to log the use of the technology being used, in addition to ICT lessons. M.Harris will look at any curriculum implications. The dismantling of the computer suite will now begin.</p> <p>f) <u>Community Association</u> The CA will be replacing lighting in the hall with LED lighting. The curtains will also be replaced. This will happen during Feb HT.</p>			
7	<p><u>School Development Plan review</u> <i>See docs:</i> <i>SDP 2024-2025.docx</i></p> <ul style="list-style-type: none"> – 7a. Review of progress against SDP priority #1 <p><i>Strategic Priority 1: QUALITY OF EDUCATION provides for a high-quality learning and educational experience for pupils and staff across the school that takes account of new ideas and practice, and how to implement these effectively</i> was the focus for this meeting.</p> <p>M.Darch now back in school, working Wed-Fri. The handover from JC will happen as and when required, now she is back in post. MD did some work in the Autumn term, using KIT days, to get up to speed. She has started her NPQ in SEND which will take around 15 months to complete. She has returned to a full in box.</p> <p>Maths has been on hold due to JC covering SEND last term. David Chaplin was in yesterday (14/01/25) looking at maths in the morning and then with E.Friend and M.Buckley looking at Nursery. JC will forward the report to Governors on receipt.</p> <p>DC noted improvements in Nursery environment, especially internally, and it is moving in the right direction. There is still some further work to be done to align Nursery with Reception.</p>	JC	FGB173	Complete
8	<p><u>Governor Function:</u></p> <ul style="list-style-type: none"> a) <u>Monitor progress of Governor Action Plan</u> To be carried forward as not reviewed at NPD 			
9 1843	<p><u>Governor Portfolio or ToR reports (to include confirmation of roles completed from ToRs)</u> <i>See docs:</i></p> <ul style="list-style-type: none"> – 9a. Attendance and Behaviour Jan 25.docx – 9c. Community_Staff_Parental_Links Monitoring_jan25.docx 			

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	<p>– 9f. Pupil Premium Monitoring Visit Spring 25.docx</p> <p>Governors noted the contents of the monitoring reports.</p> <p><u>Attendance and Behaviour</u> – JC and S.Burke meet every week to consider attendance. Everything is documented with decisions made and actions taken – letters, meetings with families, etc. It is handled sympathetically, and with understanding. Challenges that lead to absence are not always school related. PL reports that the school is very committed to improving attendance and providing support to families. Around 15 children currently have attendance under 90%. The 1st letter has been amended to add percentages to provide a class and whole school comparison to put the child's attendance into context for the families. Letter 2 is now preceded by a phone call advising families of its impending arrival. Question: How do our younger children manage with attendance? A lot of parents are not aware of the compulsory from 5 education and there is a general feeling that once they have started school they are attending regularly.</p> <p><u>Community, Staff and Parental Links</u> – the report focussed on the feedback from parent survey in summer and looked at those responses, particularly the comments. A range of measures that have been put in place have been well received, including a broader offering of activities. Staff wellbeing was discussed and it was noted that there is a different feel in school this year. It was agreed that the Board would repeat staff questionnaire. CJ will forward to JC for distribution. A staff member is being fully trained in Emotional Logic and there will be a full roll out in school. More work is going on with Connect academy and Tavy Primary and the Little Wandle champion school.</p> <p><u>HT Appraisal Panel</u> - HT mid term review is booked for 10th February 5.30pm. Governors agreed it would be beneficial to have additional members trained in HT Appraisal, for succession planning. CJ will share details of the NGA Online Training.</p> <p>1859 - TL arrived</p> <p><u>Pupil Premium</u> - During the visit the lead Governors looked at academic attainment data to see where children are sitting. R/W are showing to be more of a challenge than Maths. Schools are banded from 1-5, where 1 is best. This is LA data. Attainment for Maths places the school broadly in Q2, Reading in lower Q3, and Writing Q4. There are small numbers of children and it is very cohort specific. There are currently 9 children this group, who carry a weighting of c 11% each, so</p>	<p>CJ</p> <p>CJ</p>	<p>24/01/25</p> <p>31/01/25</p>	<p>Complete</p> <p>Complete</p>

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	<p>each had a significant influence. There is no link to progress at all in the measure – it is a blunt tool and progress would be a more meaningful measure.</p> <p>Question: Do we have any data that shows progress? No, nothing currently. Historically, each child would get a progress score, comparing their Y2 SATs to Y6 performance. The introduction of the Reception baseline, where children are assessed on entry to Reception and their score reported nationally, will address this, allowing comparison to their Y6 performance. This reporting system has been operational for 2 years.</p> <p>CiC and Sports Premium were carried forward to meeting FGB173</p>	CM/CJ	FGB173	Complete
10	<p><u>Pay and Performance Committee Update</u> See: <i>Model Pay Policy HPNS - Dec 2024.docx</i></p> <p>a) <u>Confirmation of roles completed from ToR</u> The Committee had met on 02/12/24 where it had completed the following from its Terms of Reference:</p> <ul style="list-style-type: none"> - Received the HT Appraisal Panel’s Appraisal report and recommendation - Agreed to the recommendations made by the HT Appraisal Panel <p>b) <u>Pay Policy 2024/25</u> The new LA Model Policy was reviewed by the P&P Committee at P&P19 on 02/12/24. The Pay Policy was recommended for adoption by the Pay and Performance Committee and agreed by the Full Governing Board agreed to the adoption of the policy, once minor amendments had been made by CJ to the flowchart on page 4.</p>	Agreed CJ	FGB173	
11 1912	<p><u>Policies & Procedures</u> See:</p> <ul style="list-style-type: none"> – <i>Whistleblowing Policy - LA maintained Jan 2025 - DRAFT.docx</i> – <i>Equality Duty Review Jan 2025 DRAFT.docx</i> – <i>Staff - Shared Parental Leave Policy Jan 2025 - DRAFT.docx</i> – <i>11. FGB 172 Policy Amendments.docx</i> <p>a) <u>Policies approved by ToR holders, committees, individuals in line with delegations</u></p>			

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	corridors. Following a discussion, it was agreed that that the locked school gates, and double front doors, provide adequate security for the site.			
13	<u>Safeguarding</u> <ul style="list-style-type: none"> - <u>Safeguarding termly written report</u> - <u>S175 Audit - actions</u> <p>TC met with MP last week of term to look through the SCR, and conduct spot checks. All was in order. The S175 Audit has been submitted to the LA. JC will supply the resulting action plan for addition to FGB agendas, until all actions are completed.</p>	TC JC/CJ	c/f to FGB173 FGB173	Complete
14	<u>Training</u> <i>See: Blank Training feedback form.docx</i> <i>DES Spring 2025 Training.docx</i> CJ highlighted to Governors the DES Spring training programme and advised she would be contacting individual Governors with suggestions for training. Volunteers were sought for the following training sessions, to feed back to FGB: Governance Update – 4/2 12.30 or 5/2 16.00 1 hr - CW Equality Diversity and Inclusion – 5/3 12.30 or 19/3 17.30 - NB CJ to book sessions	CJ	31/01/25	Complete
15	What have we done today that has positively impacted the quality of our children’s education? <ul style="list-style-type: none"> - Reviewed Priority #1 of the SDP - Considered our PP children - Looked at the school’s attendance strategies - Considered the importance of Reading fluency for the children - SCR checks completed - Been updated about the arrival of additional New Chromebooks <p>19:37 The meeting closed.</p>			
Next Meetings: Date of the next meeting: a) FGB: 12/02/25 @ 6pm – in school b) FC: 20/01/25 @ 1pm – Headteacher’s Office c) P&P: 10/03/25 @ TBC - virtual		Location: FGB: Staff room FC: HT Office P&P Committee: virtual		

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Signed as a true and accurate record:

Signed	Date

DRAFT