



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 180 Minutes				Part I
26 th November 2025, 18:00			Location: Staffroom	
Attendees	Initials	Governor type	Term	Responsibilities
Nicola Beeching	NB	Co-opted	17/04/23 – 16/04/27	Vice Chair of Governors P&P Committee Chair Personnel SEND Deputy
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
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
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
Natasha Jones	Work	Parent	12/12/24 - 11/12/28	Safeguarding Deputy
Emily Smith	Personal	Co-opted	26/11/25 - 25/11/29	

In Attendance	Initials	
Christine James	CJ	Clerk

Minutes to:
Attendees and Apologies



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Minutes

Ref, time 180. #	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 NJ and ES were sanctioned by the Board. c) The meeting was quorate. d) Consideration was given towards identifying Part II items and there were none.	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 FGB179 151025 Part 1 FINAL.docx</i> • <i>Minutes FGB179 151025 Part 2 FINAL.docx</i> <u>Previous Minutes</u> The Part 1 and Part 2 minutes of the FGB Meeting 180 15/10/25, 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"> • <i>178.6 - outstanding annual housekeeping KCSiE (KS)</i> KS has confirmed this is now completed • <i>179. CJ to follow up about Missing Pupils Policy to find source/model</i> At the last meeting Gobs queried the wording 'within a reasonable time' in the policy and were concerned it was 			Complete

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	<p>e) <u>Governor Visioning Session – 6th Jan</u> Governors were advised that a visioning day was being organised for 6th January, 9.00 – 12.00, which all governors were asked to attend if possible. Governors should let TC/JC/CJ know if they can attend and if there is anything in particular they would like to use the time for. The initial plan was to use it to meet staff, look at monitoring of areas according to individual and committee Terms of References. Once attendance has been confirmed, priorities can set to address during the session.</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>Governor Profiles</u> CJ will be updating the website and Governor Board in the foyer over the next week or so. Governors were advised this was the final opportunity to update their Governor profile, if they wish to! b) <u>Training</u> Thanks Governors who have been on recent training who have shared the slides. CJ has tidied up the Training folder containing these here: Course slides The slide packs are generally quite comprehensive, so may serve as a good learning exercise, or refresher. Older presentations have been archived into Pre 2025 folder. 	ALL	01/12/25	
5a	<p><u>Governor Appointment</u> <i>See: 5a. ES_GovernorApplication_redacted</i></p> <p>ES sent her apologies for being unable to attend this evening. The board had received her completed application which has been circulated for consideration. She advises that she has recently tendered her resignation at the school she is teaching at, which will remove any possible conflicts of interest in that respect, and will be more available post-Christmas.</p> <p>ES's application was considered by the board. ES was appointed as a Co-opted Governor for a term of 4 years, 26/11/25 – 25/11/29. ES was appointed on to the 1st, 2nd/Appeals, and Admissions Committees.</p> <p>After an earlier discussion, JC/TC propose ES is appointed on to the Performance and Pay Committee. Governors agreed to this appointment.</p>	AGREED AGREED		

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1823	<p align="center">CJ to update ToRs of the relevant committees to reflect these decisions</p> <p><u>Appointment of Governor mentor for Emily</u> CW was appointed the governor mentor for ES.</p> <p>TC will look at other areas for allocating roles/redistributing.</p> <p>TL arrived</p>	<p>AGREED CJ</p> <p>AGREED TC</p>	<p>FGB181</p> <p>FGB181</p>	<p>Complete</p>

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6	<p><u>HT Termly Written report</u> See:</p> <ul style="list-style-type: none"> – 6. HT report Nov 2025.docx <p>JC attended an Attendance webinar. The DfE have upped ante re: attendance to pre COVID levels. All schools now have a target at least 0.1% up from last year's rate, to increase national average. Similar schools are grouped together (n=20 ish). AI has been used to form these groups, looking at: % FSM, SEN, rurality, local deprivation, etc.</p> <p>HPNS group contains 21 schools. Performance is updated half termly. HPNS is at 97.4% to Oct HT (YR don't count) and is in position no 1. The schools are encouraged to share good practice. HPNS finds regular concentration of resource and early intervention is key.</p> <p>For persistent absentees HPNS is ranked 2nd best in group. Impact of actions taken by school is demonstrable. The new OFSTED data report (ISDR) has a focus on attendance. HPNS is reported at 95.6%, the national average is edging up, so HPNS is reported as in relative decline. The school target is to reach 96% this year. If not achieved, 'support' is offered.</p> <p>QUESTION: Regarding the report of an escapee, what was the scenario? After lunch had ended the child was upset. This coincided with the grounds maintenance team visiting. The main gate, which they use for access, had not been secured. In future, admin staff will supervise the opening/closing of gate. Staff followed the child, after their exit, and the parent was advised of the situation. The child was returned safely to school.</p> <p>QUESTION: A recent course attended by Governors had stressed that schools must be more forthcoming in celebrating the successes of the children and the school (on the website, in newsletters and in marketing.) With this in mind, can we know the numbers who have been offered places at the grammar schools in Plymouth this year. While it is accepted that most, if not all, of the children have tuition for the entrance exams, the formative years at HPNS and the enthusiasm for learning, combined with excellent teaching, are the surely the main reasons for being offered places and these children and their teachers should be congratulated?</p> <p>The HT confirmed that 25% of the cohort (6 pupils) will be going to local grammar schools. There are other able children in the cohort, who did not sit 11+, who are going to other schools.</p> <p>QUESTION: Phonics & reading – does the school feel the arrangement for the flexi children is sustainable with the drain on resources particularly with difference in phonics method? Has the student teacher helped the workload and making a difference?</p> <p>A different phonics programme is used in the other setting which the children attend. Some gaps have been identified by EFriend, as HPNS delivers the Phonics curriculum so well. Having settled into a routine, it is felt that going forwards, it is manageable. The gap has been narrowed and the children have made progress. One family has increased the number of</p>			
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	<p>days they attend HPNS. It is not having a negative impact on other children, who are grouped for this type of work. The student teacher is doing very well and having a positive impact on learning in the class.</p> <p>With regard to the recent Reception tours, CO'Boyle has looked at the HPNS 'possibles'. Currently numbers are looking to be around probably 23, with another 10 as possibilities. School will lose 24 Y6 in July 2026 which is slightly higher. There have been 10 joiners since September, and 2 leavers who have relocated. 2 other children are expected to relocate at the end of this term. There is another joiner expected from Jan, and 2 more tours took place last week, which will potentially be a net increase of 1 in January, with 3 joiners and 2 leavers. The current budget was set on the basis of 21 new starters in 2026.</p> <p>The Working Party will reconvene to see how promotion of the school can be progressed going forwards.</p> <p><u>P.E. Premium Strategy - update on impact</u> The school has had some very positive results, sporting wise. Nearly all Y6 children have now represented the school in the following activities: football, bouldering, athletics. JC is always happy to put in additional teams into events at short notice when other schools may drop out.</p> <p>QUESTION: Governors asked about Clubmark accreditation scheme and whether the school has it? JC advised that he feels it is important to be running quality sports provision for the benefit of the children, without feeling the need to collect badges/certificates for doing so.</p>	JC	31/12/25	Complete
7	<p><u>School Development Plan (SDP) 25/26:</u> <u>Review of progress against SDP priority #3</u> <i>See docs:</i></p> <ul style="list-style-type: none"> - 7. SSIP 2025-2026 Nov 2025 Update.docx <p>The school is looking at consistency across classes, particularly in relation to rewards. Children get to visit JC with work which is to be celebrated and they are currently trying to level this out across all classes. There has been a focus on SHINE line expectations when travelling about school and the red/green cups, indicating acceptance of, or otherwise, of talking within class. Internal exclusions within school need to have the same sort of criteria applied. It is currently not 100% uniform, but equity is being encouraged.</p>			

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8.	<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"> - 8. CURRICULUM LEAD REPORT FOR AUTUMN TERM 2025.pdf - 8. 2025_11novMaths Monitoring Form TC - 8. 2025_11novEYFS Monitoring Form TC_NJ - 8. 2025 Autumn Reading and Phonics.docx <p>a. <u>Pupil Premium ToR - agreement of PP Strategy statement for website</u> Average number of PP is around 25% for this school. HT and Lead Governor looked at attainment and underserved pupils. HPNS has stronger results for attendance and maths, but lower on reading, writing and phonics, though this is not statistically significant due to the small numbers in the cohorts. TL attended an online meeting with 2 other schools who were very different. TL made the recommendation that PP strategy goes onto website - Governors agreed.</p> <p>b. <u>Children in Care</u> The Clerk has received a confidential report from the Lead Governor with the termly update.</p> <p>c. <u>School Improvement</u> The SOAP document will not be published at all this year. JC and CW met to discuss monitoring and will report to the next meeting. CJ to add to agenda.</p> <p>d. <u>Curriculum</u> There were very positive reports from the Governor visits. PM/CW attended recent training which emphasised pupil voice and its importance in monitoring. It is thought to be a useful tool, but Gobs need to ensure they don't get too hands on by having a clear set of questions. It was felt that consideration of the pupil voice once a year would be beneficial, but should be staggered across the year. Governors were reminded to be mindful that the children's perspective may not be entirely factual, so triangulation of evidence is important. Questions for the children should take into consideration their age, and be targeted appropriately. Curriculum leads could do it termly, with the foundation subjects added in and would need to try and get an element into of the pupil voice into the key curriculum areas – R/M/W. Governors were impressed with the breadth of the Science curriculum, and the staff lead appreciated the enthusiasm and support from the Lead Governor.</p>	<p>AGREED</p> <p>CJ</p>	<p>FGB181</p>	<p>Complete</p>

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9.	<u>Analyse School Performance (ASP) data /SOAP and termly Reading/Writing/Maths combined with School Improvement ToR report</u> See section 8 – nothing available for SOAP, and no comparative information available currently.			
10	<u>Finance Committee Update</u> See docs: <ul style="list-style-type: none"> – 10. Minutes FC Meeting 35 141125 Part 1 DRAFT.docx – 10. Horrabridge Primary School Draft Audit Report - September 2025.docx <p>a) <u>Confirmation of roles completed from ToR to include budget monitoring</u> The draft minutes of the recent meeting were made available for Governors to study. In depth budget monitoring had taken place and a number of queries had been passed to the Finance Officer for response.</p> <p>b) <u>Audit action plan</u> The Chair of the Committee confirmed that they had considered the recent Audit report, and agreed the submission of the action plan arising from it. Most of the issues highlighted have already been actioned.</p>			
11.	<u>Policies and Procedures</u> See: <ul style="list-style-type: none"> – School Dog Policy Nov 2025 DRAFT – Heatwave Policy November 2025 DRAFT.docx – Health and Safety Policy (Model) Nov 25 DRAFT – Finance Policy Nov 2025 DRAFT.docx – CCTV Policy Nov 2025 DRAFT.docx – Staff - Managing Sickness Absence Policy Nov 2025 DRAFT - no changes to previous version – 2027 Horrabridge admissions policy.pdf 			

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		CJ	FGB182	
12.	<p><u>Premises, Maintenance and H&S report</u> See:</p> <ul style="list-style-type: none"> - 12. 2025_11nov HEALTH& SAFETY 2025-6.docx <p>The Lead Governor had provided a thorough report, with some actions to be followed up. Met with the Caretaker who was found to be most helpful. PL had walked perimeter of the school. The tension wire along the chain link fence along the main path is not taut. It was also noted that a scaffolding pole handrail, on the emergency exit from the Busy Bees Building, had been displaced at some point during the school day. CJ to book PL to attend H&S Training for Govs in February.</p>	CJ	EOT	Complete
13.	<p><u>Safeguarding Verbal Report</u> The S175 Audit has not yet been released by the LA for completion.</p>			
14.	<p><u>Training</u> See:</p> <ul style="list-style-type: none"> - 14. TC EYFS Training 2025 Nov.docx - 14. PM_NJ Visiting Your School Training_Nov 2025.docx - 14. PM_CW UNDERSTANDING THE PRIMARY CURRICULUM 2025_nov <p>a. <u>Feedback from training attended</u> Early Years - TC This was quite technical training which revolved around a particular tool, so was not particularly useful from a Governor perspective. The first 15 mins were, however, beneficial. Visiting Your School - PM/NJ The key takeaways from this were the importance of the learning walk, hearing the pupil voice and triangulation of evidence. The focus of any visit should relate to SIP. When Governors are planning a visit they should inform the school office, and include the HT and school staff involved. When hearing the pupil voice a good spectrum of pupils should be selected. In general, the SEF tool is good to review skills. Understanding the Primary Curriculum - PM/CW GOvernors felt there were some interesting points, but the session could have been shorter.</p> <p>QUESTION: Is there a hard copy induction pack?</p>	ALL	Ongoing	

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	<p>Governors discussed the benefits of an Induction Pack, but felt that in today's climate a hard copy pack as standard was probably an unnecessary expense, when it could be issued electronically. RSE, and key policies should be issued to parents, however the new starter pack doesn't have this. The working party will look at the issue of Induction Packs.</p> <p>QUESTION: What is the daily act of worship? There is a legally requirement for this in maintained schools. It just needs to be an act of collective reflection or being thankful. It is not currently prescribed in any way in school, but Governors were keen that the teaching load was not being added to in an onerous way. JC will go away and look at this.</p> <p>POST MEETING NOTE: Devon Guidance for maintained schools is here https://www.devon.gov.uk/support-schools-settings/school-effectiveness/teaching-and-learning/curriculum/religious-education/</p> <p>b. <u>Identified training needs</u> Latest DES training dates for Spring have been circulated. Please let CJ know if there is anything of interest. CJ will liaise with ES to book initial Governor training.</p>	<p>JC/PM/CW</p> <p>CJ</p>	<p>FGB181</p> <p>31/12/25</p>	<p>Complete</p>
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"> • Curriculum review • Looked at collective reflection • Agreed FSM for eligible Nursery children 			
<p>Next Meetings: Date of the next meeting: a) FGB: 14/01/26 @ 6pm b) FC: 16/01/26 @ 3pm c) P&P: 08/12/25 @ 3.15pm</p>		<p>Location: FGB: Y6 Classroom FC: HT Office P&P Committee: hybrid</p>		

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Signed as a true and accurate record:

Signed	Date

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