



		Present: Mrs J Dimond (JDi), Mr W Isaac (WI), Ms E Jordan (EJ), Mrs Jane Knight (JK), Mrs V Kyberd (VK), Mrs L Legg (LL), Mrs S Holohan (SH), Mrs Kastner (SK), Rev J Putnam (JP), Mr J Tristram, (JT) & Mrs J Davey (JD) (clerk)	Action By	Time scale
		JDi welcomed WI as Parent Governor and JK as Associate Governor. She is unable to be a Parent Governor until her son begins Reception in September 2023. He is presently in nursery. The recruitment process will have to be followed in September inviting other parents to join the GB.		
1		Apologies for absence - C Thomas (CT) -accepted		
2		Prayer - JP began the meeting with a prayer		
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. WI and JK were asked to sign the register		
4		Minutes of last meeting and matters arising - 2nd February 2023		
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	Telephones in Beech/Ash/Willow - Two new telephone lines have been installed in Beech Classroom and the extension phones are in the big log cabin, Willow Class and Ash Class. Staff feel reassured that they can contact other parts of the school in an emergency.		
4	4	IT Devices - Following the last governors' meeting a laptop has been purchased for one of the teachers. A representative from Scomis has visited school and carried out an audit of what equipment we have. He will put together a report suggesting various upgrades. The server will not be supported beyond 2023 so we need to use an alternative. He will also look at hybrid devices. He will come back to us with suggestions. WI offered to give advice regarding cyber security.		
5		Governor Membership Update		
5	1	Parent Governor Update- As mentioned at the start of the meeting, one of the Parent Governor vacancies has been filled with a potential to fill the other vacancy in September.		
5	2	Foundation Governor - CT's term of office ended about 2 weeks ago and he has completed the reappointment form for the Diocese. This needs to be signed by JP and JDi and returned to the Diocese. The Diocese know that CT would like to continue and the form will be with them shortly. The form was signed by JP and JDi. JD will return it to the Diocese.	JD	03/23
5	3	Vice-Chair - There is presently a vacancy for a Vice-Chair. Governors were invited in advance of the meeting to consider nominating themselves. Governors were reminded that the position could not be held by an Associate Member or a member of staff. JP said he would have been happy to nominate	JP	03/23

		himself but did not want to over commit himself. He has a meeting next week which will determine whether his workload for work will increase and he will get in touch with JD to let her know the outcome.		
6		Finance		
6	1	<p>School Budget Share - The carryforward remains at about £53,000 which is very similar to the monitor sheet shared at the last GB meeting.</p> <p>Discussion took place regarding this budget and the monitoring statement. The new members remarked that they found the format difficult to understand. Comment was made that there was an in year under spend of £1,500.</p> <p><i>Governor question - WI - What is the difference between the end figure and that set at the start of the financial year?</i></p> <p>It was explained that some of the figures are set at the start of the year and do not change but other figures, such as the High Needs, is subject to change during the year.</p> <p><i>Governor question - WI - The carryforward into 23/24 is very similar to that carried forward from last year, is this figure usually very similar?</i></p> <p>JD said that this was not the case but for several years we have had a healthy carried forward of about £30,000.</p> <p>Foundation Stage Unit (FSU) - Shows a carryforward of £19,412. This is considerably more than 21/22 due to the increased numbers in nursery. This is even after virement made into the School Budget Share for staffing as agreed at the last full GB meeting. This is more than the required amount to be retained for possible redundancy costs and could be used on Foundation Stage Unit equipment or recharged back to the School Budget Share.</p> <p>After School Provision (ASP) - Shows a carryforward of £10,706.</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>		
6	2	<p>Fee increase for ASP & Early Morning Provision - JD advised governors that the fee has not increased since the provision was introduced in school about 8 years ago. Governors acknowledged that costs had increased dramatically recently and there are also hidden costs not taken from the ASP budget including heating and lighting.</p> <p>Governors agreed to put the fee for ASP up to £4 an hour with effect from September 2023. Governors acknowledged that this was a competitive price compared to other school charges.</p> <p><i>Governor question - without the increase would it be hard to balance the books for ASP for the coming year?</i></p> <p>JD advised that she felt this was the case.</p> <p><i>Governor question - SH- Is £4 per hour enough? Why was this figure picked?</i></p> <p>It was agreed that £4 an hour was a round figure and this could be reviewed at this time next year with a view to increase for September 2024.</p> <p><i>Governor comment - VK - Is the idea that all schools offer provision until 6pm by 2025?</i></p> <p>Governors were advised that we offer Early Morning Provision from 8am every day and ASP until 5.30pm from Monday to Thursday. It is difficult to staff until 6pm and difficult to staff on a Friday.</p> <p><i>Governor question - Have we considered outsourcing the provision to an independent company?</i></p>		

		<p>JD advised that we had looked into this previously and it was not viable at the time. This may be worth revisiting in the future. The provision offered by other companies is usually sport based.</p> <p>After discussion it was agreed to increase the fee for Early Morning Provision to be one cost of £3 from 8am offering breakfast to everyone. It was also proposed by LL to offer this free to all in receipt of Pupil Premium (EMP only). This was agreed.</p> <p>Fee increase for FSU - The figure of £4 per hour was agreed when the FSU was set up about 6 years ago. The government reimburse school just under £4.50 for the 15 or 30 free hours and it was suggested to governors that the fee is raised to £4.25 per hour. Most settings charge at least £1 more for 2 year olds but as we only take rising 2 year olds (the term they turn 3), it was agreed that they would be charged £4.25 too. Governors approved an increase of £4.25 for all with effect from September 2023.</p>		
6	3	<p>5 Year Budget - 2023/24 2024/25 2025/26</p> <p>The Local Authority Finance Officer has recently visited school to work with JD on the new budget. The figures were shared with LL. The new budget calculator had not been produced at that time and the Finance Officer was working on expected income. The final budget was released a couple of days after the visit and this meant an increase in the budget for 23/24 of £40,000!</p> <p>This shows (with the final figures): Carryforward at end of 23/24 - £ 63,010 credit Carryforward at end of 24/25 - £ 43,520 credit Carryforward at end of 25/26 - £ 1,831 deficit Carryforward at end of 26/27 - £60,205 deficit Carryforward at end of 27/28 - £151,135 deficit</p> <p>JD explained that there was a teacher on a temporary contract due to end in July 2023 and the figures for her salary beyond this point are not included. There are also several teaching assistants who are on casual contracts alongside their permanent ones and the casual amounts are not included in the 5 year budget beyond this financial year.</p> <p><i>Governor question - SH - If the intention is to continue these temporary contracts, why are the figures not included in the 5 year budget.</i></p> <p>It was explained that if they were the deficit in the 3rd year would be increased which would be unacceptable to the Local Authority. The LA would come back to us and ask for a recovery plan and we would then have to advise them that the temporary contracts could be ended, there is no certainty they will continue anyway.</p> <p>Governors asked for another scenario showing the contracts continuing throughout the period. JD will produce this ready for the next meeting.</p> <p>Governors gave approval for the budget to be submitted to the LA.</p>	JD	05/23
6	4	<p>Services for Schools - Governors were sent a suggested/requested list in advance of the meeting based on the subscription for 22/23. Most charges had increased but the Education Psychology Service is presently unavailable. All the Local Authority services have now transferred from Babcock to Devon County Council. Governors gave approval for the services to be purchased as suggested. JD will check with CT about Mathletics as this is due for renewal this year.</p>		

6	5	Unofficial School Funds - Balances are shown as over £3660. Books are available for inspection in the school office. The books have now been fully audited by Mrs S Paveley.		
6	6	Formula Capital Update Balance presently at about £2,500. About £5,000 expected April 2023. Carpets need renewing in Oak and Beech classes. The Formula Capital account pays for IT equipment as well as furniture and premises expenses. Some IT equipment could be purchased from the Unofficial School fund as this presently has a balance of £2,800. Additional money for environmental savings - £11,484. This needs to be spent on something that could save money eg insulation, double glazing, etc. The school will have to report what this money is spent on and it needs to be spent by 31.3.24. Governors were advised that a priority for capital expenditure is new flooring in both Oak and Beech classes.		
6	7	Schools' Financial Value Standard - This is a governor document and must be returned to the Local Authority before 31st March 2023. SH and JD have completed it and it was shared with governors in advance of the meeting. Governors gave approval for the document and it was signed by JDi. JD will send the document to the Local Authority.		
7		Curriculum		
7	1	School Improvement Plan (SIP) and Self Evaluation Form (SEF) The SEF previously shared with governors and this has been updated. 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. These documents were shared again for the benefit of new governors.		
7	2	Data Phonics – LL shared an update with governors on the progress of the Year 2 children who did not meet the pass figure when they did their phonics test in Year 1. Of the 4 who did not make it, 2 have just been tested and now meet the criteria and the other 2 are very close to it. Specific interventions have been put in place for these children and CT is hopeful that all 4 will pass when they take the test during the week of the phonics tests. Of the present Year 1 children who are due to take the test, 6 have been taught using Sounds Write since Reception. Of these 6, 2 would pass now, 2 are within reach and the other 2 score 25/32. CT is confident all will pass. <i>Governor question - JK - What is the usual pass rate?</i> LL advised that before Covid and lockdown caused a dip, it had been on average 85%. <i>JK - Did lockdown cause this dip?</i> LL said that we can only assume; the children did have a different start to their school life. Governors commented that these figures were encouraging. <i>Governor question - JDi- where are we with the Sounds Write training?</i> LL advised governors that 3 additional members of staff were trained last term meaning staff are trained up to Year 3/4.		

7	3	<p>Headteacher's Report 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 referred governors to attendance figures being impacted by the Strep A virus during the autumn term.</p> <p>Staff Updates A teacher has been taken on to cover a full time member of staff who has reduced to 4 days. This teacher is also doing an extra day supporting SEND children with Language Link, assessments and interventions. This teacher will provide tutoring in the summer term using the funding provided by the government.</p> <p>A new teaching assistant has been employed following a full recruitment process to work in Willow Class from 8.30am to 9.30am to help with book bags in the morning, photocopying and settling any children who may need extra attention.</p> <p>Industrial Action We had advised parents during the week before the most recent industrial action days that the school would be open. However, there was a change in circumstances as some teachers chose to take action meaning that the school could not be staffed effectively on the 2nd day and was, therefore, closed to children on the 2nd day. LL asked if governors had heard any negative feedback from this situation and one or two said they had heard low level rumblings but nothing much.</p> <p>Update re Cleaning Contract Governors asked for an update re the ending of the contract and LL said we are still in talks with the company as both parties believe the renewal date is different to what the other thinks. The school gave notice in January to end the contract on 31st March 2023. The school attempted to seek legal advice from the Local Authority but were unable to obtain this advice. LL explained the situation and governors felt that we should continue to work on ending the contract on 31st March 2023 and TUPE the cleaner across to our own employment. Advice will be sought from LA Human Resources on the process.</p> <p>SATS Checks LL advised governors that the administration of the tests and storage of papers has been tightened. Good practice is that a governor or governors oversee the storage of the papers and the actual delivery of the SATs to the children. Governors agreed to spend the morning in school on the following days: 9th May - JT and SK 10th May - SK and JDi 11th May - VK and JDi 12th May - JP and JDi</p>		
8		Leadership		
8	1	<p>Safeguarding - LL has completed the annual safeguarding report. This was shared with SK and returned to the Local Authority. LL offered to share the document with other governors if they wanted to see it. Ofsted were very positive over all our safeguarding arrangements. But it is an area where we must always be vigilant.</p>		

8	2	<p>Christian Distinctiveness</p> <p>Ethos Group - They have continued to raise money for Urafiki and have talked about a possible Bake Off event. Discussion took place about the money raised from the recent sponsored walk for Comic Relief and possibly sharing the money. It was agreed to keep that money for Comic Relief and do a different event for Urafiki eg. Bake Off.</p>		
8	3	<p>Governor visits</p> <p>JDi met with SK and went through the government model for parental complaints. She sent a visit proforma to governors in advance of this meeting. JDi said she felt this was a much clearer document and it was agreed governors would adopt this model rather than the Devon County Council model. It does not alter the process but makes it clearer. JDi also produced a timetable in the event of a complaint which could be followed in the event of future complaints. JDi said that governors must familiarise themselves with the process in case they are approached by a parent with a possible complaint.</p> <p>VK's planned meeting with SH re Science and EYFS has been postponed.</p> <p>JT has visited SH to look at Music. He has not produced a report but was very happy with everything he saw.</p> <p>JP is scheduled to meet with CT tomorrow,</p>		
8	4	<p>Governor Training</p> <p>CT has attended a Data Protection Network meeting. He found this very useful and informative and has since met with LL and JD to discuss certain findings recommending improvements. He will deliver training on GDPR to staff during a non pupil day.</p> <p>JDi asked about antiracism training mentioned in the Headteacher's report. LL said that she delivers training annually on equality, diversity and inclusion following the 2010 Equalities Act to meet the needs of staff, pupils and parents. LL has worked with the Diocese and NAHT to deliver training producing resources. She said she could deliver this to our staff and governors which would help raise levels of awareness. LL said that governors should be looking at this area during monitoring visits to ensure the curriculum content includes this and this is also included in delivery and is evident in children's books, talking to children, etc. LL said this was not a national drive but we needed to do it ourselves. Discussion took place about training for governors and it was agreed that the safeguarding training and Equality/Diversity and Inclusion training would be delivered over the 2 non pupil days in September.</p>		
9		Policies and Paperwork		
9	1	<p>Parental Complaints and Concerns</p> <p>As mentioned previously, it was agreed to personalise and adopt the policy and procedures on the government website.</p>	JD	03/23
9	2	<p>Admissions - 2024/25 - A draft was produced by the Local Authority and sent to school. This has now been finalised and has been put on the school website. There should be 3 years of policies on the website. Governors were asked to look at the policy to familiarise themselves with it.</p>		
9	3	<p>Managing Unreasonable Behaviour (Parents) - This is due for review and it was agreed to continue to follow the LA recommended model.</p>		
9	4	<p>Appraisal for Headteachers and Teachers - The LA model is unchanged since the last review and it was agreed to readopt this policy.</p>	JDi/SK	03/23

9	5	Appraisal for Support Staff - This LA model policy has been updated and governors agreed to adopt the revised model. VK asked what were the changes and without going through the old and new policies it is hard to tell but it has slightly different, improved wording and there is no fundamental change.		
9	6	Attendance Policy - The LA has produced a completely different model. It was agreed that JD will go through this new policy personalising it to Offwell School and send out to governors for comment.	JD	03/23
9	7	Health and Safety Policy - This policy has to be reviewed annually. The LA model is unchanged and JD will change the name of our Chair of Governors and will put the new policy on the website.	JD	03/23
9	8	Whistleblowing - This policy is due for review and the LA model is unchanged since the last review. It was agreed that this would be readopted.		
10		What have we achieved for the children?		
10	1	<ul style="list-style-type: none"> • We have looked at keeping the children safe with discussions regarding safeguarding. • Children have progressed well in phonics which then leads to improvements in reading and writing. 		
11		Dates of Meetings:		
11	1	<p>Dates for next meetings - VK requested that governor dates are agreed at the next meeting for the whole of the academic year. It was also agreed to discuss running with committees again now we have a full contingent of governors. . This will be discussed at the first meeting in September.</p> <p>Thursday, 25th May 2023 - 4.30pm - in person Thursday, 13th July 2023 - 4.30pm - in person</p>		
		The meeting finished at 7.15pm		