



# HORRABRIDGE PRIMARY AND NURSERY SCHOOL

## Full Governing Board

Meeting 174 Minutes				Part I
19 <sup>th</sup> March 2025, 18:00			Location: Staffroom	
Attendees	Initials	Governor type	Term	Responsibilities
Tom Cooper (CO-CHAIR)	TC	Partnership	20/09/23 - 19/09/27	Co-Chair of Governors Safeguarding Deputy
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
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
Natasha Jones	NJ	Parent	12/12/24 - 11/12/28	
Patricia Moyse	PM	Parent	10/03/25 - 09/03/29	
Alison Smith	AS	Staff	08/09/23 - 07/09/27	
Sam Sykes	SS	Parent	13/11/23 - 12/11/27	SEND Lead

Absent	Apology/ non-apology	Governor Type	Term	Responsibilities
Katrina Shipp	Apology – illness	Parent	19/02/24 - 18/02/28	Finance Committee Chair Safeguarding Lead
Carol Waterman- Smith	Apology - personal	Partnership	20/11/23 – 19/11/27	School Improvement Curriculum

In Attendance	Initials	
Christine James	CJ	Clerk
Melissa Buckley (part)	MB	YR teacher PHSE Lead
Martyn Harris (part)	MH	Y5 Teacher ICT lead

Minutes to:
Attendees and Apologies
School Website



Minutes

Ref, time 174. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	The meeting started at 18.04.			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. Patricia (Patti) Moyse, the newly elected parent Governor, 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 b) <b>Apologies received from CW and KS were sanctioned by the board.</b> c) The meeting was quorate. d) Consideration was given towards identifying Part II items and noted item 7a.	<b>Agreed</b>		
2  1806	<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. TL arrived			
2a	<u>Staff curriculum updates</u> <b>Melissa Buckley (PHSE)</b> has just completed the Foundation Award in Emotional Logic (EL) with 2 days training in Exeter. Teachers and TAs are to use it throughout school, but it is not necessary for Foundation. The broader scheme is not ideal for KS1, so their use revolves around the stories, primarily the 'Talking Together' tree and animal stories. It has been decided to extend the use of stories to Y3 to refresh/remind them of the principles. The children have a refresh at the start of each HT. It is woven throughout the PHSE curriculum. Each class has a set of EL cards. Y4 are finding emotions trickier so MDarch (SENCo) has asked if they can have more time devoted to EL. Each child in that class has a pack of cards now. There is another programme running in this class to reflect their greater need, relating primarily to friendships.			

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1810	<p>SS arrived. The Y6 class are using Normal Magic instead of EL. MB is happy that EL and NM transition together well.</p> <p><b>QUESTION: Is the Y4 challenge due to their age?</b> No, it's the personalities and class dynamic.</p> <p><b>QUESTION: What are the expected outcomes?</b> Floor books will contain the evidence of outcomes in PHSE and contain children's work, quotes and physical evidence. MB will oversee this.</p> <p>Governors noted that it was positive that this curriculum has been tailored to school rather than taking a generic package off the shelf. The PHSE curriculum is paid for, but not the additional packages. Y6 are enjoying Normal Magic.</p> <p>MB left</p>			
1820	<p><b>Martyn Harris (ICT)</b> said that the school uses the NCCE Teach Computing Curriculum, but not all units required. MH polled teachers for their preferred modules, but specified programming was required. 5 units per year group have been selected, which allows time for digital literacy. The provider continues to update the curriculum which is all accessible online. MH reviewed curriculum Jan/Feb time and made a couple of tweaks but was otherwise happy with it.</p> <p>YR use a different system. There is no computing in the YR curriculum, they use a package called Barefoot Computing – to help develop and support computational thinking. They cover 1 unit per term, supporting logical steps for activities. It is going well – this is the 1<sup>st</sup> full year of using it.</p> <p>Chrome books – KS1 has a set, 1 between 2 adequate for these age groups. Y3/5 set allowing for one each, and Y4/6 have the same. The second charging unit has now arrived, and this will allow the computer suite to be cleared. The Chromebooks are being used a lot more than previously for activities.</p> <p>Non curriculum related – SCOMIS had said the school needed to think about an update of server. Due to ongoing costs of maintenance, licensing and depreciation, they recommended a cloud-based server. The hardware is minimal – just backup disks and a switch. There is no physical server in ICT suite. All updates can be done remotely by SCOMIS, so no visits are required. The current ICT suite will become obsolete and will need clearing. The school runs SENSO monitoring software – the firewall blocks most inappropriate content – which monitors children's activities, looking for keywords, and phrases. MH receives reports with screenshots of the activity. There is a small licence fee for this.</p> <p><b>QUESTION: How does e-safety appear in the curriculum?</b></p>			

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1830	<p>There are set points where it appears in curriculum, and additional PHSE subjects are delivered separably. Activity which takes place outside of school sometimes generates spontaneous topical sessions. School sends out information to parents regularly to help promote/support e-safety outside of school.</p> <p>MH left</p>			
3	<p><u>Previous meeting</u> See:</p> <ul style="list-style-type: none"> <li>– <i>Minutes FGB173 120225 Part 1 FINAL.docx</i></li> <li>– <i>Minutes FGB173 120225 Part 2 FINAL.docx</i></li> </ul> <p><u>Previous Minutes</u> The Part 1 and Part 2 minutes of the FGB Meeting 173, 120225, <b>were agreed as a true and accurate record and were signed by the Chair.</b></p> <p><u>Actions arising from previous FGBs</u></p> <ul style="list-style-type: none"> <li>• 173.4 - New waste separation requirements MP has this in hand. More larger waste/recycling receptacles have been requested. The kitchen staff are aware of the need to separate food waste. <b>JC will confirm how this will be collected.</b></li> <li>• 173.9 SFVS Submission JC confirmed this went off in good time.</li> </ul>	<p>Agreed</p> <p>JC</p>	<p>31/03/25</p>	
4	<p><u>Business brought forward by the Chair</u></p> <p>a) <u>School/Parent Communications</u> There was recently an anonymous post on FB relating to HPNS regarding bullying. It can be very challenging for school to resolve allegations when they are not aware of them. School was able to establish the source and found no evidence/record in school of bullying, and no comms from parent relating to this issue, so arranged to meet with parents. The issue has been logged. A communication was issued to all parents regarding appropriate communications with school, and the process parents and carers should take.</p> <p>b) <u>Lettings</u> School has been approached by Normal Magic, looking for a base to run parent support sessions. JC had shown them the Busy Bees building. They have limited funding, but they have not responded to confirm if they would</p>			

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	<p>like to use it. Governors understand that this would be an educational user. JC will update if he hears back from them.</p> <p>c) <u>New website design</u> School had received communication from the company who are taking over from PrimarySite. A revamp of the site will take place, which will allow more inhouse updates. The transition will cost the school. It is currently a work in progress.</p> <p>d) <u>Charitable Donation Update</u> School has received confirmation that they will receive £30,000, to be spent within 5 years for the benefit of children. JC has signed contract and is required to provide an annual update to the trust. The original proposal detailed spend on: Astroturf in the KS1 football area, ICT suite upgrades and Chromebooks (but these have already been purchased).</p> <p>e) <u>Working Party Feedback</u> The MATs currently under consideration are: An Darras, Connect Academy (Plym/Torbay) and St Christopher's MAT who have approached HPNS. Tavi Primary joined the recent meeting with St Christopher's MAT and the schools have arranged to go and visit some sites, now scheduled for early July. NB and Tavi Primary CoG met Connect Academy and felt there was nothing to lose from this scenario. They are keen to talk to the FGBs. It is possible this could be a meeting, in the second half summer term, TBC. The working Party is looking at the possibly of trying to make a decision by year end. There is a 'try before you buy' option for 2 terms with Connect. Governors felt it would be beneficial to pre-meet.</p> <p><b>QUESTION: Have we seen the Accounts for the three MATs that are under consideration for HPNS? Would this be a useful exercise?</b> No, they have not been shared. May be worth considering further down the line.</p> <p><b>QUESTION: What is the cost of joining a mat?</b> The school budget will be top-sliced for centralised services.</p>	<p>NB</p> <p>Clerk</p>	<p>FGB175</p> <p>09/25</p>	

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	<p>f) <u>TCLT</u> The documents are now all in the correct place, however it is reported that it could take 2+ years for the Land Registry to complete the transfer.</p> <p>The school has been approached to be a Devon lead school for music. EFriend has filled in an application but needs to identify a link Governor for music. Music is not currently a key area of development in the curriculum. <b>TC agreed to take this on.</b></p>			
5	<p><u>Governor appointment &amp; succession</u></p> <p>a) <u>New Parent Governor</u> The Chair welcomed PM who became a full member of the Board, as a Parent Governor, from the closing date of the election, 10<sup>th</sup> March 2025, as she was unopposed. She will serve a term of 4 years.</p> <p>NB agreed to be H+S Governor.</p> <p>b) <u>Appoint governor Terms of Reference:</u> The Board agreed to the appointment of PM onto the following committees: 1st Comm., 2nd Comm., Admissions Comm. After discussion around other ToRs, the Board agreed that: PM would join the Finance Committee, NJ would become the safeguarding Deputy and NB the H&amp;S lead Governor. <b>The Clerk will update ToRs and reissue, for info, at the next meeting and signpost appropriate training for Governors for these roles.</b></p>	CJ	FGB175	
6	<p><u>Clerk's update</u> <i>Correspondence sent:</i></p> <ul style="list-style-type: none"> <li>– <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: <a href="#">DES updates</a></li> </ul> <p>a) <u>Website audit</u></p>	CJ		

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	<p>It was agreed that it would be appropriate to postpone the website audit until the new website has been launched, to ensure that it is compliant.</p> <p>b) <u>Governor Skills Audit</u> There are still a couple of outstanding submissions for this – CJ will review and summarise once all Governors have completed this.</p> <p>c) <u>Governor Mentors</u> Governors offered to make themselves available to the newly appointed Governors to support them with their new roles, including school visits.</p>	CJ	Summer Term  FGB175	
7  1920 1927	<p><u>Headteacher’s Termly Written Report</u> <i>Correspondence sent:</i></p> <ul style="list-style-type: none"> <li>– 7. HT report March 2025.docx</li> <li>– 7. Tavistock LLC School Place Planning data.pdf</li> </ul> <p>Governors noted the contents of the report. There has been some movement in pupil numbers, however losses are children moving out of area, not to other local schools.</p> <p>a) <u>Staffing update</u> The meeting moved to Part 2 The meeting returned to Part 1</p> <p>b) <u>Pupil numbers</u> The school had received pupil projections for next few years from the LA. There is a clear decline across the board, with dropping birth rates.</p> <p><b>QUESTION: What is the long term impact likely to be?</b> Possible options for managing this decline are: Mixed age classes, whether school joins a MAT. It may be necessary to reassess adult numbers in time, as staffing is the biggest budget item, using around 80% of it.</p>			

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8	<p><u>School Development Plan review</u> See docs: – 8. SDP 2024-2025 Update 190325.docx</p> <p>8. Review of progress against SDP priority #4 <b>Strategic Priority 4: Pupils' PERSONAL DEVELOPMENT is valued and encouraged, so that they are well-prepared individuals for the future, by building a foundation of responsibility, respect and resilience and how these relate to British Values</b> was the focus for this meeting.</p> <p><b>QUESTION: We have 80% of children in KS2 partaking in at least one sports after school club - what % is KS1? Do we feel that the opportunities for KS1 are sufficient to meet this priority?</b> There are currently 3 active clubs for R/KS1 (7 for KS2). 42/62 (68%) attend at least one. The active clubs are more multi sport based activities in KS1 rather than specific sports. Every child in Y6 has now represented the school in a competitive external activity. 30 children went to Tag Rugby today. School gets around £18k pa to promote activity. Really good opportunities in PE, but there is a very broad range of clubs on offer.</p>			
9	<p><u>Board's Skills Audit and Self Evaluation</u> Consider reports from clerk – set actions for development</p>	CJ	FGB175	
10	<p><u>Reading/Writing/Maths Termly data &amp; School Improvement ToR report</u></p>	CJ/CW	FGB176	
11	<p><u>Governor Portfolio or ToR reports (to include confirmation of roles completed from ToRs)</u> See docs: – 11. ATTENDANCE February 2025.docx</p> <p>PL reported that the school is working very hard to engage with parents and children to help support their attendance challenges.</p> <p>– 11. Curriculum Lead Spring 2025.docx – 11. Computing Curriculum Monitoring Spring 2025.docx</p> <p>Governors noted the contents of the monitoring reports.</p>			
12	<p><u>Pay and Performance Committee Update</u></p>			

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	<p><u>Confirmation of roles completed from ToR</u> NB reported that dip tests with staff relating to their PM reviews and targets were satisfactory. These were conducted at the start of the Spring Term.</p>			
13	<p><u>Policies &amp; Procedures</u> See:</p> <ul style="list-style-type: none"> <li>- <i>2026 Horrabridge admissions policy.pdf</i></li> <li>- <i>Supporting pupils at school with medical conditions policy Feb 2025.docx</i></li>   <li>- <i>Concerns and Complaints Policy (new model policy)</i></li> <li>- <i>Finance Policy (recommended by Finance Comm)</i></li> <li>- <i>First Aid Policy</i></li> <li>- <i>First Aid Policy Incident Form</i></li> <li>- <i>Lettings Policy</i></li> <li>- <i>Nursery Admissions Policy</i></li> <li>- <i>Policy on Managing Unreasonable Behaviour (new model policy)</i></li> </ul> <p>a) <u>Policies approved by ToR holders, committees, individuals in line with delegations</u></p> <ul style="list-style-type: none"> <li>- <b>2026 Horrabridge admissions policy.pdf</b></li> <li>- <b>Supporting pupils at school with medical conditions policy Feb 2025.docx</b></li> </ul> <p>The above policies were approved in line with delegations. The Admissions Policy has now been published.</p> <p>b) <u>Policies for FGB approval</u></p> <ul style="list-style-type: none"> <li>- <b>Concerns and Complaints Policy (new model policy)</b></li> <li>- <b>Finance Policy (recommended by Finance Comm)</b></li> <li>- <b>First Aid Policy</b></li> <li>- <b>First Aid Policy Incident Form</b></li> <li>- <b>Lettings Policy</b></li> <li>- <b>Nursery Admissions Policy</b></li> <li>- <b>Policy on Managing Unreasonable Behaviour (new model policy)</b></li> </ul>			

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	<p>Following discussion, it was agreed that the Lettings Policy would be returned to its prior scheduling, as the need to review due to interest from external organisations has passed.</p> <p><b>Governors reviewed the contents of the policies, and they were agreed by the Full Governing Board.</b></p>	Agreed		
14	<p><u>Premises, H&amp;S &amp; Maintenance</u> See:</p> <ul style="list-style-type: none"> <li>– 14. <i>Maintenace Spot Check Mar25.docx</i></li> </ul> <p>PL is reviewing the accident book during her weekly attendance visits. There has been nothing major to note this term. 1 action was reported to OSHENS last term. This was an incident at Gym club where a child got hit on head with the metal trapeze, resulting in a wound which needed to be glued. This was not due to an issue with the equipment.</p> <p>There has been a Legionella risk assessment this week, and some recommendations will be made. A local plumber has been engaged to come and resolve the issues.</p>	JC	FGB175	
15	<p><u>Training</u> See:</p> <ul style="list-style-type: none"> <li>– <i>Blank Training feedback form.docx</i></li> <li>– <i>15. KS Developing gov skills Mar 2025.docx</i></li> <li>– <i>15. Training feedback form - Equality_Diversity_Inclusion.docx</i></li> <li>– <i>15. Responsibilities of the Safeguarding Lead Mar 2025.docx</i></li> </ul> <p>a) <u>Feedback from training attended</u></p> <p>NB reported that her training had suggested providing children with positive role models, rather than just telling them what not to do. She recommended Governors watched the BBC video linked in the training feedback form. There is generally a good understanding of EDI in school.</p> <p>b) <u>Identified training needs</u></p>			

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	CJ to recommend training for new Governors, and those taking on new roles. Please advise if there are any courses coming up in the Summer Term you would like to be booked onto.			
15	What have we done today that has positively impacted the quality of our children's education? <ul style="list-style-type: none"> <li>• Reviewed the Computing and PHSE provision</li> <li>• New Gov appointment</li> <li>• Addressed some identified H&amp;S issues</li> <li>• Looked at the personal development of the children</li> <li>• Considered the generous £30k donation to school</li> </ul>			
<b>Next Meetings:</b> <b>Date of the next meeting:</b> a) FGB: 28/04/25 @ 6pm – in school b) FC: 28/03/25 @ 3pm – Headteacher's Office c) P&P: 16/06/25 @ 3.45 - virtual	<b>Location:</b>  FGB: Y4 Classroom FC: HT Office P&P Committee: virtual			

2  
3 Signed as a true and accurate record:

Signed	Date