



# HORRABRIDGE PRIMARY AND NURSERY SCHOOL

## Full Governing Board

Meeting 178 Minutes				Part I
17 <sup>th</sup> September 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
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	Apology – work	Parent	12/12/24 - 11/12/28	Safeguarding 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
Katrina Shipp	Apology - illness	Parent	19/02/24 - 18/02/28	Finance Committee Chair Safeguarding Lead

In Attendance	Initials	
Christine James	CJ	Clerk
Simon Jones	SJ	Prospective Governor
Emily Smith	ES	Prospective Governor
MHST – Josephine, Emma, Jamie		Presentation

Minutes to:
Attendees and Apologies



1

Minutes

Ref, time 178. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	The meeting started at 18.03.			
1	<u>Starting the meeting</u> a) The Chair welcomed everyone to the meeting. b) Apologies were received from CM, PM, KS and NJ and <b>were sanctioned by the Board.</b> c) The meeting was quorate. d) Consideration was given towards identifying Part II items and <b>item 16</b> was noted.	<b>AGREED</b>		
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  1809  1814	<u>Visit from MHST</u> The Board received a presentation from members of the Mental Health Support Team who provide this service in West Devon. This early intervention service, operated by Children and Family Health Devon, is an NHS funded service. It provides guided self-help for families. In 2017 the Government developed this service for lower level MH conditions, to relieve pressure on CAMHS. They started providing support at HPNS, where they have found great engagement, in mid June. The staff are trained education Mental Health practitioners. The school's designated MH Lead is Mel Darch. SS arrived The support provided is a tiered model. Tier 1 – a broad offering on a variety of subjects to whole cohorts. The service conducted a whole school audit, engaging staff, parents and pupils, to identify areas of development. This was received with lots of positivity. Tier 2 – this runs in smaller groups or 1:1. Issues such as separation anxiety can also involve parents. At this level they can also work with parenting challenges. The usual format is 6-8 weeks of hour long sessions. TL arrived.			

<p>1828</p> <p>1828</p>	<p>The team meet monthly with MD to identify children with particular difficulties and signpost them to the appropriate help. They also offer school staff a reflective space to support them with any challenges they have and offer wellbeing workshops. Waiting time for the service is around 8 weeks.</p> <p><b>QUESTION: Is there anything the Governing Board can do to support the service?</b> Good that you are aware of the service and how positive it is for the children.</p> <p><b>QUESTION: Is there any cost to school?</b> No, it is NHS funded so no financial input from school is required.</p> <p><b>QUESTION: Do interventions used have a name?</b> Cognitive Behaviour Therapy (CBT), Hot Cross Bun Method which deals with breaking the cycles. Assessment sessions are conducted to identify which intervention will work best. The West Devon team are currently managing 100% coverage in their schools.</p> <p><b>QUESTION: Does one round of intervention work?</b> Children/families complete a questionnaire at the start and end of their cycle – results are 60+% positive. Re-referral is necessary to get back into the system. It is most beneficial to go and practice the new skills with a break. Neurodivergent (ND) children can have a longer set of sessions, or have the length of the actual session adjusted, to suit their needs. Part of the assessment deals with the use of social media.</p> <p><b>QUESTION: Is it a nationwide programme?</b> All state schools have access to the service.</p> <p><b>QUESTION: Do you support with children with EHCPs?</b> Around 90% of children the service deals with are ND.</p> <p>Governors felt it would be beneficial to get a school perspective on the benefits of the service. <b>JC/SS to liaise with Meld and update governors.</b> The MHST were thanked for their very informative introduction to the service. MHST left TC &amp; JC arrived</p>	<p>JC/SS</p>	<p>31/10/25</p>	
<p>4</p>	<p><u>Previous meeting</u> See:</p> <ul style="list-style-type: none"> <li>• <i>Minutes FGB177 090725 Part 1 FINAL.docx</i></li> <li>• <i>Minutes FGB177 090725 Part 2 FINAL.docx</i></li> </ul> <p><u>Previous Minutes</u> The Part 1 and Part 2 minutes of the FGB Meeting 177 09/07/25, <b>were agreed as a true and accurate record, and were signed by the Chair.</b></p> <p><u>Actions arising from previous FGBs</u></p>	<p>AGREED</p>		<p>Complete</p>

	<ul style="list-style-type: none"> <li>• <i>177.5 Following price increases, confirm how much per meal school receives from LA – JC</i> JC had contacted CaterEd and is awaiting a response. <b>Post meeting note: Response from CaterEd -</b> <b>The current Benefit based Free School Meals amount is now £2.61 per pupil.</b> As you know there is also additional funding attached to every FSM pupil that the schools gets to provide targeted support. Funding criteria: Amount of funding for each primary-aged pupil per year is £1,515. Funding is paid to school for pupils who are eligible for free school meals, or have been eligible in the past 6 years, £1,515. The current paid meal price we are charging is £3.00 (from Sept 2025). The school will get funding in respect of FSM and UIFSM, but I am not sure if you get any specific funding for paid meals. UIFSM – Worked on census data provided from the school to central government. Amount per child is set by central government, currently £2.61 Benefit based FSM – The school would input details to state the amount of FSM pupils they have, minimum amount paid is set by central government although as you will have seen in other areas of the country individual councils can elect to pay more.</li> <li>• <i>177.6 Gov attendance 24/25 for website - CJ</i> Completed and updated on school website.</li> <li>• <i>177.10 Push comms out to parents regarding benefits of PP funding – JC</i> JC reported that a universal system coming in in the next couple of weeks, whereby eligible children will be automatically opted into the system. Consequently, the school should receive the relevant funding.</li> </ul>			<b>Complete</b>
5 1832	<p><u>Business brought forward by the Chair</u> See: <i>5. 2026_27 Term Dates.pdf</i></p> <p>a) <u>TCLT Update</u> This issue is ongoing, and still with the Land Registry. The most recent correspondence from DWF was to enquire about what type of legal entity the school is.</p> <p>b) <u>MAT Update - CONNECT visit, St Christopher’s Art/DT/Humanities subject days</u> SS, PL, TC visited CONNECT today, along with Tavi Primary, and were shown around 2 schools - Egguckland Vale and Thornbury. A report will follow. There was an emphasis on staff wellbeing and a strong feeling within the schools there was support available. HT/children interactions were strong and appeared to be genuine relationships. The schools have a PAN of 45 and 60 so are on the larger side. Governors met the Chairs of Governors of both schools – local Governing Boards have been added back into schools that didn’t have them. They promote ‘30 ways to Connect’ to help support children's learning. The schools with specialist provision have</p>			

	<p>a good number of TAs and it was interesting to see SEND provision. TC felt much more positive following the visits to the schools. Both MATs would 'offer try before you buy'.</p> <p>There are some upcoming subject leader days scheduled with St Christopher's. The feeling is that it is currently 2 horse race. Governors agreed to see how things go over the next term or two. <b>CJ to add to agenda Jan FGB for an update.</b></p> <p>c) <u>2026/27 Term Dates</u>  <b>Governors agreed to the proposed term dates</b> which can now be sent to the LA and shared with families.</p>	<p><b>CJ</b></p> <p><b>JC</b></p>	<p><b>Jan FGB</b></p> <p><b>FGB179</b></p>	
6	<p><u>Clerk's update</u>  Correspondence sent:</p> <ul style="list-style-type: none"> <li>– <i>Devon Education Services (DES) weekly update</i></li> <li>– <i>DES Governance Checklist Autumn Term</i></li> </ul> <p>These have been forwarded to all Governors on a weekly basis and can be found on Sharepoint here: <a href="#">DES updates</a></p> <p>See:</p> <ul style="list-style-type: none"> <li>– <i>6. 2025-09sep17 Clerk's annual update.docx</i></li> </ul> <p>The clerk reminded Governors to complete the forms issued to confirm reading of KCSiE Part ii, Declarations of Interest, and Child Protection/Safeguarding Annual Training – 4 are currently outstanding <b>NB, NJ, SS, CM</b>.  CJ also advised that Governor Bios are due for an update and the latest versions will be circulated to Governors for review.</p>	<p><b>NB/SS/CM</b>  <b>/NJ</b>  <b>CJ</b></p>	<p><b>FGB179</b></p> <p><b>FGB179</b></p>	
7	<p><u>Vision and Values</u>  See doc:</p> <ul style="list-style-type: none"> <li>– <i>Vision and Strategic Plan.docx</i></li> </ul> <p>It was agreed that this should be reviewed on a more regular basis to see the impact Govs are having on the school. School is on track, but GB needs to ensure everything is being covered. The plan runs from 2023-2026 so will be due an update next year. Governors were reminded to think of prospective items to add to the new SP.</p>			
8	<p><u>Strategic Plan</u>  See docs:</p> <ul style="list-style-type: none"> <li>– <i>Vision and Strategic Plan.docx</i></li> <li>– <i>8. SSIP evaluation 2025.docx</i></li> </ul>			

<p>9.</p>	<p><u>Headteacher's Report</u>  <i>See docs:</i></p> <ul style="list-style-type: none"> <li>- 9. SEF update Sept 2025.docx</li> <li>- 9. SDP 2025-2026</li> </ul> <p>a) <u>Self-Evaluation Form (SEF)</u>  b) <u>School Development Plan (SDP)</u>  c) <u>School promotion – working party</u></p> <p>Governors noted the contents of the reports.</p> <p><b>QUESTION: Could we have more detail on what is understood by 'national stability' (Context: bullet point 6)?</b>  This relates to the number of children who start in reception and are still with the same school in Y6.</p> <p>SDP – the school continues to develop RWM, along with SEND, and all these areas have an action plan behind them. Development of oracy is key for YN-Y6. With the appointment of the new TA the outdoor learning offer has become a bigger area of focus. Foundation subjects are getting some attention, and Governors will be looking at Science, PHSE and RE and Art this year. The Nursery/Reception link has strengthened over the last 2/3 years. It is moving in the right direction, but more could be done still. Phonics/Early reading strong now, and elements of maths are improving. There is more work to do on Writing and Oracy.</p> <p>School behaviour is pretty positive at the moment. Possibly only one child who will dysregulate and need support. There is still work to do to improve engagement levels in learning, for some children. More open-ended activities would allow more application of principles.</p> <p>School sustainability and marketing is a key focus, looking at how the school can market itself and appeal to families. <b>Governors agreed to set up a working party to look at school promotion.</b> PM is keen to be part of it, along with the PSA SBurke, and CW offered her skills. Word of mouth is paramount – keeping current parents happy and them spreading the word is the most effective means.</p> <p>TL is pushing for the school to get some support from the DEFRA landscape recovery programme in Walkham Valley. There is the possibility of some 'blended finance'.</p> <p><b>QUESTION: Do you think it is worthwhile running open days?</b>  The working party will discuss this.</p>	<p>JC</p>	<p>FGB180</p>	
<p>10. 1902</p>	<p><u>Governor Functions</u>  <i>See:</i></p> <ul style="list-style-type: none"> <li>- 10. Delegation Planner 2526 DRAFT.pdf</li> <li>- 10. Draft ToRs</li> <li>- 10. Governor allocations.xlsx</li> </ul>			

	<ul style="list-style-type: none"> <li>- 10. Suggested deep dive questions for governors - curriculum.docx</li> <li>- 10. Governor Code of Conduct Sep 25 DRAFT.docx</li> <li>- 10. DEVELOPING GOVERNING SKILLS_CW</li> <li>- 10. Governor Training Plan 2025</li> </ul> <p>a) <u>Agree Delegation Planner 2025 26</u> Document identifies the core functions and shows who these are delegated to, and that the Board is covering all bases of Governor Function. <b>Governors approved the Delegation Planner</b></p> <p>b) <u>Agree Terms of Reference (ToR): individual/committee/panel</u> The ToRs were brought to FGB177 for Governors to consider, following all updates to allocations. Governors leading in a particular area should be ensuring all areas delegated to them are completed/covered during the course of the year. <b>Governors approved the updated ToRs.</b></p> <p>c) <u>Agree curriculum monitoring allocations for the year</u> CW has the umbrella as Curriculum Lead, with support from Governors who have the lead in specific areas of the Curriculum. These can change across the year if people are struggling with workload. As agreed, the timing of the Curriculum reporting has been moved to later in the term to allow more time for data collection. Governors were reminded of the availability of Q Cards to support their questioning. Foundation subjects of focus this year, over the three terms, will be: Science/PHSE&amp;RE/Art. <b>Governors agreed the monitoring schedule.</b></p> <p>d) <u>Agree Governor Code of Conduct</u> Governors were reminded to familiarise themselves with the Code of Conduct. Following training last term CW produced an excellent summary document highlighting key elements of the Governance role, which serves as a good reminder of Governor responsibilities. <b>Governors agreed the Code of Conduct</b></p> <p>e) <u>Confirm all have reviewed Annual Business Interests via MSForm</u> CJ has distributed the MSForm and was still awaiting 4 responses at the time of the meeting. It was requested that Governors complete this requirement at their earliest convenience.</p> <p>f) <u>Confirm all read KCSiE 2025 Part II via MSForm</u> CJ has distributed the MSForm and was still awaiting 4 responses at the time of the meeting. It was requested that Governors complete this requirement at their earliest convenience.</p>	<p><b>AGREED</b></p> <p><b>AGREED</b></p> <p><b>AGREED</b></p> <p><b>AGREED</b></p> <p><b>AGREED</b></p> <p><b>ALL</b></p>	<p><b>FGB179</b></p>	
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	<p>g) <u>Agree/Monitor Governor Action Plan 25/26</u>  The document was not available for the meeting so this will be <b>forwarded to all Governors</b>  <b>Post meeting note: 23/09/25 TC mailed to all Governors:</b>  As discussed in the meeting, here are our specific targets as a governing board for 2025-2026:</p> <ul style="list-style-type: none"> <li>- to ensure the consistent use of effective questioning to ensure accountability, with particular reference to the DES documents available, and regularly submitting questions to the headteacher questions in advance of a meeting</li> <li>- to proactively contribute to the positive promotion and representation of the school within the wider community</li> <li>- to maintain a strategic and purpose-driven approach in the execution of our roles and responsibilities</li> </ul> <p>h) <u>Board vacancies &amp; setting of recruitment actions:</u>  The Board currently has the following vacancies, and were pleased to be joined at the meeting by 2 prospective new Governors:  1 x Co-opted Governor (appointed by the FGB)  1 x Local Authority (appointed by the LA)  <b>CJ to forward relevant application documents to SJ and ES.</b>  Governors discussed whether FGB meetings should be open for 25/26. <b>It was agreed that visitors/observers would be welcome</b> at meetings, with prior notice.</p> <p>i) <u>Reminder to use SharePoint</u> – the Clerk reminded the Board of the wealth of information available on Sharepoint, and highlighted meeting protocols: confidentiality of Part II, Apologies, reminding Governors that attendance is published on the website, and the requirement of a Quorum for all meeting decisions.</p> <p>j) <u>Agree 25/26 governor training plan</u>  The Governor Training Plan was published at meeting FGB177. Governors were asked to review if any recommended training was convenient - CJ will book. Governors were also reminded that the NGA training modules are available on demand, and that any training certificates should be forwarded to the Clerk.</p>	<p><b>ALL</b></p> <p><b>TC</b></p> <p><b>CJ</b></p> <p><b>AGREED</b></p>	<p><b>FGB179</b></p> <p><b>FGB179</b></p> <p><b>FGB179</b></p>	<p><b>Complete</b></p> <p><b>Complete</b></p>
11.	<p><u>24/25 End of Year Data</u></p> <p><b>QUESTION: The Year 6 End of Year results are all well above national average. Is it known how these compare with the results of other local schools?</b>  CW and JC had looked on the websites of other local schools. Most didn't have up to date data available. HPNS compares favourably with the one local school who has published their data.  All above national/local school. Gobs agreed it was a great performance from the school.</p>			

12	<p><u>Governor Portfolio or ToR reports</u>  <i>See docs:</i></p> <ul style="list-style-type: none"> <li>– 12. 2025_09sep_Community_Staff_Parental_Links_Monitoring</li> <li>– 12. Parent Questionnaire Actions 2025</li> <li>– 12. annual_parent_questionnaire_jun2025</li> </ul> <p>a. <u>Community, Staff &amp; Parental Links ToR</u>  A number of actions were identified from the parent survey 24/25. There were lots of positive comments on the survey. Action plan has been developed to address issues which were highlighted. The school has been proactive about addressing issues that parents have eg 23% had issues, but 84% dealt with properly. The Board will revisit this in October to ensure all actions are complete.</p> <p>b. <u>HT Appraisal Panel – confirm arrangements for annual appraisal</u>  This is booked for Wednesday 19<sup>th</sup> November with the support of the external School Improvement Partner. PM will undertake training in readiness to join the panel.</p> <p>c. <u>Review School’s actions to develop a Sustainability Plan by Sep 25</u>  CM sent apologies to the meeting but had reported that the key headline is school is where they should be at this point.</p> <p><b>QUESTION: Parent Questionnaire – were the results in general positive and what was the % of participation?</b>  The results were largely positive. Responses were received for 62% of pupils.</p> <p><b>QUESTION: The parental survey refers to the additional £17K funding received to promote physical activity due to national concerns around inactivity and obesity. The survey also refers to concerns over the contents of some children’s packed lunches. In the light of this, do the numbers of children currently having school meals in KS1 and in KS2 indicate that more might be done to promote healthy eating and particularly the uptake of the free school meal facility for KS1?</b>  The HT reported that the school was looking to personalise the menu to make it more appealing to the children in HPNS. The School Council were being consulted for views.</p>	TL/JC	FGB179	
13	<p><u>Policies and Procedures</u>  <i>See docs:</i></p> <ul style="list-style-type: none"> <li>– Staff - Code of Conduct Sep 25 DRAFT.docx</li> <li>– Staff - ECT Induction Policy Sep 25 DRAFT.docx</li> <li>– Staff - Support Staff Appraisal Sept 25 DRAFT.docx</li> <li>– Safeguarding and Child Protection Policy Sep 2025 DRAFT.docx (added 12/09/25)</li> </ul>			

	<p>– <i>Children with health needs who... Policy Sept 25 DRAFT.docx</i></p> <p>a) <u>Policies approved by ToR holders, committees, individuals in line with delegations</u> None</p> <p>b) <u>Policies for FGB approval</u> Governors noted the contents of the updated policies and approved them. <b>CJ to forward updated policies to JC for publishing on the website.</b></p>			<b>Complete</b>
14.	<p><u>Premises, Maintenance and H&amp;S report</u></p> <p>JC reported that all audit actions had now been completed, with the annual survey of kitchen equipment at the start of the summer break. Wall monitoring continues, but no movement has been reported. PL to come in for a formal walk round. There is still an issue with damp in the main office and guttering is overflowing by the front door. ICT suite has now been emptied of all equipment. NORSE visited to provide a quote for alterations to the layout. It will cost in the region of £43,500 to partition the room.</p> <p>1932 PL left The school is looking to add Astroturf to the football area in the KS1 playground, with an expected cost of around £6,000. They are awaiting 3 quotes. The hall floor continues to cause issues and the dehumidifier is being used to try to counteract the rising floor.</p>			
15.	<p><u>Safeguarding Written Report</u></p> <p>KS sent apologies to the meeting but reported that she plans to meet with JC to update the termly monitoring report and review SCR. Carried forward to FGB179.</p>	<b>KS</b>	<b>FGB179</b>	
17.	<p><u>Training</u></p> <p>CJ asked for a Volunteer to attend Governor Update Training on either Tue 14<sup>th</sup> Oct 5-6pm or Thu 16<sup>th</sup> Oct 12.30-13.30. <b>SS offered to attend on 16<sup>th</sup> Oct on behalf of the Board.</b></p>			
18.	<p>What have we done today that has positively impacted the quality of our children's education?</p> <ul style="list-style-type: none"> <li>• Policies reviewed</li> <li>• Agreed actions from parental survey</li> <li>• Further MAT discussions took place</li> <li>• New School Development Plan</li> </ul>			

1938	<ul style="list-style-type: none"> <li>Marketing plans</li> <li>Introduction of 2 new potential governors</li> </ul> <p>ES, SJ left</p>			
16.	<p><u>Flexischooling</u></p> <p>The meeting entered Part 2 at 1938</p> <p>The meeting finished at 1954</p>			
<p><b>Next Meetings:</b></p> <p><b>Date of the next meeting:</b></p> <p>a) FGB: 17/09/25 @ 6pm</p> <p>b) FC: 14/11/25 @ 3pm</p> <p>c) P&amp;P: 06/10/25 @ 3.30</p>		<p><b>Location:</b></p> <p>FGB: Y6 Classroom</p> <p>FC: HT Office</p> <p>P&amp;P Committee: hybrid</p>		

2  
3 Signed as a true and accurate record:

Signed	Date