



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 173 Minutes				Part I
12 th February 2025, 18:00			Location: Staffroom	
Attendees	Initials	Governor type	Term	Responsibilities
Tom Cooper (Chair) (CO-CHAIR)	TC	Partnership	20/09/23 - 19/09/27	Co-Chair of Governors Safeguarding Deputy
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
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
Katrina Shipp	KS	Parent	19/02/24 - 18/02/28	Finance Committee Chair 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
NJ	Apology - sickness	Parent Governor	12/12/24 - 11/12/28	

In Attendance	Initials	
Christine James	CJ	Clerk
Adrian Wade	AW	Prospective New Governor

Minutes to:
Attendees and Apologies
School Website



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Minutes

Ref, time 173. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	The meeting started at 18.02			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. Adrian Wade, a new prospective Governor, joined us and was welcomed to the meeting and introduced to the Board Members. Currently the Board has the following vacancies: 1 x LA GOv, 1x Co-opted Gov, 1 x Parent Gov (out to advert currently) b) Apologies received from NJ and were sanctioned by the board. c) The meeting was quorate. d) Consideration was given towards identifying Part II items and noted item 6c.	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 FGB172 150125 Part 1 DRAFT.docx</i> – <i>Minutes FGB172 150125 Part 11 DRAFT.docx</i> <u>Previous Minutes</u> The Part 1 and Part 2 minutes of the FGB Meeting 172, 150125, were agreed as a true and accurate record and were signed by the Chair. <u>Actions arising from previous FGBs</u> All actions were either complete, in progress, or covered within this meeting's agenda.	Agreed		

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4	<p><u>Business brought forward by the Chair</u></p> <p>a) <u>New waste separation requirements – dry recyclable waste to be separated from food waste from April 2025</u> This is a new Government directive applicable to all businesses from 31 March 2025, when all workplaces in England have a legal duty to present the following wastes separated in accordance with the arrangements with their waste collector:</p> <ul style="list-style-type: none"> • dry recyclable materials - plastic, metal, glass, paper and card (more information on separating recyclable material is in the ‘Separating recyclable waste’ section) • food waste • black bin waste (residual waste) <p>The school catering and caretaking contractors are not responsible for waste disposal so JC to arrange for this to be implemented across the school site.</p> <p>b) <u>Accident book</u> Due to changes in ToRs and Governor departures it was noted that the accident book is no longer being reviewed on a regular basis. PL kindly agreed to add this task to her weekly visits for attendance, looking for patterns and ensuring serious incidents are reported via OSHENS.</p> <p>SS arrived 18.09</p>	<p>JC</p> <p>PL</p>	<p>31/03/25</p> <p>28/02/25</p>	<p>Complete</p>
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 here: DES updates <p>a) <u>Skills Audit</u> The Clerk had found the template for the annual NGA Skills Audit and agreed to circulate it so the FGB can look at areas where additional training may be required and to target vacancies.</p> <p>b) <u>New complaints toolkit</u> DES have developed and published a new Complaints Toolkit, with model policies, model letters and guidance to support schools, panels and clerks in the administration of any complaints received. CJ to prepare the new policies for agreement at the next FGB</p> <p>c) <u>Ordinarily Available Inclusive Provision</u></p>	<p>CJ</p> <p>CJ</p>	<p>FGB174</p> <p>FGB174</p>	<p>Complete</p> <p>Complete</p>

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1834 1902	<p>It is not known currently if this will have an impact.</p> <p>JC to book Working Party meeting around the visits, which will be open to all gov's.</p> <p>b) <u>Pupil numbers</u> Roll currently stands at 183. There have been 3 joiners since Jan and no departures. There will be a new Y5 joiner after HT from another local school, and possibly 1 YR and Y4 after Easter. 2 other families with 2 children have been shown around, so there is a small influx. The Easter joiners will take Y4 to its limit of 34. YR currently has 30 children. School spoke to LA head of admissions – in the interests of school to accommodate where they can. Currently there is a child who is chronologically in another year group – the advice is to move them to the appropriate register, but they can still be educated in other areas.</p> <p>QUESTION: Would the child be assessed in their chronological year group, or the one they are working in? In reality, it will not impact the child's education. They would come under the remit of the teacher for their chronological year who would direct the child's support staff. There is no long-term plan for this currently. It will be an evolving situation.</p> <p>For September 2025 applications there are currently around 35 applicants, across 1st/2nd/3rd choices, split roughly 19/13/3. Numbers are down significantly this year across local schools and will lead to the school roll being closer to 170, with the loss of 34 from Y6.</p> <p>c) <u>Staffing update</u> Due to the confidential nature of this item AW was invited to leave the meeting. The meeting moved to Part 2. The meeting returned to Part 1. AW rejoined the meeting.</p> <p>d) <u>EHCP funding</u> There was a child who was with school for half a term, with an EHCP, for which HPNS should have received funding. The LA has agreed school is entitled to payment for this period. The SENCo has met with them, and they acknowledged their error, but nothing has come through yet.</p> <p>e) <u>TCLT</u></p>	JC	FGB174	

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	<p>Solicitors were appointed to deal with the winding up of the Trust a number of years ago, however the land transfer was never completed. The latest update is that the solicitors, DWF, had sent the deeds to storage, by accident. They advised that they have now forwarded to the relevant paperwork to the LA, but there has been no confirmation of receipt, or the next steps.</p> <p>f) <u>External SIP Visit Note</u> The recent visit from David Chaplin, the external SIP, had a Nursey and Maths focus. The report from D.Chaplin has been circulated.</p>	JC	FGB174	
7	<p><u>School Development Plan review</u> See docs: – 7. SDP 2024-2025 Feb25.docx</p> <p>7a. Review of progress against SDP priority #2 Strategic Priority 2: LEADERSHIP and GOVERNANCE maximises the effectiveness of the school, ensuring the education provided has a positive impact for all our pupils was the focus for this meeting.</p> <p>Governors noted good progress, despite the lack of SENCo last term.</p> <p>QUESTION: With the September budget in mind, and the predicted financial climate, are there any thoughts unfolding re the balance of the current SLT model plus our 3 day a week SENCO in relation to having, or not having, a Deputy Head?</p>			

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	<p>M.Darch recently returned to her new role from MAT leave. It is currently looking like this model is quite manageable. The school is not expecting to change the model. Important that her role is there to support the children who need it.</p> <p>QUESTION: The latest Governance Update focussed almost entirely on EY and referenced 'school readiness'. How is the school finding the capability of children who start in YR?</p> <p>Children on entry can be deficient socially in ways they weren't previously. HPNS Nursery children come very well prepared. They are well trained in independent skills and the school has found building phonics skills early is very beneficial.</p>			
8 1902	<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"> – 8a. Reading and Phonics Spring Term 2025.docx – 8b. Governor Visit Form_Nursery Feb25.docx – 8c. Personnel ToR Monitoring Form Feb25.docx – 8e. SEND Monitoring Feb 2025.docx – 8f. PE and Sport Premium Report Feb25.docx <p>Governors noted the contents of the monitoring reports.</p> <p>8a. Reading and Phonics Visited all classes with E.Friend, listening to reading following NPD about reading aloud. Reading to the children was really good. Children were engaged, listening to great expressive reading. In YR an observation was made of phonics – it was a 30 minute session. CW praised the very slick delivery of the session. Children were outwardly enjoying it and very engaged. They have now started small sessions of writing as part of phonics sessions. EF is meticulously organised and the KS1 team is very supportive and positive, providing a great environment for learning. Additional phonics lessons are offered to some children, in lunch breaks, but some parents are not keen for their children to engage in these. It is tricky for school to manage the extra input. It is very beneficial due to the small numbers and delivery is fun. Phonics in school is very strong.</p> <p>8b. Nursery The nursery apprentice is doing really well and is a welcome addition to the setting, enabling the school to meet ratios for an increased number of children.</p>			

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	<p>8c. Personnel ToR Govs noted the contents of the report.</p> <p>8d. D.Chaplin has been the school’s external adviser for 5+ years. He provides a very thorough and professional service and knows the school well. Governors discussed that whilst retaining the same SIP for a prolonged period is not ideal, if the school goes down the MAT route there would be no need for a SIP. It was felt that seeking a new provider at this point would not be beneficial. Governors agreed to the appointment of D.Chaplin as the school’s External Advisor for 2025/26</p> <p>8e. SEND ToR SS undertook an introductory meeting with M.Darch to see how she has settled in. She is feeling positive about her new role and feels she has enough time to devote to it. She is getting to know the current routines before she looks to implement any changes. She is still studying for the NPQ, New to SENDCo training. Attendance at network meetings have been helpful, providing external support. H.Downing is currently the school SEN Liaison Officer, so there is familiarity there too. She is trying to get into classes to see what SEN provision is like and seeing how staff are operating. Some elements are taking longer as she gets accustomed to processes. JC reported it is good to have her back in school – being present for staff and children.</p> <p>8f. Sports Premium Key elements are how successful the school is in sporting areas. Participation is encouraged for all children, to try new things. In KS2 80% children are in PE related clubs/activities. The school encourages wider participation in events for children who would like to participate, rather than exclusively taking teams that will be looking to win. A diverse range of activities offered, including external competitions.</p> <p>QUESTION: Are there any creative sports like dance? OCRA offer events and festivals, some of which are non-competitive. There are also SEN games. The school organises local friendly matches against another local schools, allowing children who are less skilled to enjoy appropriate competition.</p>	Agreed		
9 1938	<p><u>Finance Committee Update</u> <i>See doc:</i> – <u>9. Schools_financial_value_standard_SFVS_checklist_2024-25_FINAL.odt</u></p>			

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	<p>a) <u>Confirmation of roles completed from ToR to include monitoring of budget</u></p> <ul style="list-style-type: none"> - Received updates on pupil numbers and considered how these would impact the budget - Committed to undertake a Finance Committee skills audit. This identified the need for an additional member of the Committee, to be addressed from new GB members - Started Spring Term Budget monitoring and anticipated completion of this activity at its March Meeting. <p>The Committee is looking for an additional member to join them to enable them to meet quorum more easily – currently all members need to be in attendance at meetings. Budget monitoring took place and the committee confirmed the new supply cover insurance was in place.</p> <p>b) <u>Agreement of SFVS for submission to County</u> Governors noted the contents of the SFVS. The Finance Committee recommended the SFVS Checklist to the Full Board for final approval. Governors agreed the SFVS Checklist 2024-2025 for submission to County. TC/NB to work with M.Parkes to arrange signature and submission.</p>	JC/MP	01/03/25	
10	<p><u>Policies & Procedures</u> See:</p> <ul style="list-style-type: none"> - <i>Governor’s Expenses Policy Jan 2025.docx</i> - <i>Charging and Remission Policy Jan 2025.docx</i> - <i>Emergency Management Plan Jan 2025.docx</i> - <i>Staff - Leave and Absence Policy Feb 2025.docx</i> - <i>Staff – Acceptable Behaviour Policy Feb 2025.docx</i> <p>a) <u>Policies approved by ToR holders, committees, individuals in line with delegations</u></p> <ul style="list-style-type: none"> - Governor’s Expenses Policy Jan 2025 - Charging and Remission Policy Jan 2025 - Emergency Management Plan Jan 2025 <p>The above policies had been approved by the Finance Committee, who have these delegated to them.</p> <p>b) <u>Policies for FGB approval</u></p>			

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	<ul style="list-style-type: none"> - Staff - Leave and Absence - Staff – Acceptable Behaviour Policy - Admissions 2026/27 (if received) <p>Acceptable behaviour policy has been introduced to support staff with clear guidelines of where to find help and support. This is a DES model policy.</p> <p>Governors reviewed the contents of the policies, and they were agreed by the Full Governing Board.</p> <p>The Admissions Policy for 2026/27 had not been returned to the school by the time of the FGB. The date of this meeting had been supplied to DCC as the ‘determined date’ of the policy. Governors agreed that, on the assumption there are no material changes from that which had been presented for to the Board in October and put out for Consultation, they were happy to agree the policy for publication. JC/CJ to follow up with DCC.</p>	<p>Agreed</p> <p>JC/CJ</p>	<p>15/03/25</p>	
11	<p><u>Premises, H&S & Maintenance</u></p> <p><u>Review of last 3 yearly audit – any actions outstanding and still current. Audit booked for April</u></p> <p>JC is addressing issues and actions from the last audit which may have slipped through the net. One issue from time was that DevNorse had not been fulfilling all of their contracted tasks, including Legionella and asbestos checks. It is frustrating for school having to chase contractors to fulfil their obligations. M.Parkes is the named H&S coordinator. There are a number of trees which need attention. H&S is currently not assigned to a Governor. TC/NB to review allocations</p> <p>SS is to provide JC with the <i>Supporting pupils at school with medical conditions policy Feb 2025.docx</i> after review, as delegated in the SEND ToR.</p> <p><u>Deep clean of play surface</u></p> <p>Area outside Busy Bees has been deep cleaned.</p> <p><u>Rear Wall</u></p> <p>3rd quote has arrived now and they range from £10-£18k. There is no movement in the wall currently.</p>	<p>TC/NB</p> <p>SS</p> <p>JC</p>	<p>FGB174</p> <p>28/02/25</p> <p>FGB174</p>	<p>Complete</p>
12 1953	<p><u>Safeguarding Termly Written Report</u></p> <p><i>See doc:</i></p>			

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	- Approved SFVS 20:11 The meeting closed.			
Next Meetings: Date of the next meeting: a) FGB: 19/03/25 @ 6pm – in school b) FC: 24/03/25 @ 1pm – Headteacher’s Office c) P&P: 10/03/25 @ 3.45 - virtual	Location: FGB: Y4 Classroom FC: HT Office P&P Committee: virtual			

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3 Signed as a true and accurate record:

Signed	Date
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