



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 182 Minutes			Part I	
11th February 2026, 18:00			Location: Staffroom	
Attendees	Initials	Governor type	Term	Responsibilities
Tom Cooper (Chair)	TC	Partnership	20/09/23 - 19/09/27	Chair of Governors
John Clarke	JC	Headteacher	01/01/09 – ongoing	Headteacher
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
Alison Smith	AS	Staff	08/09/23 - 07/09/27	
Emily Smith	ES	Co-opted	26/11/25 - 25/11/29	Nursery Lead
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
Nicola Beeching	Non-apology	Co-opted	17/04/23 – 16/04/27	Vice Chair of Governors P&P Committee Chair Personnel SEND Deputy
Caroline Morgan	Apology - personal	Co-opted	15/01/23 – 14/01/28	PE Premium Children in Care
Patricia Moyse	Apology - work	Parent	10/03/25 - 09/03/29	Curriculum – Foundation Subjects
Natasha Jones	Apology - work	Parent	12/12/24 - 11/12/28	Safeguarding Deputy
Katrina Shipp	Apology - illness	Parent	19/02/24 - 18/02/28	Finance Committee Chair Safeguarding Lead

In Attendance	Initials	
Christine James	CJ	Clerk
Martha Williams	MW	Governor Elect

Minutes to:
Attendees and Apologies



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

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Minutes

Ref, time 182. #	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. b) Apologies were received from PM, NJ, KS, CM and were sanctioned by the Board. c) The meeting was quorate. d) Consideration was given towards identifying Part II items, and items in 182.4 were identified, and moved to 182.6 for discussion. 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 FGB181 140126 Part 1 FINAL.docx</i> • <i>Minutes FGB181 140126 Part 2 FINAL.docx (physical copy)</i> <u>Previous Minutes</u> The Part 1 and Part 2 minutes of the FGB Meeting 181 14/01/26, were agreed as a true and accurate record, and were signed by the Chair.	AGREED		
	<u>Actions arising from previous FGBs</u>			

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	<ul style="list-style-type: none"> • 181.4 HT Appraisal Training for SS – CJ There is currently no DES training available – this usually takes place in the Autumn Term. CJ to forward links to the e-learning on the NGA website for to SS to complete • 181.8 Following the last SDP update, TC asked lead governors to look at the action plans for their subject areas in detail and return with questions for the school when they conduct visits A reminder to refer to these in readiness for reporting on Curriculum areas next month at FGB183. Governors with ToRs were reminded to review these and ensure that they are working through their delegated tasks and that all are completed by July. • 181.10 TC/JC to liaise to book HT appraisal review for Spring Term This has been booked for 02/03/26. • 181.14 KS to review SCR ready for S175 Audit submission As KS was absent from the meeting Governors were unsure whether this had been completed. KS to confirm 	<p>CJ/SS</p> <p>Curriculum leads</p> <p>KS</p>	<p>FGB183</p> <p>FGB183</p> <p>FGB183</p>	
4.	<p><u>Business brought forward by the Chair</u></p> <p>a) <u>MAT Update</u> See item 182.6</p>			
5.	<p><u>Clerk's update</u> <i>Correspondence sent:</i></p> <ul style="list-style-type: none"> – <i>Devon Education Services (DES) weekly update</i> These have been forwarded to all Governors on a weekly basis and can be found on Sharepoint here: DES updates a) <u>Website Audit</u> The annual review of the school website is now due. CJ has started it, but has not had a lot of time to devote to it. CJ will complete it in readiness for the next FGB. b) <u>Confirmation of reading Gov Code of Conduct</u> CJ is still missing responses from NB, NJ, CM, KS, SS. Once they have school emails, CJ will send to ES and MW. CJ to send follow up email. c) <u>Staff survey</u> This is ready to be issued to staff, once CJ has had confirmation from the Personnel Lead governor that they are happy with it. JC met with TL today and discussed the question re: morale of colleagues and the fact that the perception of others morale may not be a valid/accurate measure. Governors considered this and agreed it was 	<p>CJ</p> <p>CJ NB/NJ/SS/ CM/ES</p>	<p>FGB183</p> <p>FGB183 FGB183</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>

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1814	<p>too subjective to be commenting on other’s feelings and that this question should be removed. CJ to remove the question and send to TC for distribution post HT with a 2 week response timeframe.</p> <p>MW left the meeting</p> <p>d) <u>Governor Election – Martha Williams</u> <i>See: 5. MW_Governor Application Form_REDACTED1</i> MW had submitted her expression of interest in being a governor to the LA, who confirmed they were happy to recommend her for appointment to the Board. The board has received a completed application from MW which has been circulated for consideration. MW’s application was considered by the board. Governors agreed her appointment as the LA Governor.</p>	CJ/TC	FGB183	
1816	<p>MW returned to the meeting</p> <p>MW was appointed as the LA Governor for a term of 4 years (11/02/26 – 10/02/30), with immediate effect. MW will be appointed on to the 1st, 2nd/Appeals, and Admissions Committees, as is standard for all Governors. ES and MW will also be appointed to the P&P Committee, enable quorum to be met more readily for meetings. SS will move to the HT Appraisal Committee, in anticipation of KS departing in July 2026. CJ will update ToRs of the relevant committees to reflect these decisions.</p> <p>SS is also taking on CiC. Due to her strong background in Literacy in schools, MW will become Curriculum Lead for Writing. Governors with Curriculum responsibilities were reminded to submit their reports to CW by 09/03/26 to allow her to review and summarise them.</p> <p>TC will look at reviewing responsibilities with a view to reallocating roles now the Board is at full capacity.</p> <p><u>Appointment of Governor mentor for Martha</u> CW kindly agreed to be the governor mentor for MW.</p>	<p>AGREED</p> <p>CJ</p> <p>Curriculum Leads TC</p>	<p>FGB183</p> <p>09/03/26 FGB183</p>	

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7.	<p><u>School Development Plan (SDP) 25/26:</u> <u>Review of progress against SDP priority #4: Pupil's Personal Development</u> <i>See docs:</i> – 7. 2026_02feb11_SSIP 2025-2026_Priority4.docx</p> <p>Governors had no questions about the updates. School has tried to expand some of extra-curricular options on offer. Music has taken a higher profile, with a visit to Exeter Cathedral for a singing project, and the handbell group attending the Devon County Show to play. Last week 3 teams of Y5/6 children took part in a National Maths competition and entered teams into the Youth Speaks local round in Tavistock. A team progressed to next round so is now part of the regional final in Newton Abbot. The children have to present, without notes, for 4 minutes. ALadell has supported the children in preparing for this. It is a very positive showcase for academic abilities.</p>			
8.	<p><u>Board's Skills Audit and Self Evaluation</u> <u>Consider reports from clerk – set actions for development</u> CJ to distribute to Governors for completion so the board needs can be reviewed now all vacancies are filled.</p>	CJ	FGB183	
9.	<p><u>Governor Portfolio or ToR reports (to include confirmation of roles completed from ToRs)</u> <i>See docs:</i></p> <p>a) <u>Nursery ToR</u> Carried forward to FGB183</p> <p>b) <u>Community, Staff and Parental Links – b/f from 181</u> TL met JC and discussed the Pupil activities. They reviewed the Staff Survey and agreed to recommend to the Board the removal of the question around the perception of the morale of others. QUESTION: How do the children perceive Governors? Governors discussed this and thought it would be beneficial for a Governor to attend the School Council. JC will notify Governors of a meeting date, prior to end of summer Term. Governors discussed their visibility in school – are they visible in school? It was felt that they are, more to staff than children though. Going forwards, maybe look to attending parents' evenings next academic year. It was felt that the community needs to have clear contact details for Governors.</p> <p>c) <u>Personnel ToR</u></p>	JC	FGB184	

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	<ul style="list-style-type: none"> Appointment of External Advisor for 26/27 - JC to recommend who to appoint. <p>David Chaplin has been in this role for some time and, whilst recognising that his familiarity with the school may be seen as a disadvantage, Governors felt that he provides good recommendations and support, and is suitably critical where necessary. Governors agreed to continue maintain him as the External SIP for 2026/27. The LA SIP allocated to the school has not been present for some time, so school has not received any input from this perspective. With this limited LA support Governors felt the comprehensive input from DChaplin was very beneficial.</p> <p>ToR report c/f to meeting 183 as NB was absent from the meeting.</p> <p>QUESTION: How many people are in this role at the LA?</p> <p>Due to the relatively strong position the school is in they are not deemed to be high priority, so get a lighter touch. There has been a recent restructure at the LA and this may have impacted the service provision.</p> <p>CJ advised that for FGB183 the following reports required are: School Improvement (inc R/W/M termly data), Curriculum ToR, Pupil Premium, Children in Care, Nursery, Safeguarding Written Report, PE Premium Strategy Update, along with Personnel and Nursery carried forward from this meeting.</p>	<p>AGREED</p> <p>CJ/NB</p>	<p>FGB183</p>	

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10.	<p><u>Finance Committee Update</u> See:</p> <ul style="list-style-type: none"> – Minutes FC Meeting 36 230126 Part 1 DRAFT.docx – 5. Schools_financial_value_standard_SFVS_checklist_2025_to_2026.odt <p>a) <u>Confirmation of roles completed from ToR to include monitoring of budget</u> The committee undertook a Finance Skills Audit and discussed training needs. It was agreed that the most beneficial training currently would for the FC to spending time with KS to see how she considers the budget monitoring. KS is to stand down at end of academic year. Going forwards, having the experience of a skilled accountant, possibly as an associate member, would be of benefit, if anyone knows of someone. Following the move to BromCom there had been some issues with the timing of budget monitoring reports, however this will now take place half termly. The FC confirmed that the teachers' pay awards are fully funded. The 25/26 Budget was set on 21 in reception - next year the school will be in a healthier position with the expected higher intake of new starters. The replacement fire alarm system is major expense, around £4k, which was not anticipated, but was agreed due to the H&S implications. This expense may be from devolved capital, and the work will be carried out at half term .</p> <p>b) <u>Agreement of SFVS for submission to County</u> Governors noted the contents of the SFVS. The Finance Committee recommended the SFVS Checklist to the Full Board for final approval. Governors agreed the SFVS Checklist 2025-2026 for submission to County. TC to work with C.O'Boyle to arrange signature and submission. JC advised that the current LA finance officer is leaving at the end of this term due to the restructure. She will have 3 more visits to HPNS. In the most recent budget monitoring ASC/BC are quite profitable, as is Nursery. Appropriate recharges for services to the school can help support the main school budget.</p>	<p>FC</p> <p>AGREED TC</p>	<p>FGB183</p> <p>01/03/26</p>	
12.	<p><u>Policies and Procedures</u> See docs:</p> <ul style="list-style-type: none"> – Governor's Expenses Policy Jan 2026.docx – Charging and Remissions Policy Jan 2026.docx – Emergency Management Plan Jan 2026.docx – Attendance Policy Feb 2026 - DRAFT.docx – 2027 Horrabridge admissions policy.pdf 			

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	<ul style="list-style-type: none"> – Finance Policy Feb 2026 DRAFT.docx – Education of Children in Care Feb 2026 DRAFT.docx <p>a) <u>Policies approved by ToR holders, committees, individuals in line with delegations</u></p> <ul style="list-style-type: none"> – Governor’s Expenses Policy Jan 2026.docx – Charging and Remissions Policy Jan 2026.docx – Emergency Management Plan Jan 2026.docx – Attendance Policy Feb 2026 - DRAFT.docx <p>Top 3 policies are the remit of the FC, and the final one is delegated to Behaviour and Attendance ToR holder. The latter has had a complete review by SBurke to align it with current school procedures.</p> <p>b) <u>Policies for FGB approval</u></p> <ul style="list-style-type: none"> – Admissions 2027/28 – Finance Policy Feb 2026 – recommended by FC after review and updates following audit – Education of Children in Care <p>Governors noted the contents of the policies and agreed the policies for adoption.</p>	AGREED		
13.	<p><u>Premises, Maintenance and H&S report</u></p> <p><u>See:</u></p> <ul style="list-style-type: none"> – 11. 2026_02feb11HEALTH& Safety <p>a) <u>Review of last 3 yrly audit – any actions outstanding and is it still current</u></p> <p>b) <u>Fire alarm</u></p> <p>For some time the fire alarm has not been operating correctly and the school has had a phone system in operation to alert staff in areas where the bells are unreliable. It will cost £4k for complete replacement of the system to resolve this issue and ensure safety the safety of the occupants of the building.</p> <p>c) <u>Mine/hole</u></p> <p>The LA is not prepared to support the cost of the survey of the hole whihc has appeared in land adjacent to the school. The landowner will make arrangements to backfill the hole and cap it. Surveyor reports from the 1990s</p>			

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	<p>and 2000s showed no subsidence specific to the school site. Governors felt, given the location is not on school property, that no action will be taken currently, but they will continue to monitor the situation.</p> <p>PL is still reviewing the accident book weekly, and there are no major incidents to report. There are usually several instances of children falling off chairs. There werer 23 forms last week, with the majority relating to issues with spatial awareness. The scaffolding handrail on the fire exit from Busy Bees has been tightened and remains intact. Due to a Government saety notice, school had reviewed the contents of First Aid boxes and withdrawn and replaced wipes which were not labelled as sterile and a potential risk.</p>			
14.	<p><u>Safeguarding Written Report</u> The S175 Audit has now been released by the LA for completion by 13/02/26. JC has mostly completed it and will submit by the deadline. There were 4 action points, 3 of whihc are now timetabled. These will appear on the next written report.</p>			
15.	<p><u>Training</u> See:</p> <ul style="list-style-type: none"> a. <u>Feedback from training attended</u> Nothing since the last meeting b. <u>Identified training needs</u> PL is booked on H&S Training in Feb – cancelled CJ circulated the Clerk’s Update slides for the benefit of Governors. CJ will liaise with ES/MW to book Governor training. 			
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"> • Ensuring quality school meal provision going forwards • Reviewed and approved policies • Conducted the Annual Safeguarding Audit 			
<p>Next Meetings: Date of the next meeting:</p> <ul style="list-style-type: none"> a) FGB: 18/03/26 @ 6pm b) FC: 20/03/26 @ 3pm c) P&P: 10/03/26 @ 5.45pm 		<p>Location:</p> <p>FGB: Y5 Classroom FC: HT Office P&P Committee: Hybrid</p>		

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3 Signed as a true and accurate record:

Signed	Date	4

DRAFT