



# HORRABRIDGE PRIMARY AND NURSERY SCHOOL

## Full Governing Board

Meeting 184 Minutes			Part I	
29th April 2026, 18:00			Location: Y5 Classroom	
Attendees	Initials	Governor type	Term	Responsibilities
Tom Cooper	TC	Partnership	20/09/23 - 19/09/27	Chair of Governors
Nicola Beeching (CHAIR)	NB	Co-opted	17/04/23 - 16/04/27	Vice Chair of Governors P&P Committee Chair Personnel SEND Deputy
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 Wellbeing
Caroline Morgan	CM	Co-opted	15/01/23 - 14/01/28	PE Premium Children in Care
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	
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
Martha Williams	MW	LA Governor	11/02/26 - 10/02/30	

Absent	Apology/ non-apology	Governor Type	Term	Responsibilities
Patricia Moyse	Apology - work	Parent	10/03/25 - 09/03/29	Curriculum - Foundation Subjects
Carol Waterman- Smith	Apology - personal	Partnership	20/11/23 - 19/11/27	School Improvement Curriculum

In Attendance	Initials	
Christine James	CJ	Clerk

Minutes to:
Attendees and Apologies



1

Minutes

Ref, time 184. #	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 <b>PM, CW and were sanctioned by the Board.</b> c) The meeting was quorate. d) Consideration was given towards identifying Part II items, and none were identified. The Clerk reminded the Board that the proceedings of the meeting remain confidential until the minutes are ratified and published after the next meeting.	<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	<u>Previous meeting</u> See: <ul style="list-style-type: none"> <li>• <i>Minutes FGB183 190326 Part 1 FINAL.docx</i></li> </ul> <u>Previous Minutes</u> The Part 1 Minutes of the FGB Meeting 183 on 19/03/26, <b>were agreed as a true and accurate record, and were signed by the Chair.</b> <u>Actions arising from previous FGBs</u> <ul style="list-style-type: none"> <li>• <i>182.5 Review responsibilities, with a view to reallocating roles – TC</i>              With the anticipated departure of KS at the end of the Summer term, the board will have vacancies for the positions of Chair of the Finance Committee and Safeguarding Lead Governor. Following the recent Governor appointments, ES has become lead for Nursery and joined the P&amp;P Committee and MW has taken the lead fro</li> </ul>	<b>AGREED</b>		



Ref, time 184. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	<p>As the end of the school year approaches, TC asked if anyone would like to express an interest in leadership, or upcoming vacancies, to please let him know.</p> <p>d) <u>Nursery Promotion</u> There is a new flyer promoting the school Nursery and the open afternoons which are being put on to showcase the school's facilities. These will be distributed and displayed in local GP surgeries, shops, nurseries and shared on social media.</p> <p>e) <u>LA Internal Audit</u> The school is currently being audited on SFVS, including Governance. Documents have to be <b>submitted to the LA by 15<sup>th</sup> May, 2026.</b></p> <p>TC asked for a volunteer to come in to observe a SATs session to ensure the process is being correctly administered with packages of question papers remaining sealed until they are in class due to start, classroom displays are covered, evidence for Access Arrangements is detailed, etc. <b>TC will email for volunteers.</b></p>	<p>JC/CJ</p> <p>TC</p>	<p>15/05/26</p> <p>18/05/26</p>	<p>Complete</p> <p>Complete</p>
5.	<p><u>Clerk's update</u> <i>Correspondence sent:</i></p> <ul style="list-style-type: none"> <li>- <i>Devon Education Services (DES) weekly update</i> These have been forwarded to all Governors on a weekly basis to see the activities. and can be found on Sharepoint here: <a href="#">DES updates</a></li> </ul> <p><i>See:</i></p> <ul style="list-style-type: none"> <li>- <i>5. Website Audit Action Plan Mar 26</i></li> </ul>	<p>AGREED</p>		

Ref, time 184. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	<p>a) <u>26/27 Meeting dates</u>            The following meeting dates were proposed for 2026/27, mirroring the same pattern as this year.            FGB: 16/09, 14/10, 25/11, 13/01, 10/02, 17/03, 28/04, 09/06, 07/07            Fin Comm: 13/11, 22/01, 23/04, 18/06            P&amp;P: 06/10, 01/12, 09/03, 22/06  <b>Governors agreed to the meeting dates</b></p> <p>b) <u>Governor Skills Audit</u>            This has been distributed to all Governors. CJ has had a handful of replies and requested Governors please respond by end 15<sup>th</sup> May to allow time for analysis, and to make recommendations, at next month's meeting.</p> <p>c) <u>Website Audit</u>            The annual review of the school website has been completed. The action plan was added to the agenda links quite late as JC and CJ have been working on completing actions in readiness for the LA Audit. There are a couple of actions outstanding which will be completed by month end, although one is dependent on the LA contact sending through the finalised Admissions Policy for 2027/28.</p>	<p>ALL</p> <p>JC/CJ</p>	<p>15/05/26</p> <p>30/04/26</p>	<p>Complete</p>

Ref, time 184. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
6.	<p><u>HT Verbal Report</u></p> <p>a) <u>Update on Staffing</u>            CJ is currently doing some hours in the school office to cover a planned absence. There has been some movement internally of TAs due to the need to cover staff absence. A new TA has been employed for a day a week, to ensure cover, for a short period. School is fully supported for TA cover currently. The current YR teacher will start maternity leave on 8<sup>th</sup> May. Governors sent their good wishes to her. The new teacher will start with 2 full weeks prior to HT; the 2 Thursdays she is unavailable for will be covered internally. Post HT she will be fully in post. She has worked for at least 2 days per week in the class since January.</p> <p>b) <u>Pupil numbers</u>            School is at 185. There have been 16 joiners since Sept 2025, 4 leavers (3 to Plymouth, 1 Home Ed). The school currently has 33 first choices (3 on WL) so expects to be full for Sept. Financially this is very positive as there will be 24 Y6 leavers, and 30 joining in September. 2 children will be moving to school in a Plym this term, another child will be moving to a different type of school and 2 with EHCPs expected to leave.</p> <p>c) <u>Catering</u>            New provider up and running now. They are conducting a taster session tomorrow afternoon (30/04) after school for parents. Numbers were higher than previously on a few days last week. There have been some positive reports about the meals.</p>			
7.	<p><u>School Development Plan (SDP) 25/26:</u>  <u>Review of progress against SDP priority #2: Leadership and Governance</u>  <i>See docs:</i></p> <ul style="list-style-type: none"> <li>– 7. 2026_04aprSSIP 2025-2026.docx</li> </ul> <p>Governors report that the update provides a good reflection of where school currently is. Governors noted the contents of the report.</p>			
8.	<p><u>Reading/Writing/Maths Termly data &amp; School Improvement ToR report</u>  <i>See:</i></p> <ul style="list-style-type: none"> <li>– 8. 2026_04aprSchoolImprovementLeadReport</li> <li>– 8. 2026_04aprTermlyData.docx</li> </ul> <p>CW provided Governors with a very comprehensive report. Y1 Phonics and the multiplication tables look to be around the National Average.</p>			

Ref, time 184. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	<p><b>QUESTION: What is the impact of a dip in the schools IDSR rating, and does it have any impact on HPNS?</b></p> <p>Data appears to be more important to inspections currently. Comparisons to national average are preferred to be positive. PP children at end of KS2 have not performed as well as PP nationally. For this school small numbers of children are involved, so not significant. In R/W it is hoped that 4 of the 7 PP children will achieve – 57% (almost 60%) - 3 children would give a score of 42/3%. There are numerous factors impacting on this. If only 2/7 achieve it starts to build a picture and the 3 yearly average figure may then become significant. Y5 has a much higher proportion of PP children and this is a potential future vulnerability.</p>			
9. 1847	<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"> <li>– 9. 2026_04aprAttendanceTOR_PL.docx</li> <li>– 9. 2026_03marPupilPremiumToR.docx</li> </ul> <p>a) <u>Attendance &amp; Behaviour ToR</u>  The school continues to closely monitor attendance of children of concern. Attendance stands at 96.7% currently, with the school target being 96%.</p> <p>b) <u>Community, Staff and Parental Links</u>  <u>Review outcomes of pupil survey, identify next steps</u>  The pupil survey is due to be conducted w/c 4<sup>th</sup> May – <b>c/f to 185</b></p> <p>c) <u>HT Appraisal Panel – confirm arrangement for mid-term review</u>  Met late in Spring Term 2, TC to arrange a meeting for Summer Term 2</p> <p>d) <u>Pupil Premium</u>  The whole school picture looks reasonable, sitting around 25% (40+) children, however this is not evenly distributed across the year groups.</p> <p>e) <u>Governor Mentor/development</u>  - <u>Review of governor development plan and self evaluation</u>  <b>Carry forward to FGB 185</b> due to incomplete Gov Skills Matrix</p> <p>f) <u>Staff survey</u></p>	<p>CJ</p> <p>TC</p> <p>CJ</p>	<p>FGB185</p> <p>FGB185</p> <p>FGB185</p>	<p>Complete</p>

Ref, time 184. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	<p>TL/NB met with JC this week to review the results. This year saw around 45% return. Feedback for staff to be issued prior to the HT break.</p> <p>g) <u>Sustainability</u> <b>Carry forward to FGB185.</b></p> <p>h) <u>EYFS Curriculum visit</u> A very positive report from NJ which provided insight into EYFS.</p>	<p><b>NB</b></p> <p><b>CJ</b></p>	<p><b>22/05/26</b> <b>FGB185</b></p>	<p><b>Complete</b></p>
<p>10. 1855</p> <p>1857</p>	<p><u>Finance Committee Update</u></p> <p>a) <u>Confirmation of roles completed from ToR inc. budget monitoring</u></p> <p>b) <u>3.Yr Budget Agreement</u></p> <p>c) <u>Nursery Position</u></p> <p><i>See docs:</i></p> <ul style="list-style-type: none"> <li>- 10. SBS Initial plan 26-27 300326.xlsx</li> <li>- 10. Nursery Initial plan 26-27 300326.xlsx</li> <li>- 10. BASC Initial plan 26-27 300326.xlsx</li> </ul> <p>3 year budget has been shared to all Governors. IN ear the school is showing a deficit, however carried forward surplus of £151k, in Y1, means Y1 is showing a surplus of £67k. Y2 onwards are all currently showing a deficit. Some things have impacted positively to support the current position. KS expressed her thanks to the LA Finance Officer for swift responses to queries. Staff departures over the last couple of years have helped support the finances. When doing the budge pupil numbers were forecast leanly, so actual income may be higher. BC/ASC are very well supported by parents, so are in a position to contribute to the main school budget, as Nursery has recently. If both remain strong this may help support the main school budget.</p> <p><b>Governors were happy to agree the budget.</b></p> <p>SS left</p> <p><b>QUESTION: Has anything been done to promote vacancies in the year groups which are not full?</b></p> <p>Reception and Nursery promotion has been very successful. There are currently spaces in Y2/3. Having a number of year groups at capacity makes things difficult for families who have multiple children to be able to move to the school.</p>	<p><b>AGREED</b></p>		

Ref, time 184. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
11.	<p><u>Policies and Procedures</u> See docs:</p> <ul style="list-style-type: none"> <li>– Accessibility Plan Policy Apr 2026 DRAFT.docx</li> <li>– ToR - HT Appraisal Panel Apr 2026</li> <li>– Sun Safety Policy Apr 2026 – DRAFT</li> </ul> <p>a) <u>Policies approved by ToR holders, committees, individuals in line with delegations</u> – Accessibility Plan Policy Apr 2026 DRAFT.docx was reviewed by JC and agreed by PL, to whom it is delegated.</p> <p>b) <u>Policies for FGB approval</u> CJ advised that the HT Appraisal Panel ToRs has been updated to reflect the Governor changes. The Sun Safety Policy is new, and incorporates the recent Heatwave Policy which will now be archived. <b>Governors noted the contents of the documents and agreed the updated terms for adoption.</b></p> <p><b>QUESTION: What was the reason for the Sun Safety Policy being brought in?</b> The current policy wasn't robust enough for the much warmer weather we are starting experience. Staff should be modelling good practice.</p> <p><b>QUESTION: What is our position on sun glasses? It has been included in this document, are we happy for children to be wearing these at school when outdoors? Do we encourage children to be wearing hats/sunglasses during outdoor PE sessions in the sun?</b> Children wear glasses during activities. There are recommended safety specifications for sunglasses within the policy.</p>	AGREED		
12.	<p><u>Premises, Maintenance and H&amp;S report</u> See:</p> <p>a) <u>Fire alarm</u> The company came out during Easter. Some work was undertaken, however there remain issues with the fire alarm system. Governors expressed their concerned that the system is still not fully functional. They are due back this side of half term to resolve the issues.</p> <p>b) <u>Roof</u> DCC/Norse not being clear about who has responsibility. Leaks need to lead to significant issues with teaching and learning for school to get financial support. <b>There should have been an update at the start of the week.</b></p> <p>c) <u>Accident Book</u></p>	JC	FGB185	

Ref, time 184. #	Action or Decision	Owner/ Decision	Date Due	Progress/ Date actioned
	<p>PL continues to review the accident book on a weekly basis and reports that incidents are primarily bumps and bashes.</p> <p>It has been noted that there is lifting of the soft surface round the play equipment, creating trip hazard. A local company have come out to look at this, with a view to repairing it.</p>			
13.	<p><u>Safeguarding Written Report</u> See:</p> <ul style="list-style-type: none"> <li>- 13. 2026_04apr_2025.26SpringTermlySafeguardingReport</li> </ul> <p>There was an escapee who used a table to access the exit button on the doors. The outer door has had it's button removed now, to prevent exit from the building without the assistance of the office staff. SCR was reviewed. Children on PT timetables were the only query flagged, but all of these are for valid reasons.</p>			
14.	<p><u>Training</u> See:</p> <ul style="list-style-type: none"> <li>• <u>Feedback from training attended</u></li> <li>• <u>Identified training needs</u></li> </ul> <p>CJ advised Governors that there is some Equality, Diversity and Inclusion Training taking place on 18/06/26 15.45. Please advise if you would like to attend and CJ will book it.</p> <p>For more general training needs, the link to access the NGA online learning is here: <a href="https://www.nga.org.uk/training/learning-link/">https://www.nga.org.uk/training/learning-link/</a></p>			
14.	<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>• Agreed a policy to ensure children the safety of children in the sun</li> <li>• Looking at support for the learning needs of PP children</li> <li>• Agreed the 2026/27 Budget</li> </ul> <p>Meeting closed at 19.20.</p>			
<p><b>Next Meetings:</b> <b>Date of the next meeting:</b></p> <ul style="list-style-type: none"> <li>a) FGB: 10/06/26 @ 6pm</li> <li>b) FC: 12/06/26 @ 3pm</li> <li>c) P&amp;P: 23/06/26 @ 5.45pm</li> </ul>		<p>Location:</p> <p>FGB: Y5 Classroom FC: HT Office P&amp;P Committee: Hybrid</p>		

- 2
- 3 Signed as a true and accurate record:

Signed	Date	4

DRAFT