



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 183 Minutes				Part I
19th March 2026, 18:00			Location: Y5 Classroom	
Attendees	Initials	Governor type	Term	Responsibilities
Nicola Beeching (CHAIR)	Non-apology	Co-opted	17/04/23 – 16/04/27	Vice Chair of Governors P&P Committee Chair Personnel SEND Deputy
John Clarke	JC	Headteacher	01/01/09 – ongoing	Headteacher
Natasha Jones	NJ	Parent	12/12/24 - 11/12/28	Safeguarding Deputy
Pam Law	PL	Co-opted	15/01/24 – 14/01/28	Behaviour & Attendance Site, Maintenance, H&S
Tracey Lear	TL	Co-opted	20/11/23 – 19/11/27	Community, Staff & Parental Links Pupil Premium Wellbeing
Caroline Morgan	CM	Co-opted	15/01/23 – 14/01/28	PE Premium Children in Care
Patricia Moyse	PM	Parent	10/03/25 - 09/03/29	Curriculum – Foundation Subjects
Katrina Shipp	KS	Parent	19/02/24 - 18/02/28	Finance Committee Chair Safeguarding Lead
Emily Smith	ES	Co-opted	26/11/25 - 25/11/29	Nursery Lead
Carol Waterman-Smith	CW	Partnership	20/11/23 – 19/11/27	School Improvement Curriculum
Martha Williams	MW	LA Governor	11/02/26 - 10/02/30	

Absent	Apology/ non-apology	Governor Type	Term	Responsibilities
Tom Cooper	Apology - personal	Partnership	20/09/23 - 19/09/27	Chair of Governors
Alison Smith	Apology - illness	Staff	08/09/23 - 07/09/27	
Sam Sykes	Apology - personal	Parent	13/11/23 - 12/11/27	SEND Lead

In Attendance	Initials	
Christine James	CJ	Clerk

Minutes to:
Attendees and Apologies



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Minutes

Ref, time 183. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	The meeting started at 18.05.			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. b) Apologies were received from TC, SS, AS and were sanctioned by the Board. c) The meeting was quorate. d) Consideration was given towards identifying Part II items, and none were identified. The Clerk reminded the Board that the proceedings of the meeting remain confidential until the minutes are ratified and published after the next meeting.	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"> • <i>Minutes FGB182 110226 Part 1 FINAL.docx</i> • <i>Minutes FGB182 110226 Part 2 FINAL.docx (physical copy)</i> <u>Previous Minutes</u> The Part 1 and Part 2 minutes of the FGB Meeting 182 11/02/26, 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"> • <i>181.14 Review SCR ready for S175 Audit submission – KS</i> KS confirmed this has been completed earlier in the year, in time for the S175 Audit submission. • <i>182.5 Review responsibilities, with a view to reallocating roles – TC</i> 			

<p>6. 1825</p>	<p><u>HT Written Report</u> See:</p> <ul style="list-style-type: none"> – 6. 2026-03marHT report .docx – 6. 2026_03marDavidChaplinVisitNote.docx – 6. 2026_03marPEandSportPremium_CM.docx <p>a) <u>Pupil numbers</u> There are currently over 30 1st choice requests for places in September 2026 – parents will be notified of their allocated place on 16th April. The Law dictates that the school can only take 30 in KS1, other than in exceptional circumstances. School roll currently sits at 185, but continues to edge up, with another arrival moving into area in a week or so. A couple of children are leaving at the end of summer term. School will be losing 24 from Y6 in July, a class which started with 18 originally and has seen 3 leavers.</p> <p>b) <u>Catering</u> The CaterEd contract ends on 31st March. JC met with EduCatering on 19/03/26. Their new service will provide all food, menus, training, short term staff cover, and general support, but the school will be the employer. The new service costs £500 per term and can be terminated with a term’s notice on either side. They have been working with H.Yeo to develop a personalised menu which will have options that this school’s children will find appealing. Cost for the meals is worked out at £1.10, with a charge to parents of £3. The final 2 days of this term will be covered by H.Yeo, off menu. School will monitor the impact of the change in provider.</p> <p>QUESTION: Is it better if more children have school dinners? Is the change in provider worth publicising? 110-120 meals per day are currently provided. There will be taster sessions for parents available at the start/end of the school day, once the new service starts. Parents may not realise the flexibility and quality of the new service. One issue with school meals is that older children want to spend less time queueing to get lunches so they can be outside playing instead. Meals are not currently pre-plated, but this could be an option in future to increase throughput.</p> <p>c) <u>SIP Visit</u> The recent SIP visit concentrated on working with A.Ladell, looking at handwriting and spelling, basic skills, which are rising up Ofsted agenda. JC had an online meeting recently with a local HT which brought the information that RWM are the key areas once again, rather than the breadth of the curriculum. OFSTED inspections are now more data driven and the basic skills are key. School is taking an approach of rapid intervention, with a focus on keeping up, not catching up where children are not expected to fall behind. Phonics is very strong within school, the curriculum is very clearly mapped out and the current position of each child is very clear, with all staff knowing which children know which phonemes. Handwriting needs to be to this to the same level of detail.</p>			
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	<p>The key focus on the Inspection Data Summary Report (IDSR) will be the 7 PP children in the Y6 cohort. Reading and Writing were good, and Maths was very good in 2025. Some of the children in Y5/6 have handwriting challenges which need to be addressed early to resolve issues.</p> <p>QUESTION: How is David Chaplin’s visit note communicated to staff and actioned? Are there any schedules reassessing the outcomes of action taken by staff?</p> <p>A.Ladell was part of the process/visit so gets to see the report. The report is shared with the SLT who then see what to take from it. The whole report is not shared to all staff, only those for whom it is relevant. Actions are taken from it, which are then summarised and shared with staff.</p> <p>d) <u>P.E. Premium strategy update</u> Very good levels of participation and involvement are reported. The report also looks at successes in local events, which is really positive and a real strength for school. Children (around 70) are currently practicing for Tavy 13. The school is currently sitting in 2nd and 3rd place in the local cross country. The school recently took 4 teams (37 children) to a Tag rugby competition, which allowed children who enjoy playing to participate, whilst also taking the strongest players who were very successful. Active clubs within school include things like gardening club. Coaches at local external clubs have noticed that children are less inclined to want to participate in cold/wet conditions. School is fortunate that it has an astro to allow children to still be playing in the inclement weather, without getting muddy.</p>			
7. 1856	<p><u>School Development Plan (SDP) 25/26:</u> <u>Review of progress against SDP priority #5: Review of progress against SDP priority 5</u> <i>See docs:</i> – 7. 2026_03marSSIP 2025-2026 5 Update.docx</p> <p>Governors noted the contents of the report. The current apprentice is due her assessment at the end of April.</p>			
8.	<p><u>Reading/Writing/Maths Termly data & School Improvement ToR report</u> <i>See:</i> – 8. 2026_03marSCHOOL IMPROVEMENT LEAD REPORT.docx – 8. 2026_03marTermly data Dec 2025.docx</p>			

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	<p>Ofsted will be more data driven in the future. The schools RWM are good compared to national levels. JC has highlighted an area of slight drop off in performance. Pupil Premium (PP) performance is lower than national which is a concern. Currently in Y6 has 7 children who are PP (29% of cohort) so this will have a large impact on the SATs results. JC will look at how the papers are accessed for these children. Practice papers done earlier in the term showed that some children were struggling so access arrangements may be put into place to help support them. The children are redoing practice papers at the moment. Y6 needs 60% ideally (min 4/7) of PP children to meet expected grade. Y5 has a much higher PP cohort – the challenges here are already being addressed.</p> <p>In KS1 Maths the school will be trialling new methods for key facts. PP have been below national level for 2 of last 3 years, but this has not been flagging up as significant statistically due to the small numbers involved. Writing is in hand, but some children can be difficult to shift.</p>			
9.	<p><u>Governor Portfolio or ToR reports (to include confirmation of roles completed from ToRs)</u> See docs:</p> <ul style="list-style-type: none"> – 9. 2026_03marCurriculumLeadReport – 9. 2026-03marReading and Phonics Spring Term 2026.docx – 9.2026_03marWritingMonitoring TC.docx – 2026_marchMaths Monitoring Form TC.docx – 9. 2026_03marNursery Monitoring Form ES.docx – 9. 2026_03marPersonnel ToR Monitoring.docx <p>a) <u>Curriculum ToR</u> The report is Self-explanatory. CW reported that Governors were listening to pupil voice which is very positive. CW listened to a whole class reading session, which is used to support comprehension skills. Maths has been using a different system to promote fluency. PM spoke to 7 children on her visits, who were all willing to tell her about their subjects. She explained her role to the children. NJ has a visit with EY booked for Friday.</p> <p>b) <u>Pupil Premium</u> c/f to April agenda</p> <p>c) <u>Children in Care</u> CM had met with JC and provided a confidential report to the Clerk. All is going well in this respect, and the school is fulfilling its duties.</p> <p>d) <u>Nursery</u></p>	TL	FGB184	

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	<p>ES had met with KS. She had suggested that there may be benefit in reviewing the layout, perhaps reducing the number of tables. KS felt these were needed for the children at snack time. Governors mooted the idea of foldaway tables, which would allow space to be freed up for play when they are not in use. This may be reviewed at the next visit.</p> <p>e) <u>Personnel</u></p> <p>The staff survey should be available to report on next month. Attendance is currently good with staff. A couple of members of staff have things going on externally which may be impacting morale, but these are not related to work. It was noted that it is very positive that they are happy to share with JC. One staff member will be absent for a couple of months, in the near future, due to a planned procedure.</p> <p>QUESTION: Does school have access to support for staff?</p> <p>Occupational Health is available to staff and S.Burke provides very good support for staff, signposting them to appropriate resources and support.</p>			
10. 1923	<p><u>Pay and Performance Committee Update</u></p> <p>a) <u>Confirmation of roles completed from ToR</u></p> <p>Committee met and looked at the appraisal process, including 2 anonymised Performance Management reports to confirm that the processes are being adhered to, and appropriate targets are being set.</p>			
11.	<p><u>Policies and Procedures</u></p> <p>See docs:</p> <ul style="list-style-type: none"> - <i>Staff - Induction Procedure March 2026.docx</i> - <i>ToR - Admissions Committee Mar 2026.docx</i> - <i>ToR - Governing Board First Committee Mar 2026.docx</i> - <i>ToR - Governing Board Second or Appeals Committee Mar 2026.docx</i> - <i>ToR - Performance and Pay Committee Mar 2026.docx</i> 			

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	a) <u>Policies approved by ToR holders, committees, individuals in line with delegations</u> – Staff Induction procedure Mar 2026.docx was approved by JC, to whom it is delegated. b) <u>Policies for FGB approval</u> – The above ToRs have been updated to reflect the changes, following the new Governor appointments. Governors noted the contents of the documents and agreed the updated terms for adoption.	AGREED		
12. 1927	<u>Premises, Maintenance and H&S report</u> <u>See:</u> – 12. 2026_03marHEALTH & SAFETY.docx a) <u>Mine/hole</u> The hole has not yet been filled in. Governors were advised that the landowner is waiting for the digger to be available. b) <u>Fire alarm</u> The work scheduled to take place at HT was delayed as the company who were due to complete the works advised, during the break, that a part required had not arrived. They serviced the alarm and confirmed it is not working properly. It will now be fixed during the Easter break. c) <u>Roof</u> There have been several areas of leakage in the school roof. The school is awaiting contact from LA to see who is liable to pay for any for repairs which may be required. The LA will come out to look at it on 30 th March. In the school hall some vents have been fitted around the skirting area to try and resolve the flooring issue.			
13.	<u>Safeguarding Verbal Report</u> <u>See:</u> – 13. 2026-03mar S175 Safeguarding Action Plan.docx The S175 Audit was submitted to the LA in a timely fashion. There are a number of actions which are due to be resolved over the next couple of months.	JC	May 26	
14.	<u>Training</u> <u>See:</u> a) <u>Feedback from training attended</u> CJ had attended a Clerk's Training session "Inducting New Board Members" which went through all the statutory requirements and good practice. CJ to circulate slides, once they come through.	CJ	FGB184	Complete

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1938	<p>PL left</p> <p>b) <u>Identified training needs</u></p> <p>CJ advised GOvernors that there is some Equality, Diversity and Inclusion Training taking place on 18/06/26 15.45. Please advise if you would like to attend and CJ will book it.</p> <p>For more general training needs, the link to access the NGA online learning is here: https://www.nga.org.uk/training/learning-link/</p> <p>QUESTION: Following the accident locally this week, which caused substantial delays to travel in the village, how were parents advised about what actions to take regarding this?</p> <p>School had not received any formal notification of the incident, but it was felt it would be good to send out a general reminder to parents about the actions to be taken if they are delayed, and what their children should do in these scenarios. If parents/carers are delayed the school will always keep the children safe.</p>	JC	FGB184	
14.	<p>What have we done today that has positively impacted the quality of our children's education?</p> <ul style="list-style-type: none"> • Looked at results and future plans • Confirmed the new plans for catering provision • Looking at improving handwriting and the recommendations from the external SIP partner <p>Meeting closed at 19.50</p>			
<p>Next Meetings:</p> <p>Date of the next meeting:</p> <p>a) FGB: 29/04/26 @ 6pm</p> <p>b) FC: 24/04/26 @ 3pm</p> <p>c) P&P: 23/06/26 @ 5.45pm</p>		<p>Location:</p> <p>FGB: Y5 Classroom</p> <p>FC: HT Office</p> <p>P&P Committee: Hybrid</p>		

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3 Signed as a true and accurate record:

Signed	Date	4