

Minutes of the meeting of the full governing body of Offwell C of E Primary School held on 24th May 2023



		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 C Thomas (CT), Mr J Tristram, (JT) & Mrs J Davey (JD) (clerk)	Action By	Time scale
1		Apologies for absence - None received - all present		
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.		
4		Governor Membership Update -		
4	1	Foundation Governor - CTs term of office as Foundation Governor has come to an end and the Diocese have now advised us that he cannot renew his term as he is a member of staff and this is no longer allowed. Discussion took place about CT staying on as an Associate Member and this was agreed. The Diocesan Office has asked JP to consider someone suitable and he has approached someone who will get back to us within a few days.		
4	2	Co-opted Governor - SKs term of office has come to an end and she has expressed a wish to renew the term. This was approved by governors.		
4	3	Vice-Chair - As discussed at the last GB meeting, this position needs to be filled until all positions are up for renewal in September. A nomination was received for VK and this was seconded by SH. A unanimous vote in favour was taken.		
5		Minutes of last meeting and matters arising - 23rd March 2023		
5	1	The minutes had previously been distributed and governors agreed they were an accurate record and JDi signed them off.		
5	2	Matters arising		
5	3	IT Devices - CT has been in touch with Scomis but they have so far not produced any quotes. CT will chase this or seek advice from elsewhere. Governors were advised that the server will not be supported beyond autumn 2023 so change needs to happen. VK asked which company other schools used and LL said she will talk to other heads in the Learning Community. WI said he could talk with CT and architect a solution. They will work together and come up with a proposal ready for the next meeting.	LL	07/23
5	4	Cleaning Contract - The contract with Green Machine has now been successfully terminated and we have TUPed the employee. Jane is a wonderful asset to the school and is very happy to be employed by Devon County Council. The terms of her contract have improved slightly over the contract with Green Machine.		

6		Finance		
6	1	<p>Monitors for 2022/23 were shared with governors for the main budgets. Carryforwards were confirmed as:</p> <p>School Budget Share - £58,182 credit - JD said that the carryforward had increased due mainly to extra funding being received for the Ukrainian family.</p> <p>Foundation Stage Unit (FSU) - £21,796 credit</p> <p>After School Provision (ASP) - £11,207 credit</p>		
6	2	<p>5 Year Budget - 2023/24 2024/25 2025/26</p> <p>At the last meeting, Governors had asked for a 5 year budget showing figures if present staff were to continue for the entire period instead of end their temporary contracts.</p> <p>This shows (with the final figures):</p> <p>Carryforward at end of 24/25 - £7,964 (deficit)</p> <p>Carryforward at end of 25/25 - £80,775 (deficit)</p> <p>It was pointed out that the proposed pay increment is not included in the budget figures and unions are working on this being fully funded. This could have a major impact on the budget.</p> <p>Up to date monitoring sheets were shared for the School Budget Share showing a carryforward at the end of 23/24 of £55,596.</p> <p>After School Provision - £8,710</p> <p>Foundation Stage Unit - £22,594</p>		
6	3	<p>Unofficial School Funds - Balances are shown as over £3000. Books are available for inspection in the school office. This could be used to partially fund some of the IT improvements.</p>		
6	4	<p>Formula Capital Update</p> <p>The carryforward has been temporarily taken off the budget but this will be returned within a month or two. In addition, over £5000 will be received in 23/24. Carpets have been ordered for Beech and Oak Classes and these will be fitted next week.</p> <p>Governors were reminded that the school has been given additional money for environmental savings - £11,484. This needs to be spent on something that could save money eg insulation, double glazing, etc.</p> <p>The school will have to report what this money is spent on and it needs to be spent by 31.3.24.</p>		
7		Curriculum		
7	1	<p>School Improvement Plan (SIP) and Self Evaluation Form (SEF)</p> <p>The SEF previously shared with governors and this has been updated.</p> <p>The SIP for 2021-2023 was previously shared with governors. This sets out clearly areas for whole school improvement focus. This was written using the focus from Ofsted.</p> <p>LL sent out a report reflecting on the SEF, LA advisor support, Ofsted and SEND reviews with proposed actions and next steps.</p> <p>This report highlights:</p> <ol style="list-style-type: none"> 1. Phonics teaching in Year 1/2 needs to be as effective as possible – see data. 2. Communication with parents of SEND parents needs to be improved. Children and parents need to have a greater involvement in learning. Following this report, LL arranged a meeting for parents of SEND children, although this was not attended. 		

		<p>3. There should be high expectations for all children while reducing the cognitive load so they are not overloaded.</p> <p>LL has organised training although the Educational Psychologist was going to deliver precision training which did not happen. Phonics training has been going through the school. Other training has been happening eg Early Years' Apprenticeship, Maths' Hub We will be receiving additional funding from the English hub. Teachers lead staff meetings sharing progression maps for their subject. CT said this is working as the same strategies can be used across all subjects. LL will ask teachers how they are progressing on their action plans and report back to governors.</p> <p><i>Governor question - VK- The subject improvement plans go up to the end of this academic year so when are the reviews going to be carried out?</i> LL advised they will be carried out over the next half term and the SIP will be adapted over the next few years to reflect this.</p>		
7	2	<p>Data CT distributed an assessment overview for all year groups including baseline showing the summer term data. CT highlighted certain areas that he feels governors should be focussing on. He explained that sometimes the figures looked odd due to a child moving and another child moving into the year group, therefore, showing the same number in the cohort but very different results. CT said he had asked questions of teachers over some of the results and they have gone up and down within year groups. CT said he had some concerns about Year 5 but has been reassured by teachers. They have plans in place to improve the results and will use the Shine materials at the school's disposal.</p> <p><i>Governor question - JT - Writing in Year 3/4 is well below the other subjects and not as high as in Year 1/2 and 6.</i> CT reminded governors that Writing is assessed in a different way completely by teacher assessment.</p> <p><i>Governor question - JP - Is there any other data teachers can use alongside this?</i> LL confirmed there was plenty and this is just the final product. Year 2 SATs help form teacher assessments and teachers use Shine whereby they input data from tests into the computer and the computer analyses the figures and suggests intervention for individual children. SH invited governors to some and look at the more detailed way the figures have come about. CT explained that this table was the end product of how teachers assess and there is a great deal of background information informing the figures in the table. It does not show if a child misses Age Related Expectations by one mark.</p> <p>Year 6 update - The press has reported that children have been stressed over the KS2 SATs and there has been speculation about how hard the reading paper was. LL advised governors that our children were not unduly stressed. LL said the predictions for Year 6 stand at 91% for Reading, 82% for Spelling, Grammar and Punctuation and 82% for Writing. LL explained that this was based on 11 children and we have had an extra child join the cohort. This could alter the percentages.</p> <p>Governors agreed that it would be easier for governors to delve deeper into the background of the figures if the Governing Board were to be split into committees. Governors thanked CT for his input to the GB meeting.</p>		

7	3	<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 mentioned the attendance target of 97% was very challenging. <i>Governor question - VK - Has there been an increase in parents taking children out on holiday.</i></p> <p>LL said this had been seemed to be the case because perhaps holidays had been cancelled due to Covid and some families have taken children out on unauthorised holidays. VK had noticed that LL had included the possibility of parents receiving fines for taking their children out and LL confirmed parents need to get the message that their children do need to attend. The holiday form and newsletter are due warning of possible fines.</p> <p><i>Governor comment - JT - He remarked that he thought it would be interesting and useful to find out how our children have settled into secondary school once they have been there for a while.</i></p> <p>Industrial Action</p> <p>Parents were advised of the school closure on the Friday before the day of industrial action on the Tuesday following a bank holiday on the Monday. Parents have expressed their disappointment at the late notice as this causes a problem for childcare. LL explained why she took the decision to close school to all except Year 6 children which was due to the uncertainty of staff attendance on the day of industrial action due to striking, or, potential illness as there had been a sickness bug in 2 classes. LL explained that teachers do not have to say they will not be attending until the morning of the scheduled industrial action. She had tried to stay open but this had backfired meaning she had to close the school with very short notice. LL explained that she knew one teacher was striking but she could not close just that class as that would identify which teacher was striking and she is not allowed to do this. For this reason, following staff consultation, parent feedback and governor views, LL has taken the decision to close the school for all children on any subsequent industrial action days so parents are informed well in advance.</p> <p><i>Governor question - JP - Is it usual for the Governing Body to give their agreement for a decision such as closing the school?</i></p> <p>LL had spoken to JDi as Chair and JDi's role is to support LL in her decision. However, of course, governors should be part of this.</p> <p><i>Governor comment - JK - It is important to get the information across to parents about the reason behind the strike rather than just to increase teachers' pay ie asking for full funding to be passed on to school in order to pay for the proposed pay increase.</i></p> <p>Governors agreed this was information that should be passed to parents.</p>		
8		Leadership		
8	1	<p>Safeguarding - Training has taken place with new staff including the cleaner. There has been a report of bullying which is being addressed. LL needs to report such an incident to governors. The child felt victimised and this is being dealt with by LL and the teacher of the children.</p>		
8	2	<p>Christian Distinctiveness</p> <p>Ethos Group - The group has met with JK present as governor representative, another parent, CT and the children representatives. LL was present for part of the meeting. JK said she was impressed with how thoughtful the children were</p>		

		and how useful their input was. Information was shared about how Collective Worship is delivered. CT shared the terms of reference of the group and gave information on SIAMs. They briefly looked at prayer and reflection spaces within the school. JK said it was a delightful meeting with the children engaged and involved and it was good to have parents attend.		
8	3	<p>Governor visits</p> <p>VK visit re Science - 3rd May 2023 - This full report was shared in advance of the meeting. VK said she was very interested to see how the subject was delivered. She shared 'boxes' with governors showing how progress is tracked. This will be adapted to be more user friendly for KS1 and will be used for foundation subjects. VK will visit and review once every term.</p> <p>VK visit re EYFS - 3rd May 2023 - This full report was shared in advance of the meeting. VK saw work being carried out in class rather than looking through books due to the age of the children. VK asked what plans were in place for transition into the next class and LL advised that this was planned for next 1/2 term which would be quite extensive as the Honiton Community College are having a whole week of transition.</p> <p><i>Governor question - EJ - Would we go back to reduced transition if HCC were to change back?</i></p> <p>LL explained that our transition linked as we needed the space when year 6 are at secondary school to move each year up and she thought it unlikely that HCC would reduce their transition time anyway.</p> <p>SATs checks - LL thanked those governors who had attended during KS2 SATs week to check on delivery and storage of papers.</p>		
8	4	<p>Governor Training</p> <p>CT has attended a Data Protection Network meeting. He found this very useful and informative. Governors were reminded that CT is the Data Protection Officer. CT said it was a forum for all Devon schools but there were only 8 attendees. They looked at a Data Protection Impact Assessment and talked about how we share or don't share personal information. CT said it would be a mammoth task if we considered all the things they consider best practice. He said it would be useful to have a link governor to support him in this work. The meeting leader said they felt that safeguarding data was as important as safeguarding children although LL pointed out that most serious case reviews come about because agencies have not shared information with each other and that safeguarding children trumps all other areas!</p> <p>CT mentioned actions that were necessary including: Think about the processes where information is shared, where we ask for consent and why.</p> <p>This should be included in a trip risk assessment rather than form a separate risk assessment for each trip.</p> <p>We need to consider all the online learning tools where we share names and ensure consent is requested from parents in order to do this.</p> <p>VK attended a Parent Engagement session that morning and will do a write up to be circulated to governors. It was suggested that Parent and Carer is a standing agenda item for governing board meetings. LL would like to meet VK to share ideas.</p> <p>JDI attended Governor Finance training and recommended that all governors should attend if they can. It was not about how to read a monitor sheet but rather about how school gets its funding. They talked about how the school should be spending money for the benefit of the children. They talked about a future reduction in general school numbers and the impact this will have on school finances. LL reported that she has obtained numbers for the Local Learning Community and ours are not as bad as some of the other small local</p>		

		schools. Numbers in our nursery are healthy at the moment. It was noted that migration into and out of Devon is quite high and Devon is an expensive county to live in which does not attract new people into the County. JDi asked governors to consider ways to make us more visual and for ways of promoting the school.		
9		Policies and Paperwork		
9	1	Parental Complaints and Concerns As mentioned previously, it was agreed to personalise and adopt the DfE policy and procedures on the government website. Governors approved the personalisation.		
9	2	Feedback (Including Marking) - CT has looked at this in depth with other staff and is now awaiting input from KS2. Once this has been received, the policy will be brought to the next GB meeting.	CT	07/23
9	3	Disciplinary Policy and Procedures- This is due for review and it was agreed to continue to follow the LA recommended model which has been updated to include a note relating to accessibility.		
9	4	Grievance Policy - The LA model is unchanged since the last review except for the addition of a part referring to accessibility. It was agreed to readopt this policy.		
9	5	First Aid (including medicines in Schools) - this policy has been extensively changed. Governor commented that it does not specifically mention that a first aid kit is taken to the village field every time even though it is. A spare Epipen and Asthma Inhaler has been ordered which can be used by direction of the emergency services. The policy was approved with the addition of mention of the first aid kit being taken to the village field.		
9	6	Wrap Around Care - This policy has been altered to reflect current delivery days and times and also the fees with effect from September 2023. Governors gave approval. Discussion took place about use of the new emergency phone for parents of WASP children and this will be shared in this week's newsletter.		
9	7	Water Management Plan - this has been updated and approved.		
9	8	Homework Policy - staff are presently working on this and it will be shared with governors at the next GB meeting.		
10		What have we achieved for the children?		
10	1	<ul style="list-style-type: none"> • Discussion around reintroducing governor committees which will make better use of governor time and, therefore, be better for the children. • The Year 6 children have had a positive SATs experience despite what has been reported in the press. It was recognised this is because we treat children as individuals and they know they are well cared for so are not phased. 		
11		Dates of Meetings:		
11	1	<p>Dates for next meetings -</p> <p>VK requested that governor dates are agreed at the next meeting for the whole of the academic year.</p> <p>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. It was acknowledged that this would mean additional meetings for LL and JD but the meetings should be shorter as they would be more focused. Governors were also asked to think about what time of day the meetings could be scheduled.</p> <p>Thursday, 13th July 2023 - 4.30pm - in person</p>		
		The meeting finished at 7.15pm		

