

Minutes of the meeting of the full governing body of Offwell C of E Primary School held on 22nd September 2022



		Present: Mrs J Dimond (JDi), Mrs L Legg (LL), Mrs Holohan (SH), Mrs Kastner (SK), Rev Dr O Simon (OS), Mr Thomas (CT), Mr J Tristram, (JT), Mr I Wallace (IW) & Mrs Davey (JD) (clerk)	Action By	Time scale
1		Prayer - OS began the meeting with prayers		
2		Apology received and accepted - Mrs E Jordan (EJ)		
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. They were also tasked to sign the register as this must be done annually to confirm any changes as appropriate.		
4		Election of Chair & Vice-Chair		
4	1	Chair - Nomination received for JDi - unanimously approved - JD chaired the remainder of the meeting		
4	2	Vice-Chair - Nomination received for OS - unanimously approved.		
5		Minutes of last meeting and matters arising - 14th July 2022		
5	1	The minutes had previously been distributed and governors agreed they were an accurate record and IW signed them off.		
5	2	<p>Matters Arising: LL explained that increasingly teaching programmes are being delivered over the internet and whilst the internet speed is acceptable and functioning correctly, there is sometimes a bandwidth problem when too many devices are trying to access the internet at the same time.</p> <p>Broadband Update - Quotes have been obtained from BT for a leased line over a 3 or 5 year contract. The quote also includes additional phone lines for the Devon Lady and Beech Class. £8652.52 per annum. South West Grid for Learning has quoted £6500 per annum also for 3 years but not including the additional phone lines. An independent company has quoted for the phone lines only. £250 per annum.</p> <p>There is talk that full fibre could be delivered to Offwell within 2 years which would mean the 3rd year of the contract would not be required.</p> <p>Staff governors said that they felt there was more of a hardware problem than a problem with bandwidth. All the children regularly access the internet in Oak Class at the same time without a problem. CT confirmed that this hadn't been a problem in Willow Class either.</p> <p>Governors were advised that paying a lease would not be able to come from Formula Capital but would have to come from the school budget. Additional hardware could come from Formula Capital.</p> <p>It was agreed that the money would be better spent on improved hardware for the children in Willow Class mainly as they are trying to use almost redundant iPads. It was also recognised that many of the staff devices are no longer fit for purpose.</p>		

		CT will put together a proposal for purchase of hardware based on an audit of needs across the school.	CT	11/22
5	3	Parental Survey - The survey was sent at the end of term and produced 9 responses. It was acknowledged this was very low and discussion took place about how this figure could be increased. It was agreed: The survey link will be shared with parents with the newsletter on 23rd September. Devices will be set up to enable parents to complete the survey before or after their parents' evening in October.	JD/LL	09/22
5	4	Curriculum Progression Maps Most of these are now on the website. There are a couple of broken links and JD will mend these. There are also a few progression maps missing: History & Geography - these have been done. JD to ask MD to send them to her. Music - this has been done. LL will send to JD. French - LL to complete and send to JD.	JD LL	09/22
5	5	Parental Complaint - The meeting went into Part 2 to discuss the outcome of the complaint.		
5	6	The meeting returned to Part 1		
5	7	Health and Safety Audit update - some items have been addressed including staff being given responsibility of locking away COSSH items and disposing of them if not necessary. Some staff have been booked on to relevant training. Additional telephone lines - are in hand - discussed previously in this meeting (required in an emergency). There are other issues that still need to be addressed.		
6		Full Governing Body Meetings - open to the public?		
6	1	Discussion took place regarding the pros and cons of making GB meetings open. JT said that Parish Council meetings are open and anyone can attend without giving notice. They are given a period before the main meeting starts to have their say. LL said she felt it would be right to open the meetings going forwards, in a spirit of openness and to encourage greater involvement. It was agreed that it has not been appropriate and relevant recently due to the pandemic but governors agreed that JD would look into how an open meeting might work. She will seek advice from Devon Governor Services and report back to the next FGB. The next meeting will be closed but the decision will be revisited at the next meeting.	JD	11/22
7		Housekeeping Reminders		
7	1	Procedures for members wishing to add an item to the agenda - governors were reminded that the agenda is sent one week in advance of the meeting to governors but contact the Chair or Clerk 2 weeks in advance if they wish anything to be considered for the agenda.		
7	2	Reminder Part 2 procedures and confidentiality - governors were reminded what the circumstances are when the meeting should go into Part 2. Governors were reminded about discussions during Part 2 and what happens to the minutes.		

7	3	Governors' Code of Conduct - The Code of Conduct was sent in advance to governors and governors acknowledged that they had read the document and accept and will abide by the rules. LL mentioned that social media use and online content should be highlighted for governors and as this forms part of the staff Code of Conduct, JD will look at the two documents and incorporate an appropriate paragraph for addition to the Governor Code of Conduct.	JD	10/22
7	4	Attendance at meetings including procedure for apologies. Governors were reminded that they should give as much notice as possible to the Clerk giving apologies. Any apologies must be accepted (or not) by governors and minuted and non attendance must be recorded. Governors were reminded that attendance percentages are included on the website for the previous academic year.		
8		Governor recruitment - Parent Governors		
8	1	Governors were reminded that there are now 3 Parent Governor vacancies following the end of term of office of IW As agreed previously the recruitment process has begun and one nomination has been received. The PTFA is holding a coffee morning next Monday and they are happy for governors to be present with a view to talking to parents and encouraging them to put themselves forward. It was agreed that if this approach did not bring potential governors forward, another date would be set for parents and governors to get together. The coffee morning will be attended by LL, EF, SK, JT and JDi.		
9		Committee Membership		
9	1	Committee or all members meeting as one Governing Board Discussion took place about whether governors wanted to go back to separate committees for Curriculum & Learning and Finances. Most governors felt that the committee structure worked better and it was acknowledged that this was changed because sometimes it was a struggle to be quorate. Governors were reminded that a committee is quorate if 4 members, including the headteacher, attended. Governors acknowledged that it would be easier to operate separate committees once the new Parent Governors have been recruited. Possible meeting timings of committees in relation to the full GB meeting was discussed. It was agreed that the next meeting would be held with all GB members and we would look to separate into the committees at that meeting once Parent Governors have been recruited. Discussion took place regarding the Headteacher not having to attend both committees and this could be deputised to CT. Governors were advised that part of the terms of reference previously for this school were that the Headteacher is a member of both. It was acknowledged that larger schools delegate membership to other members of the senior leadership team. Terms of reference will be discussed at that meeting.		
9	2	Governor responsibilities - LL reminded governors that previously they had been linked to a teacher and were the governor responsible for all of the teacher's subjects. The following responsibilities were agreed: JT - History/Geography - linked to Mr Dunning OS - RE & Maths - linked to CT	JD	09/22

		<p>SK - Safeguarding & English - linked to LL JDi - SEND - working with LL SH - Art & PE - linked with Miss Phillips</p> <p>IW responsibilities were Data, Computing & Science - these will need to be covered. OS agreed to be governor responsible for French - linked with LL</p> <p>JD will update the list and distribute to governors highlighting where there are still vacancies which could be filled by the new Parent Governors.</p>		
9	3	<p>Pay Committee - this is historically made up from the Finance Committee. Existing members are JT & IW and one other is required. JDi will join. The Pay Committee will be required to meet later this term after teacher performance management has been undertaken.</p>		
9	4	<p>Staff Disciplinary/Pupil Disciplinary Committees - Membership will be determined as and when required dependent on availability and eligibility of governors.</p>		
9	5	<p>Headteacher Performance Management - JT has taken part for several years and has undertaken the necessary training. SK has also undertaken it and will take part in the HT PM this year. Governors agreed that Brad Murray should be the external advisor again if he was available.</p>		
10		Safeguarding		
10	1	<p>Governor Annual Training - All governors have now received the annual update training except JT. LL will deliver this within the next week or two. Governors all confirmed they had read parts 1 and 2 of the 2022 Keeping Children Safe in Education document. There are still a couple of staff who need to read section 1 of KCSiE.</p>	LL/JT	10/22
10	2	<p>Website Prominence - Safeguarding has been included as an additional heading has been on the homepage of the website. The information is now available with one click once the website is open. This formed part of the previous action plan.</p>		
10	3	<p>LL thanked SK for attending all the safeguarding training and visiting school and going through the school's safeguarding procedures.</p>		
11		Self Evaluation Form 2022 - 23		
11	1	<p>LL explained that the SEF summary distributed to governors in advance of the meeting is a working document which will feed into the School Improvement Plan. This document has been shared with staff and they will contribute as appropriate at next week's staff meeting. They looked at Section 5.</p> <p>LL reminded governors that they must take ownership of the document, as it is required for Ofsted and is a Governors' document.</p> <p><i>Governor question - OS - Why is the value 'loyalty' highlighted.</i></p> <p>LL advised that the children did not have much clarity over the meaning of 'loyalty'. This value will be discussed with a view to changing it as part of the ongoing review of our values.</p> <p>Governors noticed that the statements were blank and LL advised governors that they needed to be completed by staff and governors. She has asked all to highlight (RAG) red/amber/green.</p> <p>Governors were asked to look at the document and send suggested contributions to LL by the end of next week.</p>	JD	07/22

12		Policies and Paperwork		
12	1	<p>Supporting Pupils with Medical Conditions and Administration of Medicines This policy presently states that we hold a spare adrenaline pen and inhaler but it also states that staff are only able to administer the medication to a person who has previously had a diagnosis for the condition to be treated. Staff attending recent first aid training have been advised that medical staff taking a 999 call can permit the use of these medications in certain circumstances even when a diagnosis has not been previously made. JD will make the necessary arrangements and will order a spare inhaler and adrenaline pen when the present spare is due to go out of date.</p>	JD	11/22
12	2	<p>Gifted & Talented Policy - It was agreed that the revised policy presented at the last meeting needs to be changed further and this has yet to be done. It will come back to staff and then to governors at the next meeting.</p>	LL	11/22
12	3	<p>Disability Equality Strategy and Accessibility Policy - This is due for review and LL has gone through it and made comments. She asked that a governor look through the document recommending changes to the GB. She said that the present document focuses on visual impairment but it needs to cover people across all protected characteristics with other disabilities. SH agreed to review and make recommendations.</p>	SH	10/22
12	4	<p>Term Dates - 2023/24 The calendar has been shared with staff. It is the standard Devon school calendar and decision needs to be made to agree on 5 non pupil days and 2 occasional days. Governors gave approval to use the staff recommendations. JD will submit to county and put it on the website.</p>	JD	11/22
13		Dates of Meetings:		
13	1	Dates for next meetings - Thursday, 17th November at 4.30pm		
		The meeting finished at 7.50m		

