



# HORRABRIDGE PRIMARY AND NURSERY SCHOOL

## Full Governing Board

Meeting 177 Minutes				Part I
9th July 2025, 18:00			Location: Staffroom	
Attendees	Initials	Governor type	Term	Responsibilities
Nicola Beeching (CO-CHAIR)	NB	Co-opted	17/04/23 – 16/04/27	Co-Chair of Governors P&P Committee Chair Personnel Nursery
Tom Cooper (Chair) (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	
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

In Attendance	Initials	
Christine James	CJ	Clerk
Sara Allen	SA	Y6 Teacher Science Lead

Minutes to:
Attendees and Apologies



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Minutes

Ref, time 177. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	The meeting started at 18.03.			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. b) There were no apologies. c) The meeting was quorate. d) Consideration was given towards identifying Part II items and item 5b was identified.			
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>Staff Curriculum Presentation</u> <u>Sara Allen – Science</u> SA had taken on Science role in 24/25 but had some challenges due to personal circumstances and had not made the progress expected. On the curriculum days the scheme of work in use had been downloaded, however this meant that links weren't automatically updated. New updated version has come with a subscription, so staff have live access to curriculum and see all updates. SA has done some inset sessions this year to drive working scientifically. David Chaplin (DC)/JC and SA conducted pupil voice sessions to see what the children thought about science. What came out of that was the desire to do more exciting things. There is an objective to get rid of the 'man in white coat' stereotypes associated with Science.  SA has talked to staff about detailed medium term plans, from the Autumn Term, to zone in on moments of working scientifically and challenged whether they are they exciting enough for the children. Y6 was found to be			



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	<p><i>Governor allocations.xlsx</i></p> <p>a) <u>School meal price increase</u> Correspondence has gone out to parents advising them of an increase to the cost of school meals to £3.00. There has been no feedback as yet. Govt funding for meals has increased from £2.58 to £2.61. <b>CW asked if JC could check with the finance officer what we are in receipt of.</b> Stability of staff in the kitchen now is good. PM suggested it might be good to advise parents in the letter what the increase is from and to.</p> <p>b) <u>Allocations for September</u> All Governors were advised of their new allocations from September. <b>CJ to update ToRs for September.</b></p> <p>c) <u>Guide for new Governors</u> CW attended training with Zoe Bryant-Evans on Developing Governor Skills. There was some focus on parent Governors and challenges that can place on parents. <b>CW has offered to make a reference document for Governors.</b></p> <p>d) <u>MAT Update – CONNECT visit</u> TC summarised the outcome of the visit. The meeting was positive and, whilst the consensus currently is to continue to take our time re Academisation, if the school were to do so, CONNECT would be a contender. The leadership team came across as personable and supportive, and there seemed to be a retention of a degree of autonomy within the individual schools. The children seemed to be at the forefront of the discussions. The key concerns were the size and location of HPNS, in relation to the others in the MAT. Governors were keen to seek reassurance around the financial model of the MAT.</p> <p>e) <u>Flexischooling – part ii. See 7b</u></p>	<p>JC</p> <p>CJ</p> <p>CW</p>	<p>FGB178</p> <p>FGB178</p> <p>FGB178</p>	<p></p> <p></p> <p>Complete</p>
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>			

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	<p>See:</p> <ul style="list-style-type: none"> <li>- 6. Website Audit Action Plan Jun 25.docx</li> <li>- 6. 202425 GovernorSkillsAudit Report.docx</li> </ul> <p>a) <u>Website Audit</u> Now complete and the action plan has been sent through to JC. There were a few minor issues identified, but all actions have now been completed by the school. Following this meeting there will be some updates of policies required, and uploads of documentation required on the website by 31<sup>st</sup> July 2025. CJ is to produce a table of Governor attendance at meetings in 24/25. <b>JC to upload docs, CJ to complete attendance schedule</b></p> <p>b) <u>Governor Skills Audit</u> This is now complete for the current year. Results are positive and the Board seem to be in a strong position. Several people identified EDI as a topic for additional training – CJ has highlighted where further independent learning can be conducted with the NGA. There is also a table with recommended learning, based on people’s comments and responses. <b>Governors to look at recommendations and let CJ know if course dates are convenient</b></p>	<p>JC/CJ</p> <p>ALL</p>	<p>FGB178</p> <p>01/09/25</p>	
7 1844	<p><u>Headteacher’s Termly Written report</u> See docs:</p> <ul style="list-style-type: none"> <li>- 7. HT report June 2025.docx</li> <li>- 7. Summer 2025 PE and Sport Premium</li> </ul> <p>Governors noted the contents of the reports.</p> <p>a) <u>PE Premium Strategy</u> It has been quite an extraordinary term for Sport at HPNS. There have been lots of opportunities available to children of all abilities at these events, to allow participation. SEND team from Plymouth wanted to come in and talk to school about the very positive work that the school is doing in respect of inclusivity in this area. <b>Govs agreed they were content with contents so JC to upload to school website</b></p> <p>b) <u>Pupil numbers</u> The number of pupils in Y5 has risen considerably this year. There are due to be a couple of leavers at year end,</p>	<p>AGREED JC</p>	<p>31/07/25</p>	

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1849 1904	<p>moving out of area, and one to another local school. A couple of children are expected to be joining HPNS in September.</p> <p>The meeting entered Part II</p> <p>The meeting returned to Part I</p> <p>c) <u>Staffing Update</u> There will be a new TA starting in September along with a 4 day a week administrator, who is currently doing some transition sessions with MParkes.</p> <p>d) <u>SENDCo Report</u> SS advised she has received this and SENDCo has highlighted the completed actions.</p> <p>e) <u>Risk Assessments for Residentials</u> There will be 3 residentials in the autumn term. Y6 will be having an activity week at a different PGL venue in Torbay. The LA has approved the risk assessment for this. Y4 will be having a 2 day, 1 night stay in Bude for water based activities. Y5 will also be going to the same venue as they missed out due to changing the year in which the residentials take place. Going forward the trips will take place in Y4 and Y6. LA has approved Y4, Y5 and Y6 risk assessments. All activities are taking place at accredited LA providers.</p>			
8	<p><u>School Development Plan review</u> <i>See docs:</i></p> <ul style="list-style-type: none"> <li>– 8. SSIP evaluation 2025.docx</li> </ul> <p><u>Review of progress against SDP</u> There was a general review of all targets. A lot have been met, in an easier year for the school. Absenteeism and late arrival still present a challenge. The school has been very proactive in trying to address this. Obtaining data from the new BromCom system has been an additional challenge this term. The LA has no involvement until 10 days unauthorised absence has been reached.</p>			

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	<p>All Y6 children have participated in an inter school competition.</p> <p><u>MAT Visit</u>            JC, NB visited St Christopher's MAT which has schools in Plymouth, Exeter and Torbay. All are primary schools, with many having a church ethos (70% ish). They visited 1 small (70ish), 1 medium (170ish) and 1 large (400ish) school. They met and talked to Headteachers of the schools. They were Impressed with them, and found them less corporate and more relaxed. A lot of the same themes were on offer. The MAT has 22 schools currently. They work in Hubs as well as a whole organisation. The school may consider joining a couple of their groups to see how they work, potentially for the next 18 months, looking at maths and SEND possibly.</p>			
9. 1919	<p><u>Attainment Data with link to School Improvement ToR</u>            See docs:</p> <ul style="list-style-type: none"> <li>- 9. PERFORMANCE DATA JULY 2025.docx</li> <li>- 9. RWMS termly data July25</li> </ul> <p>a) <u>SATS and Reading/Writing/Maths</u>            SATs results were issued yesterday and all were above National Averages. Last year Reading 73% against 69% (National), this year 79% against 74% nationally. Maths results are really good. Writing is teacher assessed – 72% national, 76% HPNS. It is difficult to achieve Greater Depth (GD) - 9% achieved it. Maths 88% HPNS, 73% national average. HPNS results are significantly above national average. SPAG 74% (72% nat). Ave scaled score for SPAG 104 last year, this year 103. 36/70 is expected std. Spelling scores are good, however grammar could be improved. GD in SPAG was historically 110 or higher. Maths ave scaled score was 106, with 105 nationally. The school is looking at plans for how they can up the ante on SPAG next year for the Y6 children. There are no figures on combined R/W/M score yet.</p> <p><i>Post Meeting Note: The combined % of Y6 children who achieved the expected standard in reading, writing and maths this year for us was 68% v 61% (national 2024).</i></p> <p><b>Question: Do we feel the homework structure has had an impact?</b>            Multiplication checks with Times Table Rock Starts (TTRS) has helped. Evidence suggests that other things done at home are not as productive.</p>			

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	<p>HPNS has 17 children with EHCPs – 9% of the roll compared to 3% nationally. Y4/5 have a large proportion of PP children. Research has shown there is a 9 month attainment gap between PP and non PP children on average.</p> <p>b) <u>Phonics screener</u> 84% passed (80% national). The cohort is small cohort so each child equates to around 5%. One new joiner didn't reach the pass mark, along with a 2<sup>nd</sup> child.</p> <p>c) <u>Y4 Multiplication check (MTC)</u> Really positive results from this.</p> <p>d) <u>EYFS GLD</u> The results of the assessment of the EYFS Good Level of Development (GLD) were very positive.</p>			
10. 1945	<p><u>Governor Portfolio or ToR reports (to include confirmation of roles completed from ToRs)</u> See:</p> <ul style="list-style-type: none"> <li>– 10. CURRICULUM LEAD REPORT FOR SUMMER TERM 2025</li> <li>– 10. 2025_07jul Science monitoring visit</li> <li>– 10. Governor Visit Form_Nursery Jul25.docx</li> <li>– 10. AttendanceTOR summary Jul 2025</li> </ul> <p>a) <u>Pupil Premium ToR</u> Governors are awaiting a written report. Looked at SATS results for PP and how they had performed. 67% had made the expected level in Reading, Maths 89% and Writing 78%. 33% of the PP children have EHCPs. There was a discussion around the implications of loss of income from the large cohort of PP children who are leaving school, and ensuring families are signed up. <b>JC to push comms out about the benefits to parents of claiming for PP</b></p> <p>b) <u>Children in Care</u> CM and JC had met and a confidential report has been received by CJ.</p> <p>c) <u>Curriculum ToR</u> CM provided a summary report, which Governors noted.</p>	JC	FGB178	

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	<p>d) <u>Nursery/EYFS</u> NB advised that there are potential issues with floor space allocation which <b>JC will address.</b></p> <p>e) <u>Attendance</u> School is working very hard with the 11 families (14 children) who are flagged for not meeting attendance targets and is trying to support them. Sometimes issues with attendance flag additional home challenges which allows PSA to offer additional support.</p>	JC	EOT	Complete
11.	<p><u>Finance Committee Update</u> <i>See docs:</i></p> <ul style="list-style-type: none"> <li>– <i>Minutes FC Meeting 33a 230525 Part 1.docx</i></li> <li>– <i>2. Minutes FC Meeting 33b 110625 Part 1 DRAFT.docx</i></li> </ul> <p>All of the budget has been approved. The FC looked at staffing and benchmarking against other similar schools but noted they had not received the final budget for 2024/25. There has also not been any budget monitoring for the current year to date.</p>			
12	<p><u>Performance &amp; Pay Committee update</u> The P&amp;P Committee had met prior to the FGB. They confirmed that all staff had undertaken interim appraisals and that a new cycle would begin in the autumn term. JC was to confirm to the committee the position of a number of staff who are currently on temporary contracts.</p>			
13	<p><u>Policies and Procedures</u> <i>See docs:</i></p> <ul style="list-style-type: none"> <li>– <i>Lettings - FC</i></li> <li>– <i>DP Policies – DPO (MP)</i></li> <li>– <i>Classroom Observation Protocol (P&amp;P)</i></li> <li>– <i>HT and Teacher Appraisal Salary Review (P&amp;P)</i></li> <li>– <i>SEND Information Report – SS</i></li> <li>– <i>Anti Bullying</i></li> <li>– <i>First Aid Policy</i></li> </ul>			



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	<p>KS undertook a long visit to review the Safeguarding position in school. It was seen to be really beneficial for KS to have spent so much time looking at this. Staff and children are all very clear about the processes. KS visited school today to review the SCR and will write this up.</p> <p>There was a query relating to the transportation of children in other peoples' vehicles and the processes relating to this. There was a discussion about use of appropriate car seats, and how this is enforced. <b>JC to review with staff to ensure that children are provided with seats, where required .</b></p>	JC	31/07/25	Complete
16.	<p><u>Training</u> <u>See docs:</u></p> <ul style="list-style-type: none"> <li>- Blank Training feedback form.doc</li> <li>- 16. Effective Minute Taking - CJ.docx</li> <li>- 16. Appeal panels for Complaints and Exclusions - CJ.docx</li> <li>- 6. 202425 GovernorSkillsAudit Report.docx</li> </ul> <p>a. <u>Feedback from training attended</u> CJ attended 2 sessions this month. Key takeaway points from Minute Taking were the importance of evidencing the 3 core Governor roles: Clarity of visions, ethos and strategic direction, holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff and overseeing the financial performance of the school, ensuring value for money. <b>Governors should only be concerned with the strategic perspective, Governors should be questioning and challenging the school, Governors should be looking for triangulation of evidence of impact.</b> The Appeals Panel Training went through the processes and requirements of facilitating these and was very beneficial. Lots of support available from DES Governor Services should Governors find themselves in a position to need them.</p> <p>b. <u>Identified training needs</u> Have a look through the recommendations I have made in the Skills Audit please</p>	ALL	FGB178	
17.	<u>Election of Chair and Vice Chair for 25/26</u>			

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	a) <u>Election of Chair</u> TC was nominated as Chair of the Governing Body. TC left the meeting. <b>Remaining governors appointed TC as Chair for a 1-year term (25/26)</b> . TC rejoined the meeting. b) <u>Election of Vice Chair</u> NB was nominated for the role of Vice Chair of the Governing Body. NB left the meeting. Remaining governors <b>appointed NB as the Vice Chair for a 1-year term (25/26)</b> . NB rejoined the meeting.	<b>AGREED</b>  <b>AGREED</b>		
18.          2028	What have we done today that has positively impacted the quality of our children's education? <ul style="list-style-type: none"> <li>• Celebrated the achievements and great results</li> <li>• ToR monitoring has been completed</li> <li>• New Governor roles have been assigned for 25/26</li> <li>• Comprehensive review of Safeguarding</li> <li>• Communication channels</li> </ul> Meeting closed			
<b>Next Meetings:</b> <b>Date of the next meeting:</b> a) <b>FGB: 17/09/25 @ 6pm</b> b) <b>FC: 14/11/25 @ 1pm</b> c) <b>P&amp;P: 06/10/25 @ 3.30</b>		<b>Location:</b> FGB: Y6 Classroom FC: HT Office P&P Committee: hybrid		

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3 Signed as a true and accurate record:

Signed	Date	4