

Minutes of the meeting of the full governing body of Offwell C of E Primary School held on 17th November 2022



		Present: Mrs J Dimond (JDi), Ms E Jordan (EJ), Mrs V Kyberd (VK), Mrs L Legg (LL), Mrs Holohan (SH), Mrs Kastner (SK), Rev Dr O Simon (OS), Mr Thomas (CT), Mr J Tristram, (JT) & Mrs Davey (JD) (clerk)	Action By	Time scale
1		Prayer - OS began the meeting with prayers		
2		Apology received and accepted - None received - all present		
		JDi welcomed VK on to the Governing Board as our new Parent Governor. OS has tendered his resignation following the investiture of the new incumbent, Rev Jeremy Putnam (JP). JP has said he will be happy to take on the role from January 2023 and OS agreed to remain as Vice-Chair of governors until that point. An election of a new Vice-chair will take place at the next GB meeting.		
3		Pecuniary Interest: Governors were invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting.		
4		Minutes of last meeting and matters arising - 22nd September 2022		
4	1	The minutes had previously been distributed and governors agreed they were an accurate record and JDi signed them off.		
4	2	Matters arising		
4	3	<p>Broadband Update - The DfE has been in contact regarding an offer to upgrade all schools to full fibre broadband as soon as possible. LL attended a webinar and JD took a phone call questionnaire from which the DfE will decide whether we are eligible for the upgrade. They said they would get back to us on 15th November but as we have not heard anything JD will chase.</p> <p>JD has been in touch with Microsoft following the suggestion made at the last Governing Board meeting whereby Teams could be used to provide additional telephones in school. JD will continue to pursue this.</p> <p>CT has completed an audit of IT within school and has spoken to Ian Wallace (former Chair and Head of IT at Exeter College) asking for suggestions for devices. He will contact CT again and CT will share the information with governors.</p> <p><i>Governor question -EJ - Did Ofsted mention the slow broadband speed and low bandwidth?</i> LL confirmed they did not but she would still like to purchase Lyfta when the system allows the running of it.</p>	<p>JD</p> <p>CT</p>	<p>11/22</p> <p>02/23</p>
4	4	<p>Parental Survey - Very few responses were received when the survey was first put out so Ipads were made available at the latest round of parents' evenings with limited response. It was agreed that as parents have just been asked to complete an Ofsted questionnaire we would leave it until the May half term before putting out a new survey. The Ofsted questionnaire answers superseded the answers given in the school's survey.</p> <p>The Ofsted questionnaire had raised positives but had also raised issues around communication and SEND. There were only a few comments but parental involvement and SEND was mentioned.</p>		

4	5	<p>Parental Complaint - Update</p> <p>JDi informed governors that the parental complaint had now gone to Ofsted and the Schools' Complaints' Board. Ofsted had asked the Local Authority to investigate the complaint. Brad Murray had investigated the complaint on their behalf and put forward his findings.</p> <p>The Schools' Complaints' Board had contacted JDi and JDI and JD had sent off the required documentation. They have now asked 3 more questions which have also been sent back to them.</p> <p>Governors asked if LL thought the complaint had triggered the Ofsted inspection and she said she thought it probably had.</p> <p>Following this complaint, the school has asked for the Local Authority to carry out a SEND audit. This is happening next week.</p> <p>Governors were advised that the Local Authority Parental Procedure for Complaints has been updated since Offwell School adopted it. LL will send out an alternative model from the NAHT for governors to consider.</p>	LL	11/22
5		Governor Membership Update		
5	1	<p>Future/present Parent Governor Vacancies - As well as the Ex officio position and VK as the new parent governor, governors acknowledged there remains 2 governor vacancies. Discussion took place as to how these 2 vacancies could be filled. JDi suggested that governors are asked to complete the NGA skills matrix before the next GB meeting so strengths and gaps of governors' skills are highlighted. She suggested we could then go to local industry and co-opt governors who can offer the appropriate skills. Discussion took place about recruiting and appointing co-opted governors without reconstituting the GB. JD will check the legalities. Previously, the GB has decided to appoint Associate Members to the Board without the need to reconstitute. These members cannot vote at full GB level but have a vote at committee level.</p> <p>JDi suggested that it may be a good idea to survey the demographic of the parental body and speak to those parents who have particular skills.</p>	JD	11/22
5	2	<p>Committee Membership Update - The list of governor roles and responsibilities was sent in advance which highlighted the vacancies. VK will join SK and JDi on the Pay Committee.</p> <p>Other vacancies were discussed and it was agreed that LL will get together with CT and agree to merge or change the remit of some of the responsibilities. The revised list will be sent to governors and governors were asked to consider what they would like to do before the next GB meeting.</p>	LL/CT	11/22
5	3	<p>Committees or One Meeting? Discussion took place about the advantages of having all governors attending at every meeting or having two different committees - Curriculum and Learning and Resources. It was acknowledged that potentially there could be a problem with the committees being quorate with the 2 parent governor vacancies. Governors agreed that the Board members should meet as one body but masterclasses in Finance and Data are offered later in the academic year.</p>		
6		Finance		
6	1	<p>School Budget Share - The carryforward remains at about £61,000 which is what was showing in the 3 year budget accepted by governors and submitted to Devon County Council previously.</p> <p><i>Governor question - SH- Does this include the recently agreed pay increases.</i></p> <p>It was confirmed that it did although governors were advised that the pay increases for teachers only take effect backdated to 1st September 2022.</p> <p>LL made a request to governors for £1300 to pay for the SEND audit previously mentioned. For this the school gets one day in school and one day for the report to be written. This was agreed.</p>		

		<p>Discussion took place about the purchase of the Data Protection Officer's Toolkit at a cost of £800. It was agreed that this would be purchased if the need arises again. Both DP queries have now been dealt with.</p> <p>Foundation Stage Unit - Shows a carryforward of £19,832 - an increase in the carryforward from last year due to the increase in nursery numbers. Part of the teacher's salary is taken directly from the FSU budget and the new FSU salary is taken entirely from this budget although this has not been taken from this budget and needs to be vired over from the School Budget Share.</p> <p>After School Provision - £ 8,285 - this is very similar to the carryforward brought into the 21/22 year which means expenditure matches income which is as it should be. This is almost identical to the projected figure reported to governors at the last meeting.</p> <p>Governors were reminded that a balance had to be retained on the ASP and FSU budgets in order to cover possible redundancies. Governors are responsible for covering redundancy payments for ASP staff and also FSU staff.</p> <p>Formula Capital - The carryforward of £6283 has all been spent on recent work. This budget has now been released for 2022 leaving approximately £2,500.</p>		
6	2	<p>Unofficial School Funds - Balances are shown as over £3600 Books are available for inspection in the school office. It was acknowledged that some money for FSU and WASP fees initially go into this fund and are periodically transferred over. The balance taking this into account leaves about £2500 credit.</p>		
6	3	<p>5 Year Budget - 2022/23 2023/24 2024/25 Carryforward at end of 23/24 - £2,911 credit Carryforward at end of 24/25 - £68,903 deficit Carryforward at end of 25/25 - £175,748 deficit Carryforward at end of 26/27 - £302,897 deficit This means we currently show a balanced budget going into 23/24 and into 24/25 but after that increasingly large deficit balances are shown. It was acknowledged that a great deal can happen politically before the deficit budget is shown and this situation may well change anyway. The deficit balances are mainly due:</p> <ul style="list-style-type: none"> ● decrease in pupil numbers predicted ● pay increments for staff, especially teachers, not being funded. ● increase in fuel costs 		
7		Curriculum		
7	1	<p>School Improvement Plan (SIP) and Self Evaluation Form (SEF) The SEF previously shared with governors has been updated by LL and sent to governors in advance of the meeting.</p> <p>LL said the individual curriculum action plans would not be included with the actual SIP as it has previously. The subject leaders will be responsible for these taking the priorities of Leadership and Management to inform the subject priorities.</p> <p>The SIP for 2021-2023 was sent to governors in advance of the meeting. This sets out clearly areas for whole school improvement focus. This was written using the focus from Ofsted:</p>		

		<p>Overall focus on KS1 and SEND provision.</p> <ol style="list-style-type: none"> 1. Phonics - Focus on KS1 2. Writing - Focus on KS1 and Y3 (Y2 in 2022) 3. Maths - Focus on KS1 and Y3 (Y2 in 2022) 4. SEND - Clarity and monitor universal provision for Communication and Language. Identify and deliver training needs (from audit) 5. Develop assessment in foundation subjects so there is the opportunity for regular review, metacognition and retrieval practice, alongside the capacity to make summative judgements about meeting expectations. 6. Develop cultural capital - develop understanding of equality and protected characteristics. <p><i>Governor question - VK - How were the KS2 results affected by the pandemic and how did this compare nationally?</i></p> <p>LL said they were adversely affected but older children, with greater time in school, less so. Offwell compared well with Devon and nationally.</p>		
7	2	<p>Headteacher's Report</p> <p>LL had sent the Headteacher's Report in advance of the meeting. LL went through the main points that had changed since the last report to governors and invited questions.</p> <p>LL reported within the report that she had received the resignation of a part time teacher with effect from the end of this term. The teacher presently works in a job share and the person he shares with has said they would like to take on the full time position. This leaves a vacancy in a different part of the school as they carry out intervention work paid as a teacher and also does some teaching assistant work.</p> <p>Another full time teacher has requested that they drop one day from 1st January 2023. Discussion took place about recruiting to fill the positions and LL said she would like a teacher to cover one afternoon PPA and possibly carry out a morning of Special Educational Needs, depending on experience. It was therefore agreed to advertise for 0.4 FTE position temporary until July 2024 which would finish before the deficit balance is shown.</p> <p>Governors discussed the plot of land currently for sale behind the field and wondered about the possibility of purchasing some of it. LL said ideally we would like to purchase a small strip which based on the proportion on the guide price for the whole field, may cost in excess of £3,500. LL said she would try but was not optimistic.</p>		
7	5	<p>Attendance - The DfE is currently having a big focus on attendance and Offwell's was reported to governors within the Headteacher's Report. LL receives regular reports on persistent absentees and meets with the relevant parents regularly. There is no particular vulnerable group of children with low attendance.</p>		
8		Leadership		
8	1	<p>Safeguarding - LL said she had spoken to the lead inspector about safeguarding issues and was able to bring a narrative behind the safeguarding cases. Ofsted said it was an area of strength of the school. Ofsted asked to see some chronologies and they were happy with what they saw. Ofsted were happy with the premises and other safeguarding procedures.</p>		

8	2	<p>Christian Distinctiveness Ethos Group - CT recently met (1st November) with the children. JP will join the group from January and CT thanked OS for his input during his time as a governor. The Ethos report/minutes were shared with governors in advance of the meeting.</p> <p>CT shared the terms of reference for the Ethos Group. This sets out the principles, aims, membership, meetings, and SIAMs inspection.</p> <p>There is still a parent vacancy on the Ethos Group and CT will ask again for someone to come forward.</p> <p>Christian Distinctiveness and Effectiveness CT sent out a document in advance of the meeting setting out the role and responsibility of governors in relation to CD & E. This sets out questions that governors should be asking and/or know the answer relating to RE and Collective Worship.</p> <p>JDi asked that this subject is brought back to the next full GB so it can be given the time required especially as we are a church school. JD will put it as an agenda item allowing 15 minutes.</p>	JD	02/23
8	3	<p>Governor visits JDi met with Brad Murray when he visited school to talk about Ofsted and give advice about how staff and governors can prepare for the imminent inspection. JDi found his advice very useful as did all staff and, as it turns out, extremely timely! Brad Murray talked about deep diving.</p>		
8	4	<p>Governor Training SK recently attended a governance forum, headteacher's appraisal training, a session on supporting school leaders' health and wellbeing and governance of safeguarding.</p> <p>Earlier in the week she had attended primary curriculum training for governors and she reported fully to governors.</p> <p>JD will send out a proforma to governors for completion following a visit or training so the completed document can be sent to governors in advance.</p>		
9		Policies and Paperwork		
9	1	<p>Gifted and Talented Policy - CT updated governors on the latest thinking behind children of higher ability. The G & T programme ended in 2010 and there is no funding available. It is not mandatory to have a G & T policy and it was acknowledged every child must be challenged in every area of the curriculum. There was no benefit in labelling a child as being G & T. Every child is an individual. Other school websites do not often have a G & T policy. JDi and LL had spoken independently to each other about the requirement for a G & T policy and they agreed it was not required. Governors agreed to disband the policy. JD will remove from the website.</p> <p><i>Governor question - OS - Could we be accused of unconscious bias.</i> LL denied this was the case and the school has worked very hard to support children who could face unconscious bias by promoting inclusion and equality of provision.</p>	JD	11/22
9	2	<p>Disability Equality Strategy and Accessibility Policy - LL has produced an updated Accessibility Plan and this has been shared with JDi and Ofsted. She will send to governors and it was agreed it will be adopted and JD will put it on the school website. This policy clearly addresses the need to ensure equity in our provision.</p>		
9	3	<p>Safeguarding and Child Protection Policy 2022 - LL has personalised the new model and it is now available on the school website. Governors gave approval</p>		

		to accept the 2022 policy.		
9	4	Pay Policy - The previous version of the policy was sent to governors together with the 2022 model policy and JD has now personalised the model making the same decisions previously made in older versions of the policy.		
9	5	Educational Visits - A new model policy as been issued and SH has personalised it to reflect what happens at Offwell School. Decisions need to be made as to timings of completion of EVOLVE forms which is a new section within the policy. Once agreed JD will put the policy on the website.	SH/LL/ JD	11/22
9	6	Governors' Code of Conduct - This has been updated to include a section on use and presence of Social Media. Governors approved and acknowledged the new content. There is also a need for a thorough induction process.		
10		What have we achieved for the children?		
10	1	<ul style="list-style-type: none"> We have ensured the children are receiving the best possible experience and education. JDi, on behalf of governors, thanked all staff for their hard work and dedication particularly during the Ofsted inspection.		
11		Dates of Meetings:		
10	1	Dates for next meetings - Pay Committee - 24th November at 9 to 9.30am. Governors can attend via Teams or in person. Thursday, 2nd February 2023 - 4.30pm - in person		
		The meeting finished at 8pm		