



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 175 Minutes			Part I	
28 th April 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
Natasha Jones (virtual)	NJ	Parent	12/12/24 - 11/12/28	
Patricia Moyse	PM	Parent	10/03/25 - 09/03/29	
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

Absent	Apology/ non-apology	Governor Type	Term	Responsibilities
Carol Waterman- Smith	Apology - personal	Partnership	20/11/23 - 19/11/27	School Improvement Curriculum

In Attendance	Initials	
Christine James	CJ	Clerk

Minutes to:
Attendees and Apologies



1

Minutes

Ref, time 175. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	The meeting started at 18.01.			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. b) Apologies were received from CW and were sanctioned by the board. c) The meeting was quorate. d) Consideration was given towards identifying Part II items and none are expected.	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 FGB174 190325 Part 1 FINAL.docx</i> – <i>Minutes FGB174 190325 Part 2 FINAL.docx</i> <u>Previous Minutes</u> The Part 1 and Part 2 minutes of the FGB Meeting 174 190325, were agreed as a true and accurate record and were signed by the Chair. <u>Actions arising from previous FGBs</u> <ul style="list-style-type: none"> • 174.4e MAT Working Party Update – see item 7. 	Agreed		
4	<u>Business brought forward by the Chair</u> TL arrived			

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1804	<p>a) <u>Housekeeping</u> TC reminded governors that in some scenarios timely responses to emails are required and requested that Governors to check their mail twice per a week. In readiness for 2025/26 the Chairs, HT and Clerk will meet in May to review Governor allocations.</p>	CJ	31/05/25	Complete
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>25/26 Meeting Dates</u> Based on the current year's calendar the Clerk proposed the following dates for 25/26 school year:</p> <ul style="list-style-type: none"> – FGB: 17/09, 15/10, 26/11, 14/01, 11/02, 18/03, 29/04, 10/06, 08/07 (Wednesday 6.00pm) – Finance Committee: 14/11, 16/01, 20/03, 19/06 (Friday 3.00pm) – Pay and Performance Committee: 06/10, 01/12, 09/03, 15/06 (Monday 3.45pm) <p>Governors confirmed that they were happy with these timings. The Clerk will forward to the HT for publishing on the School Website once the new one is deployed.</p> <p>b) <u>Skills Audit</u> The Clerk has still not received all responses yet, and needs to share with PM following her appointment. Training for the Clerk on Governor Skills Audit is booked for 21/05/25 so responses will be reviewed following this.</p>	<p>Agreed CJ/JC</p> <p>CJ</p>	<p>FGB176</p> <p>FGB176</p>	<p>Complete</p>
6	<p><u>Headteacher's Verbal report</u></p> <p>a) <u>Staff update</u> Admin advert was published in the middle of last week. 2 adverts have gone out – a 2 day position for a Senior Administrator and 3 day post for an Admin Assistant. To date, school has received one enquiry. Closing date is 09.05.25 , with interviews scheduled for 21/05/25, with the support of the LA Finance Officer.</p>			
1821				

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1824	<p>NJ joined remotely All staff were present at the start of term. The school has a new caretaker who started after Easter.</p> <p>b) <u>Pupil numbers</u> There are currently 19 pupils for the September Reception intake. School has 187 on roll currently, up from 179 in Nov 2024. There have been 2 new starters in Y5 at the start of the Summer term, and possibly a family of siblings relocating this term.</p> <p>SS, NB arrived There will be a Y3 joiner in the next few weeks, with YR sibling for September. Y4 is at the agreed capacity with 34 pupils.</p>			
7	<p><u>School Development Plan review</u> <i>See docs:</i></p> <ul style="list-style-type: none"> - 7. SDP 2024-2025 Apr25.docx <p>Review of progress against SDP priority #2 <i>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.</i></p> <p>Governors noted the contents of the updated report.</p> <p>QUESTION: Is the new leadership model working, following the changes for this school year? The first term was trickier, due to the HT covering the SENDCo role. The proper model has been running from Spring Term, but it is still early days to judge whether this approach is best for the school.</p> <p>Academisation update – Connect Academy have contacted school to arrange a meeting to present to Governors. Governors discussed this and felt that, with questions, this would probably take the form of an hour long meeting, including time for questions. After discussion, it was agreed Tue/Weds dates worked best for Governors. JC to contact them with proposed dates. JC will invite Tavi Primary along to the meeting as they are in a similar position.</p>	JC	May HT	Complete

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8	<u>Board's Skills Audit and Self Evaluation</u> <u>Consider reports from clerk – set actions for development</u> It was agreed this would be carried forward until the Clerk had completed the DES training on the topic. CJ and TL to meet and analyse the data following this.	CJ/TL	May HT	
9	<u>Governor Portfolio or ToR reports (to include confirmation of roles completed from ToRs)</u> a) <u>Attendance & Behaviour ToR</u> PL reported that the meetings in the last two weeks of last term, and the first week of this term hadn't gone ahead due to the implementation of the new school system, BromCom. This has been challenging for staff, and therefore no figures have been available. The return after Easter was disrupted due to water supply issues. Tuesday the school was officially closed and will not count towards attendance, however low attendance on Wednesday will affect school figures. Absences on this day will be marked as unauthorised. Parents were advised of the closure via Parentmail, school banner on website Facebook page , and Tapestry (for Nursery parents). Governors agreed that school should remind parents of the relevant methods of communications in such scenarios, and also take that opportunity to note that the information in Friday's communication came from the police (see item 9c). b) <u>SEND ToR</u> SS met MDarch on Friday. She is still finding her feet a term in. Staff have been trained regarding the new targeted approach framework. She has been looking at Ordinarily Available Inclusive Provision (OAIP) to see what our school is offering in line with this, and how it links to Devon framework. She is confident the school should be largely compliant. She continues to attend the SEND locality meetings which she finds v useful. She has conducted some observations but doesn't want staff to feel she doubts their provision. She is confident staff are doing what is expected of them, and she enjoys engaging with the students in class – she is confident nothing is lacking in the school provision. This term she is continuing with her course but noted that the essay was set over Easter break for this year's group, with 1 week to complete. For the future she would like a sensory space in school. The staff Governor reported it is nice to have a hands-on SENDCo. c) <u>Community, Staff and Parental Links</u>	JC	May HT	Complete

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	<p>There was a discussion around a Parentmail which was distributed to parents on Friday. School contacted police regarding the issues, and they advised about the content of the letter which school sent out. School was aware of the issue, due to it being brought up in school. Governors agreed that if any information is issued by school which is confidential, it should be clearly marked as such.</p> <ul style="list-style-type: none"> – Review outcomes of pupil survey, identify next steps – Review outcomes of staff survey <p>NB to meet JC to discuss pupil survey and parent survey this half term. The staff survey had around 40% response rate which Governors felt could be improved. The HT advised that there had been regular reminders sent to staff when the survey was open.</p> <p>Governors had a long discussion around wellbeing of staff and how they could best be supported. There was a feeling that trying to implement additional sessions in school would probably not be productive as it can feel like ‘yet another thing’ for staff, who are already busy. School doesn't expect staff to be onsite to plan. Staff need to feel communicated with and be heard. It was felt that currently all teachers and TAs are well placed. There are weekly TA meetings. It was agreed that all staff need to receive all parent emails and communications so that they are aware of any current issues.</p> <p>On school monitoring visits, Governors should remember to ask staff how their work-life balance is and how they are doing. Once the board is at full complement, it was felt that it might be good practice to have a Wellbeing Governor.</p> <p>d) <u>HT Appraisal Panel – confirm arrangement for mid-term review</u> PM agreed to join the HT appraisal panel and will complete the NGA training in readiness for this. CJ will signpost to the online learning module. It was agreed that this term's review would take place on 4th June at 5.30pm.</p> <p>e) <u>Governor Mentor/development</u></p> <ul style="list-style-type: none"> – Review of governor development plan. Carry forward, to take place after the Clerk’s training on 21/05/25. 	<p>JC</p> <p>JC</p> <p>ALL</p> <p>CJ/PM</p> <p>CJ/TL</p>	<p>May HT</p> <p>May HT</p> <p>Ongoing</p> <p>May HT</p> <p>FGB176</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
10	<p><u>Finance Committee Update</u></p> <p>a) <u>Confirmation of roles completed from ToR inc. budget monitoring</u> PM has joined the group and is booked onto training. The budget submission has been delayed due to the general crisis around school budgets.</p>			

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	b) <u>3 Yr Budget Agreement</u> Budget will be presented at the FGB on 11/06/25.			
11	<p><i>See docs:</i></p> <ul style="list-style-type: none"> - <i>ToR - Finance Committee Apr 2025.docx</i> - <i>ToR - Safeguarding KS_ NJ Apr 2025.docx</i> - <i>ToR - Premises, Security, H&S Governor Lead Governors Apr 25 NB.docx</i> - <i>ToR - Governing Board First Committee Apr 2025.docx</i> - <i>ToR - Governing Board Second or Appeals Committee Apr 2025.docx</i> - <i>ToR - Admissions Committee Apr 2025.docx</i> - <i>Staff - Disciplinary Policy & Procedure Apr 2025 - DRAFT.docx</i> - <i>Mobile Phone and Smartwatch Policy - Apr 2025 DRAFT.docx</i> <p>a) <u>Updated ToRs – Finance, Safeguarding, Premises/H&S, 1st, 2nd, Admissions</u> The above ToRs have been updated to reflect the new allocation of roles, agreed at FGB174. Governors reviewed the updates and agreed to their adoption. The Clerk reminded all Governors who have been assigned a ToR to review them, to ensure all the tasks are on target for completion by the end of the school year. ToRs can be accessed here: Terms of Reference 2024 25</p> <p>b) <u>Policies for FGB approval</u> Staff disciplinary Policy is an HROne Model, to which there have been no updates or changes. Governors agreed to the adoption of this policy. HT has brought forward a new policy for adoption relating to use of Mobile phones and Smartwatches in school. Mobile phones have always appeared in behaviour policy and children are required to hand them in to office on arrival and collect at the end of the school day. Smartwatches have started to appear within school and it is felt this is a vulnerability. These should be treated in the same way as mobile phones. Following the proposal of this new policy to the staff, most debate has related to staff use. Following a discussion around the functionality of some Smartwatches, Governors agreed that if there is camera function on the watch then it should remain in the staffroom, along with mobile phones, and not be allowed in the classroom. Governors agreed that once this amendment had been made they would be happy to approve the policy.</p>	<p>Agreed</p> <p>ALL</p> <p>Agreed</p>	<p>FGB177</p> <p>ASAP</p>	<p>Complete</p>

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		CJ to amend for HT to approve		
12	<p><u>Premises, Maintenance and H&S report</u></p> <p>a) <u>H&S Audit</u> This took place on the morning of the FGB. The report is expected to be published in the next couple of weeks. The visit went well, and school expects to be in 90-99% for compliance. There were no major issues identified. Some issues were identified and flagged in the H&S audit. For the Fire RA it uses a Devon template which hasn't really changed the factors that need checking eg - 'Fire doors in safe condition' but there is now a requirement to explain how you ensure they remain like that and supply evidence. There needs to be a physical log of checks undertaken. Post meeting note: the report and action plan has been received and can be found here: HSMR Horrabridge Primary School 28.04.2025.pdf HSMR Horrabridge 28.04.2025 - Follow-up Actions.docx There will be a follow up check in 3 months. JC to update on progress at next FGB</p> <p>b) <u>Legionella actions</u> The LA contractor completes these checks, but there have been issues. School recently had a Legionella RA which has identified some actions. These will be followed up.</p>	CJ/JC JC	FGB176 FGB176	
13.	<p><u>Safeguarding Termly Written Report</u> <i>See doc:</i></p> <ul style="list-style-type: none"> - <i>13. 2024.25_SpringTermlySafeguardingReport to govts .docx</i> <p>The Govs noted the contents of the report. Action from the S175 Audit relating to Education on Sextortion and Gang Culture remains outstanding. JC to arrange training.</p>	JC	May 25	
14	<p><u>Training</u> <i>See:</i></p> <ul style="list-style-type: none"> - <i>Blank Training feedback form.docx</i> <p>a) <u>Feedback from training attended</u> None of the members who were present had undertaken any training.</p> <p>b) <u>Identified training needs</u></p>			

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	<p>CJ has booked PM onto 'Finance in Maintained Schools' for her role on the Finance Committee and she has also offered to join HT Appraisal Panel, but is unable to attend the upcoming DES sessions. CJ to signpost the NGA e-learning module for PM to complete.</p> <p>The Clerk is booked onto the Clerk's Briefing on 06/05/25 and Clerking in action- skills audit and succession planning on 21/05/25.</p>	CJ/PM	May HT	Complete 29/04/25
15	<p>What have we done today that has positively impacted the quality of our children's education?</p> <ul style="list-style-type: none"> Reviewed the use of Smartwatches and mobile phones in school and adopted a new policy relating to this Considered the wellbeing of the staff Looked at Parental communications 			
<p>Next Meetings: Date of the next meeting: a) FGB: 11/06/25 @ 6pm – in school b) FC: 23/05/25 @ 3pm – Headteacher's Office c) P&P: 16/06/25 @ 3.45 - virtual</p>		<p>Location: FGB: Y4 Classroom FC: HT Office P&P Committee: virtual</p>		

2
3 Signed as a true and accurate record:

Signed	Date	4