



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 176 Minutes			Part I	
11th June 2025, 18:00			Location: Staffroom	
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
Tom Cooper (CO-CHAIR)	TC	Partnership	20/09/23 - 19/09/27	Co-Chair of Governors Safeguarding Deputy
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	
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
Katrina Shipp	Apology – personal	Parent	19/02/24 - 18/02/28	Finance Committee Chair Safeguarding Lead

In Attendance	Initials	
Christine James	CJ	Clerk

Minutes to:
Attendees and Apologies



1

Minutes

Ref, time 176. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	The meeting started at 18.06.			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. b) Apologies were received from SS and KS 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: <ul style="list-style-type: none"> • 1. Minutes FGB175 280425 Part 1 FINAL.docx <u>Previous Minutes</u> The Part 1 minutes of the FGB Meeting 175 28/04/25, 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"> • 175.11 Reminder to all Governors who hold a ToR to ensure all actions are complete by end of term Governors holding ToRs were reminded to review them to ensure all delegated actions and tasks for the year have been completed in readiness for the final meeting of the year.	Agreed		
4	<u>Business brought forward by the Chair</u>	ALL	09/07/25	

Ref, time 176. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	<p>All went smoothly. TC visited on the Tuesday of SATs week to observe the process. There was an unannounced visit on the Wednesday from the LA to check the process was being administered correctly. They were content with everything. Checks they undertook included: ensuring packs are unopened and locked away and that completed tests had been collected by Parcelforce. They looked at the room layout and how the tests would be administered. Test 1 for maths was taken by all children at once, test 2 was done in groups, so they were interested in how the transition would be managed. They observed that posters in the physical environment had been covered and looked for justification of the additional time some children had been allocated. They stayed until around 11.30. The unannounced nature is to help prevent malpractice. JC has to sign a declaration to say everything is being done appropriately.</p> <p>Times Table checks are being undertaken currently in Y4 - there is a two week window for administration of these. The class teacher is happy with results to date. The Phonics screener was completed yesterday (10th June) and the results are looking very positive on the whole.</p> <p>b) <u>Staffing update</u> The administrator vacancy advert went out in another location as initially there had been only 1 applicant. This is for 3 day/2 split of admin asst/snr administrator. The school interviewed 2 and made an offer to one applicant for the 3 day she had applied for. 4 days have been offered, with the LA Finance Officer supporting with training. The current part-time administrator is expecting to move to 2 full days now. There is some flex in the system with their hours. The appointee is available immediately so can spend some time shadowing MParkes. The allocation/adjustment of workload will need to be addressed once they are in post. Additional visits from the LA Finance Officer will cost the school in the region of £3.5-£4k for the year.</p> <p>c) <u>Pupil numbers</u> 188 currently. A family of 3 have left, moving out of area. There have been 2 joiners, who are siblings, from another school. There is also confirmation of a sibling starting in KS2 in September. There has been an enquiry today for space in Y1. There will be a net loss of 13 at the end of term in July and the school has anticipated 175-ish, which was used in the budget model.</p> <p>d) <u>Current challenges</u> The school and governors are mindful of budget going forwards, but it is currently looking stable. Staffing is</p>			

Ref, time 176. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	<p>stable for September, with the same level of support for pupils. Staff attendance has been consistent. Behaviour and atmosphere in school is positive.</p> <p>e) <u>Meeting with CONNECT MAT – 17/06/25</u> This is scheduled for Tuesday 17th June, with Tavistock Primary Governors also attending. All questions have been forwarded to CONNECT. Please ask any, and all, other questions at the meeting. This is part of Governors due diligence. There needs to be an awareness that there is no back out option when joining a MAT, however entering a management partnership for a fixed period is an option.</p> <p>QUESTION: There had recently been a head injury at hockey and a parent was concerned about the lack of notification at the time of the incident. What is the process for notification of such incidents? The parent spoke to HT as they were not notified when it happened. There was an expectation that they should have been informed. The parent wrote in, feeling that their concern had been dismissed. The class teacher and office were reminded of the process. The class teacher was asked to speak to parent the following morning to confirm that the HT had actioned it. All staff have been emailed to remind them of the process. The incident that occurred at Hockey was assessed by medical staff who were present. All knocks and bumps were reported to school. Governors agreed to review the policy at the next FGB</p> <p>QUESTION: When parents are transporting children to school events, they have not been DBS checked. Is this acceptable? The H&S audit was happy that this was the practice in school.</p>	CJ	FGB177	Complete
7 1913	<p><u>School Development Plan review</u> See docs: – <i>7. SDP 2024-2025 June Update.docx</i> <u>Review of progress against SDP priority #3</u> Strategic Priority 3: Promote a supportive and reflective environment for wellbeing, BEHAVIOUR and ATTITUDES throughout the school, where every member of the school community is accepted and valued was the focus for this meeting.</p> <p>Governors noted the contents of the report and were pleased with the inclusivity of the school.</p>			

Ref, time 176. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	<p>QUESTION: How is the new leadership model working? It is working well and is financially sustainable. MDarch is still getting her teeth into her new SENDCo role.</p> <p>QUESTION: There is a lot of celebration of successes in reading, maths, sports – what about other curriculum areas? In assembly the school celebrates Times Table rock stars and reading word counts. School sits around the national average for writing. Music assemblies celebrate this element of the curriculum. The school FB page celebrates lots of the activities which take place in school.</p> <p>QUESTION: How many Y6 have been offered places at the grammar schools? 2 girls and 3 boys in Y6 will be going, in Y5 at least 4 boys and 1 girl are planning to take the 11+ in September. This is all down to parental choice - school has no input in this.</p>			
8.	<p><u>Finance Committee Update</u> <i>See docs:</i></p> <ul style="list-style-type: none"> – 8. G120 budget Plan 100625.xlsx – 8. BASC G121 budget Plan 100625.xlsx – 8. Nursery G122 budget Plan 100625.xlsx <p><u>Confirmation of roles completed from ToR inc. budget monitoring</u></p> <p><u>3.Yr Budget Agreement</u> The Finance Committee (FC) met immediately prior to this meeting. The FC are recommending to the FGB that the 3 year plan, in the attached documents, is approved and submitted to the LA. The budget is showing a surplus in years 1 and 2, primarily due to a carry forward. The Local Authority may question the deficit which arises in Y3. The school is running with in year deficits but has a carried forward surplus. Included within the budget are: staff salary increases, along with other staff changes. The £30k bequest is included in spend and income in 25/26. The school is considering using some of this to convert ICT suite into a 3 room space with an office, SEND/sensory room and a 3rd space. Governors agreed to approve the budget and that it can be submitted to LA. JC to action submission by the end of June deadline.</p>	Agreed JC	30/06/25	Complete
9.	<u>Governor Function/Development</u>			

Ref, time 176. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	<p>Y2/4/6. The National Curriculum is straightforward to follow for Science, and there are lots of resources. Looking at books there has been a good overview. The lead has 23-25 June allocated to looking at curriculum. JC to invite SAllen to FGB in July. TC offered the opportunity for networking with the lead due to his own experience.</p> <p>CW met the lead last week to discuss Reading and Phonics. She observed that she is meticulous about assessments and progress. Additional reading input with Y6 had been required as some children were at risk for SATs. A proportion of the class had to have additional input in 2nd half of spring term. This proved to be an additional load for the lead.</p> <p>There are some concerns about TA allocation for Y2 to ensure the reading building blocks are there on entry into KS2. The model of staffing, and curriculum allocation, for 25/26 has not been finalised yet. Work on upskilling of new staff will help in the longer term. Time in lieu was offered for lunchtime sessions.</p> <p>b) <u>Nursery</u> C/f to 177 as staff member unavailable</p> <p>c) <u>Personnel ToR</u> All actions have been covered. There are no major changes in staffing, though there may be some rearrangements. No changes have been made to DevNorse (caretaking) or CaterEd (catering). Actions had been identified from staff the survey which need to be fed back to staff. JC to action this.</p> <p>d) <u>Community, Staff and Parental Links</u> The pupil survey had been conducted and produced some interesting results. There is an action to share with all staff. Teachers have seen the results. Y2 was as slightly lower scoring class. Science as a subject was a bit 'middling' but it was felt it has potential to be top 3 material. Can we make it more exciting? Subject lead needs to enthuse children and make their subjects more exciting. Due to the small numbers involved, the results may not be statistically significant. Governors felt the question around subjects should be phrased more positively - maybe asking for their 'top 5', rather than their least favourite subjects. It was felt the exercise could be repeated. There was lots of very positive data in there.</p>	<p>JC</p> <p>JC/NB</p> <p>JC</p>	<p>FGB177</p> <p>FGB177</p> <p>FGB177</p>	<p>Complete</p>

Ref, time 176. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
13.	<p><u>Premises, Maintenance and H&S report</u> <u>See docs:</u></p> <ul style="list-style-type: none"> - 13.H&S Maintenance Report Jun25.docx - 13. HSMR Horrabridge Primary School 28.04.2025.pdf - 13. HSMR Horrabridge 28.04.2025 - Follow-up Actions.docx <p><u>H&S Audit action update</u> All actions highlighted as RED have been completed and some of the amber ones have been actioned. The final amber action is due to be completed on first day of summer holidays.</p>			
14.	<p><u>Safeguarding Verbal report</u> <u>Actions from S175 audit - Education on Sextortion and Gang Culture</u> All actions from S175 Audit are now complete. KS was unable to attend, so there was no verbal report.</p>			
15	<p><u>Training</u> <u>See docs:</u></p> <ul style="list-style-type: none"> - Blank Training feedback form.doc - 15. PL Training feedback - Let's talk about attendance.docx - 15. CW Training feedback Securing great outcomes for your disadvantaged children.docx <p>a. <u>Feedback from training attended</u> CJ attended training on Skills Audit and Succession Planning. The recommendation is that a skills audit is undertaken 'regularly' particularly at expiry of terms of office and when recruitment is required, to identify gaps and recruit with skills to fill these where possible. It is recommended that no more than 1/3 of FGB are parents.</p> <p>b. <u>Identified training needs</u> CJ is booked on further training for Effective Minute Taking and Formal Proceedings - Appeals Panel. The new term's training dates have been issued by DES. CJ has identified some potential training for Govs in line with new workload allocations and will contact Govs to check availability.</p>			
16 2023	<p>What have we done today that has positively impacted the quality of our children's education? CW left</p> <ul style="list-style-type: none"> • Agreed the budget for the next 3 years • Responded to the pupil survey 			

Ref, time 176. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
2030	<ul style="list-style-type: none"> • Agreed to review of incident policy • Heard the proposal for the reuse of ICT suite <p>Meeting closed</p>			
Next Meetings: Date of the next meeting: a) FGB: 09/07/25 @ 6pm – in school b) FC: 23/06/25 @ 1pm – Headteacher’s Office c) P&P: 17/06/25 @ 3.30 -		Location: FGB: Y6 Classroom FC: HT Office P&P Committee: hybrid		

2
3 Signed as a true and accurate record:

Signed	Date
	4