



HORRABRIDGE PRIMARY AND NURSERY SCHOOL

Full Governing Board

Meeting 179 Minutes				Part I
15 th October 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
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
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
Pam Law	Illness	Co-opted	15/01/24 – 14/01/28	Behaviour & Attendance Site, Maintenance, H&S

In Attendance	Initials	
Christine James	CJ	Clerk
Emily Smith	ES	Observer

Minutes to:
Attendees and Apologies



1

Minutes

Ref, time 179. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	The meeting started at 18.02.			
1	<p><u>Starting the meeting</u></p> <p>a) The Chair welcomed everyone to the meeting. Governors introduced themselves to ES and she shared a little about her background. She is a teacher in a local school and is interested in broadening her perspective to see different models in practice.</p> <p>b) Apologies were received from PL and were sanctioned by the Board.</p> <p>c) The meeting was quorate.</p> <p>d) Consideration was given towards identifying Part II items and there were none.</p>	AGREED		
1805	NJ arrived			
2	<p><u>Declarations of Interest</u></p> <p>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.</p>			
3	<p><u>Previous meeting</u></p> <p>See:</p> <ul style="list-style-type: none"> • <i>Minutes FGB178 170925 Part 1 FINAL.docx</i> • <i>Minutes FGB178 170925 Part 2 FINAL.docx</i> <p><u>Previous Minutes</u></p> <p>The Part 1 and Part 2 minutes of the FGB Meeting 178 17/09/25, were agreed as a true and accurate record, and were signed by the Chair.</p> <p><u>Actions arising from previous FGBs</u></p> <ul style="list-style-type: none"> • <i>178.5 - have term dates been shared with parents?</i> 	AGREED		

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	<p>JC confirmed he had spoke to office about submission of the dates to the LA and they were checking how this is actioned. Once this has been done, parents will be notified of the 2026/7 dates.</p> <ul style="list-style-type: none"> • 178.6 - <i>outstanding annual housekeeping: KCSiE (KS), Bus Ints (COMPLETE), Child Protection (NJ) - chased</i> CJ to resend the forms to those Governors to allow them to complete the actions. • 178.6 - <i>Governor Pen Portraits template sent out</i> CJ thanked those who had already reviewed theirs, and asked remaining Governors to update their profiles by month end to allow the website and Governor Board in the foyer to be refreshed. <p>QUESTION: Item 12 on the Minutes from the previous meeting refer to the School Council being consulted re the menus for school meals. Has this been done and what was the outcome?</p> <p>Members of the school council had spoken to their classes with the new menu. They were to choose their 5 favourite and least preferred. JC had met with the school's Catering Manager to discuss the plan to personalise the menu going forwards.</p>	<p>JC</p> <p>CJ</p> <p>ALL</p>	<p>31/10/25 FGB180</p> <p>31/10/25</p>	<p>Complete</p>
4 1814	<p><u>Business brought forward by the Chair</u></p> <p>TL arrived</p> <p>a) <u>School Promotion WP</u> The group had met and agreed dates for visits and open sessions, and created a flyer. These would be distributed in the local area to places such as: Tavi Library, Penmoor, Edgemoor, Yelverton Noticeboard, Pens and Moor, Little Goose, the Cabin where paper copies would be left. Next steps were discussed – school will keep the pdf to update/refresh with new photos in the future. It currently has Y1 children on it. Social Media promotion was discussed and it was felt Instagram was more popular than FB for younger people. Consent forms from parents will need to updated to reflect this. A 2 page summary of information about the school has been drafted, to be shared on the tours, for parents to take with them. Governors expressed thanks to school staff for their contributions to this exercise. Governors are keen to remove some of the outdated views of the school and showcase the excellent opportunities on offer.</p> <p>b) <u>Finance Committee Update</u> The FC met on 26/09/25 for a single item agenda to discuss the KS1 Astro proposition. This will not come from the main school budget, but from capital funding. It will cost in the region of £6k cost. The FC had agreed to the spend, and the work will be undertaken in October HT.</p> <p>QUESTION: May we have an update on the use of the old ICT suite and the KS1 playground?</p>			

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	<p>The plan is it will be redecorated. It now just houses tables, after all equipment has been removed. MDarch is planning to turn it into a sensory environment and will be resourced in a way to create a quiet calm space. It will be an accessible space for the support of children who may not be able to be in class. Collapsible screens could be used to separate off areas. There still £15k available to support this. It was suggested that school could look at office equipment that is used to create cubicles to create separate areas.</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 <p>a) <u>Training – NJ, CW, TC, PM, PL, SS</u> Several people are booked on training courses through the term to help support them in their Governor roles. GOvornors were reminded to provide a brief overview of the training, with any key messages for the Board and to share slides from the events.</p> <p>b) <u>DES Clerk's Briefing</u> This provided a summary of the latest news in Governance, including:</p> <ul style="list-style-type: none"> • Update on the new Ofsted Inspection Framework and the areas of evaluation they will be focussed on, including: Leadership and Governance, Inclusion, Curriculum and Training, Achievement, Attendance and Behaviour, Personal Development and Wellbeing. • Leadership Appraisal • Climate Action Plan – schools are due to have one in place by end 2025 • Reminder of the DES subscription – and to make use of the resources available • Pupil Premium – there is updated guidance, and the PP Strategy is to be on the school website by 31/12/25 • The Children's Plan – proposes new system for EHCP assessments. Awaiting review of SEND and Curriculum and Assessment. Children's Wellbeing and Schools White paper expected 'soon'. • Believe in belonging – inclusive learning for schools. HPNS is signed up to this • Federation Networking event – also for schools considering this. 1st December • Additional funding available for new Early Years provision (including expansion of current) £150,000 • Complaints – toolkit available. There have been 5 million complaints in last 12 months! Main themes: SEND, bullying, school behaviour policies 			

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	<p>c) <u>Board Vacancies/Elections</u> SJ has withdrawn his application due to committing to join Horrabridge PC. We are awaiting the application pack from ES which CJ will circulate for consideration, with a view appointing at FGB180.</p>	CJ	FGB180	
6 1839 1848	<p><u>HT Verbal Report</u> School is holding attendance meetings weekly where they look at individuals as well as the overall picture. From July 25 to start of term in September 8 new children have joined, including some flexischoolers. 1 child has left due to relocation, with another due to go shortly. There are currently 178 on roll. Another viewing is booked for next week, for 2 children, in year groups with capacity. The TV in the school reception now has updated photos of outdoor opportunities. There has been lots of positive feedback about the new outdoor learning regime. The sessions are dedicated, ringfenced time which has been devoted to this for all year groups. It is linked to Science curriculum, within the planning. School had shared what all year groups are doing.</p> <p>ES left the meeting The meeting moved to Part II</p> <p>The meeting returned to Part 1. ES returned to the meeting room.</p>			
7	<p><u>School Development Plan (SDP) 25/26:</u> <u>Review of progress against SDP priority #2</u> <i>See docs:</i> – 7. SSIP 2025-2026 Priority #2</p> <p>School staff are joining working parties with schools in St Christopher’s MAT. Governors were pleased to see that Outdoor Learning has appeared in it’s own right on SDP.</p>			
8.	<p><u>Governor Portfolio or ToR reports (to include confirmation of roles completed from ToRs)</u> <i>See docs:</i> – 8a. 2025_10octAttendanceSummary – 8c. NurseryMonitoring_TC – 8d. Personnel ToR Monitoring Form Oct25 – 8f. 2025_10octSustainabilityMonitoring</p>			

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1854	<p>– 8f. Horrabridge CAP May 25.docx</p> <p>a. <u>Attendance & Behaviour ToR</u> Governors noted the contents of the report</p> <p>b. <u>SEND ToR</u> SS met with MD and went over the action plan and targets for the coming year. A number of targets have been set for completion this term, but she is managing well, having only been in post since Christmas. These targets include finishing the consultation with LA SEND advisor. Their new structure will lead to each school having it's own adviser, rather than there being specialists in each specific area of SEND. MD is confident that if this is not of benefit she will raise it. She has been working though IEPs with teachers to look at gathering evidence, and maybe using different templates. She has a robust idea of Ordinarily Available Inclusive Provision (OAIP) for all children at HPNS, and will work out interventions from there. MD will review to ensure the website is compliant. SS left</p> <p>c. <u>Nursery</u> TC enjoyed a very informative visit to Nursery. Children were well engaged and it was nice to see children getting targetted provisions in their different age groups. It was pacey, with lots of variety, and the chance to explore things they were interested in during free flow. The continuous provision resources could maybe be upgraded. The nursery was a target on SDP last year, and it has evolved over the last 2 or 3 years.</p> <p>d. <u>Personnel ToR</u> NB had met with the new starters. The new admin has settled well, as has the TA. She chatted to the TA about their induction – there were a few they had queries about, but the process in general was good. They are very pleased to be getting the opportunity to use their Outdoor Learning skills, and are enjoying the class they are in. There were 2 points from staff survey that need to be followed up. One comment about 'not feeling valued' but due to anonymisation it is tricky to address directly. JC will remind staff to please have a conversation if they are not feeling supported by line manager or with CPD. JC to mail staff, clarifying their line manager chain of command and to clarify CPD arrangements. The purpose of the regular TA meetings is to support this. Staff need to be encouraged to complete the survey, as this is how issues can be addressed. David Chaplin, the external SIP, was in today and spent time in classes with JC. In his view, he felt that staff were really upbeat and positive. He compared HPNS very favourably with other schools he visits.</p>	JC	FGB180	

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1916	<p>QUESTION: Do staff get interim appraisals and a chance to catch up? There are scheduled weekly TA meetings. There are no interim appraisal for TAs, only teaching staff.</p> <ul style="list-style-type: none"> e. <u>Community, Staff & Parental Links</u> TL confirmed that all outstanding points from the feedback in the comments have now been actioned. f. <u>Sustainability Lead – Climate Action Plan</u> There is a mandate from DfE to look at things through a sustainability lens. SPascall is school lead. She runs the eco council as well. She has been working with Jen Gale at ‘Let’s Go Zero’ (Sustainable-ish) to get the action plan in place. An outstanding action is the need to update energy usage into action plan with help from Cathrine in office. <p>SS returned The school needs to consider implementing a procedure for extreme weather conditions for the children – to protect them from the increasing temperatures we are experiencing. This will address the use of shading/shelter, Slip, Slap, Slop, etc. Outdoor learning helps to raise the children’s awareness.</p> <p>QUESTION: How are children being involved? Via the Eco Council, and a focus on Transport to School. TL reported that Horrabridge Parish Council had concerns about vehicles speeding through the village.</p> <ul style="list-style-type: none"> g. <u>Governor Mentor</u> Governors reviewed the application and induction procedures. New Governors were happy with their experience to date. 	JC	FGB180	
9.	<p><u>Performance & Pay (P&P) Committee</u> Roles that were completed from the committee’s Terms of Reference include:</p> <ul style="list-style-type: none"> - Received the Headteacher pay recommendations and made appropriate pay decisions. - Reviewed the Pay Policy and recommended it for FGB approval 			
10	<p><u>Policies and Procedures</u> See docs:</p> <ul style="list-style-type: none"> – <i>Relationships and Sex Education Oct 2025 DRAFT.docx</i> – <i>Missing Pupils Oct 2025 DRAFT.docx</i> 			

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	Governors reviewed and approved the policies. CJ to forward the updated policies to JC for publishing on the website, where required.	CJ/JC	FGB180	
11.	<u>Premises, Maintenance and H&S report</u> See: – 11. 2025 AutumnTerm HEALTH & SAFETY PL conducted a H&S walkabout and reported upon her findings. The HT reported there is currently no movement in the rear wall.			
12.	<u>Safeguarding Written Report</u> See: – 12. 2024.25SummerTermlySafeguardingReport to gobs This was a review of the summer term activity. There was a discussion about the MASH referrals which had taken place. KS reported that Early Help can be difficult to implement as it requires parental engagement, which is not always forthcoming. The child who was reported on an Annex R (part time timetable) is now (Autumn Term) back in full time. There are very few behavioural incidents to report. IN the parent survey 11% of parents thought that there had been bullying, however only 1 incident reported. This may be due to a misunderstanding on the definition of bullying. SCR was checked in summer term. There are a couple of items are missing – KS was giving the new admin some time to settle and review it, with an aim to complete ready for KS checking in Jan. QUESTION: How are PSA referrals going? There were 33 families on there at the end of year. Some families can hard to engage, and some need only short term support. There are clear benefits to having a PSA who is employed for 20 hours a week.	KS	Jan 2026	
13.	<u>Training</u> Governors have been booked onto appropriate courses for their roles, including Visiting the School, Understanding the Primary Curriculum, Complaints, Governance of Safeguarding. CJ reminded Governors to complete a copy of the blank training form to share knowledge with the Board and to share slides, if they are available. PM had been on HT Appraisal Training. The general theme is not new to her, but there were some elements specific to HT appraisal, eg, how does HT CPD work for a long-standing head? HT priorities should align to school priorities TC had attended Complaints Training which was very comprehensive. It was stressed that Boards/schools should Follow procedures to the letter. Initial complaints should be to directed to school, unless they relate to the HT.	ALL	Ongoing	
13	What have we done today that has positively impacted the quality of our children's education?			

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1955	<ul style="list-style-type: none"> • Impact on children through thorough monitoring of ToR reports – nursery, sustainability • Celebrated the success of outdoor learning • Reviewed the school promotion and marketing, and it's importance for the future of the school Meeting closed			
Next Meetings: Date of the next meeting: a) FGB: 26/11/25 @ 6pm b) FC: 14/11/25 @ 3pm c) P&P: 01/12/25 @ 3.30pm		Location: 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