



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 181 Minutes			Part I	
14th January 2026, 18:00			Location: Y5 Classroom	
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
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
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	
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	Apologies - illness	Co-opted	17/04/23 – 16/04/27	Vice Chair of Governors P&P Committee Chair Personnel SEND Deputy
Alison Smith	Apologies - personal	Staff	08/09/23 - 07/09/27	

In Attendance	Initials	
Christine James	CJ	Clerk
Amy Nicholls-Davies	AN-D	RE Lead
MARtha Williams	MW	Prospective Governor

Minutes to:
Attendees and Apologies

Ref, time 181. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
7.	<p><u>HT Verbal Report</u> See:</p> <ul style="list-style-type: none"> - <i>7a. IDSR_2025.html</i> <p>a) <u>IDSR</u> Inspection Data Summary Report provides a summary of data on the school for the last 3 years. It summarises the school context and how it fits nationally. For SEND areas the school is well above average for EHCPs but well below average for SEN support. The latter is down to school identification. Historically HPNS has tried to ensure that QFT was meeting needs so children were not placed on the register unnecessarily. It is a subjective measure with no clear definition. To contextualise the attendance data, HPNS is placed with schools with similar SEN support, however it is widely acknowledged that SEN children tend to attend less well. OFSTED will use this as a key piece of information about the school prior to a visit. Anything red will draw attention. For HPNS this is currently: Multiplication tables check – the report contains the last 3 years worth of data. 2022/23 was significantly below expected, which affects the average. The school has devoted more time to this area now. The addition of 2025 data has improved this average, but the school is still red. The report is Primarily based on Y6 SATs and teacher assessed writing. The PP cohort within this group is performing below national average (but not significantly) – it is concerning that it is a repeating pattern. The school is below average for Reading, SPAG and Writing for PP children. Nationally 45% of these children are meeting target in RWM – at HPNS it is in the 20s. Teachers have been tasked to look at their PP cohorts and they need to be trying to ensure that at least 60% of them meet the target in Writing, to reach combined 45%. 7 PP in Y6 – 3 will be need to make the expected standard in all areas to reach the target (43%), for individual subjects the other 4 may struggle. Other cohorts – eg Y1 – all are on track. The percentage of children getting higher standard is below national average.</p> <p>QUESTION: It is noted that for Persistent absentees the trend is increasing. Can you please explain this? School attendance is above average, but national average is getting slightly better over time. The target set for the school this year by the DfE is 96% - 0.1% up from last year's figure.</p> <p>b) <u>Multisensory Room (old ICT Suite)</u></p>			

Ref, time 181. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
1905	<p>Old ICT suite has now been cleared and mostly decorated. It is a blank space. The school are awaiting the issue of a bank card to allow items to be ordered to convert it into a multi-sensory room.</p> <p>c) <u>CaterEd</u> The school meal provider is ceasing to provide their service to schools. HPNS Contract due for renewal at the end of Spring Term (current end date 31/03/26) however CaterED have said they will honour their commitment to end of summer term. HPNS is looking at bringing the service in house. Maintaining the same uptake, there is possibly a saving of £3-4k to be made. Additional costs the school may be subject to are: Menu generation, food supply, cover for staff absence, training. All the equipment in the kitchen is schools, other than possibly a meat slicer. Proposing to stay to the end of the school year.</p> <p>POST MEETING NOTE: JC met CaterED on 15/01/26 at which the school was notified, despite originally saying they would continue service until the end of the summer term, they have now said they will cease operations at HPNS on 31st March 2026. The school currently has a rolling 12 month contract, which was due for renewal on 1st April. In light of this, school will be looking to take on the staff and provide this service in house from this point, which is earlier than was discussed in the FGB meeting. In reality this means there will be 2 days at the end of the Spring Term to manage, with full service starting after the Easter break.</p> <p>As discussed, there are kitchen items belonging to CaterEd which are in use (slicer, salad trolley and disposal unit) which will cost the school £450 to acquire from them.</p> <p>The school is meeting with EduCatering on 20/01/26 to look at the services they are able to offer, and discussions are continuing with Chefs in Schools, who we met with prior to the FGB on Wednesday, who have a number of support options available, one of which is free.</p> <p>d) <u>Pupil numbers</u> Currently 183 from 176 at the start of the school year. 3 children have left the area, and we have gained 10. There are 27 first choices for September, with admissions closing tomorrow (15/01/26). Additionally there are 3 3rd and 7 2nd choices, but the school is unlikely to see these. There is another possible YR moving to the area in due course. 24 children will be leaving from Y6, so there is a net gain. Budget was set on 21 children</p> <p>MW left Meeting entered Part II</p> <p>e) <u>Flexischool – Part II</u></p>			

Ref, time 181. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
1930	<p>f) <u>Staffing – Part II</u></p> <p>Returned to Part I MW returned to the meeting</p>			
8.	<p><u>School Development Plan (SDP) 25/26:</u> <u>Review of progress against SDP priority #1</u> <i>See docs:</i></p> <ul style="list-style-type: none"> – 8. SSIP 2025-2026_FGB181.docx – 8. Maths action plan 25.26_FGB181.docx – 8. Reading action plan 2025-2026_FGB181.docx – 8. Writing AP 25-26_FGB181.docx – 8. SEND Action Plan 2025-2026_FGB181.docx <p>The action plans have been highlighted in green for actions completed, orange/yellow if they are in progress and left white if they have not yet started.</p> <p>TC asked lead governors to look at their areas in detail and return with questions for the school.</p>	SUBJECT Leads	FGB182	
9.	<p><u>Governor Function: Visioning Day</u> <i>See docs:</i></p> <ul style="list-style-type: none"> – 9. Jan 26 vision and values.pptx <p>This was attended by 4 Governors, wo stayed for 2 hours whilst the Vision and Values were reviewed. Most teachers attended the day, despite the weather. There was good collaboration with staff. The school values have been 3 R’s (resilience, responsibility, respect) for a number of years and are well embedded. Now 3 C’s have been agreed and added to the school values – curiosity, confidence and collaboration. They will be displayed with more prominence in school to remind children and staff and will be used for issue of certificates at celebration assemblies. The 3 new values will be focus for next few terms, with one featuring each half term.</p>			

Ref, time 181. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
10.	<p><u>Governor Portfolio or ToR reports (to include confirmation of roles completed from ToRs)</u> <u>See docs:</u></p> <ul style="list-style-type: none"> – 10. ATTENDANCE FGB181 Jan 26 a) <u>Attendance and Behaviour ToR</u> PL is impressed by how JC and SB are so proactive with pupils, and continue despite some resistance from parents. Some families are very hard to reach. They discussed inducements for good attendance, recognising that some children are not in control of whether they attend or not. School will look at congratulating some families whose attendance habits may have improved. b) <u>SEND ToR</u> SS had met with MDarch for a brief meeting. In their Oct meeting they had discussed the SEND action plan. This time they talked about free CPD that MD has signed up for. Her qualification will be completed by April. There have been some slight changes from Oct – she has looked at EHCPs and provided 1 page summary of targets for these children. 4 or 5 annual reviews have taken place with parents, and other professionals as necessary. They have been sent to DCC to be finalised - all looking positive. These reviews are quite time consuming. MD has had some difficulties getting in contact with people at DCC, due their recent structural changes, but is anticipating more contact this year. She has attended panel with other schools to sit in on SEND consultations. SALT support should be starting in Feb for some learners. Some children will be on SEND support but chasing documentation for this. The school held an EdPsych coffee morning in December which was a success. SS/MD discussed what they will cover in their next meeting. AS has reported that staff have responded well to the new SENDCo. c) <u>Community, Staff and Parental Links – c/f</u> d) <u>HT Appraisal Panel – confirm arrangements for mid-term meeting</u> JC/TC to book a date soon after Feb HT e) <u>School Improvement/Termly R/W/M monitoring</u> C/f to FGB183 Curriculum leads to supply CW with reports by Monday 9th March 	<p>JC/TC</p> <p>CJ Subject Leads</p>	<p>31/01/26 FGB183</p> <p>09/03/26</p>	<p>Complete</p>
11.	<p><u>Pay and Performance Committee Update</u></p> <ul style="list-style-type: none"> a) <u>Confirmation of roles completed from ToR</u> The P&P committee had looked at the induction process and found it to be satisfactory. NB is to conduct an anonymous dip test of 2 staff to check their appraisal processes are being conducted in line with the policy – 1 TA and 1 teacher. JC to select 2 at random. 	<p>JC/NB</p>	<p>P&P24 09/03/26</p>	<p>Complete</p>

Ref, time 181. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
12.	<p><u>Policies and Procedures</u> See docs:</p> <ul style="list-style-type: none"> – Policies – Staff - Leave and Absence Policy January 2026 DRAFT.docx – STAFF_FINAL Resolution (Grievance) Policy Jan 2026 DRAFT.docx – Equality Duty Review Jan 2026 DRAFT <p>CJ advised that Staff Leave of Absence and Staff Final Resolution (Grievance) are new Model docs, as is Nursery Admissions which has been updated to reflect changes in Government funding for children.</p> <p>a) <u>Policies approved by ToR holders, committees, individuals in line with delegations</u> None this time</p> <p>b) <u>Policies for FGB approval</u></p> <ul style="list-style-type: none"> – Nursery Admissions Policy (and associated forms) – Staff - Leave and Absence Policy January 2026 DRAFT.docx – STAFF_FINAL Resolution (Grievance) Policy Jan 2026 DRAFT.docx – Equality Duty Review Jan 2026 DRAFT <p>Governors agreed the policies.</p>	AGREED		
13.	<p><u>Premises, Maintenance and H&S report</u></p> <p>a) <u>Mine/hole</u> A hole has appeared in the field above the KS1 about 3 metres from the fencing. The farmer who owns the field contacted school. JC has contacted the LA H&S team and they are looking into it. There are roof leaks in various areas around school which need investigating – front office, library, Kitchen, Y1, Y6, Y2 PL continues to inspect the Accident Book on her weekly visits, and has not noted anything of concern.</p>			
14.	<u>Safeguarding Written Report</u>			

Ref, time 181. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	<p>See docs:</p> <ul style="list-style-type: none"> – 14. 2025.26AutumnTermlySafeguardingReport <p>The termly report has been circulated. KS will come in and look at SCR in the next couple of weeks. The S175 Audit has now been released by the LA for completion by 13/02/26. JC has mostly completed it and will share with KS once complete.</p>	KS JC	31/01/26 13/02/26	
15.	<p><u>Training</u></p> <p>See:</p> <ol style="list-style-type: none"> <u>Feedback from training attended</u> Nothing since the last meeting <u>Identified training needs</u> PL is booked on H&S Training in Feb. Latest DES training dates for Spring have been circulated, and can also be found here: https://devoneducationservices.co.uk/microsites/governance-consultancy/training/training-programme/ Please let CJ know if there is anything of interest. CJ will liaise with ES to book initial Governor training. 	CJ	FGB182	
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"> • Implementing the new school values • Consideration of new catering options • Progress on the Multi sensory room 			
<p>Next Meetings:</p> <p>Date of the next meeting:</p> <ol style="list-style-type: none"> FGB: 11/02/26 @ 6pm FC: 23/01/26 @ 3pm P&P: 02/03/26 @ TBC 		<p>Location:</p> <p>FGB: Y6 Classroom FC: HT Office P&P Committee: ??</p>		

2

3

Signed as a true and accurate record:

Signed	Date

DRAFT