



		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 - Mr W Isaac (WI) - Accepted		
2		Prayer - CT 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. JP joined the meeting at 4.40pm.		
4		Governor Membership Update -		
5		Minutes of last meeting and matters arising - 25th May 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	Parental Complaint - The Compliance Team has been in touch with JDi regarding the complaint that was made last summer. The initial correspondence had gone to the former Chair of Governors so our response was late. Once JDi had replied and answered their questions reassuring them that governors would ensure compliance in future, the Compliance Team wrote back confirming they were satisfied and were closing the matter. They confirmed there would be no recourse for LL, school or the governing board. JDi said she felt the fact that we had already addressed the LA policy shortcomings had helped reassure the Compliance Team that governors were on top of the situation.		
5	4	IT Devices - CT produced an IT proposal which has been forwarded to governors. This follows advice received from WI and Scomis. Governors gave full approval for the proposal. The SMART Whiteboard has been ordered after value for money was investigated with other companies. This will be delivered tomorrow but it is not known when this will be installed. This will be fitted in Willow Class as that whiteboard is the worst. The admin computer has been ordered from GeTech. CT said that the Fire Service had visited this week and they had to change classrooms as they need to attach their equipment with a HDMI cable and this was not possible in Willow classroom. Governors asked about Chrome Flex and they were given an overview. Two no longer functioning laptops have now been effectively turned into Chromebooks using Chrome Flex. There is no cost implication for this. Governors suggested that we tell parents that this it is possible to give an old computer a new lease of life by this method. CT thanked WI, in his absence, for his advice.		

5	5	<p>Foundation Governor - JP advised governors that he had approached a parishioner with a view to them becoming the Foundation Governor and filling the vacancy. JP will approach this person again now they have had time to consider the role and will feedback to governors in due course. It was agreed that LL will talk to that person and see if they can be persuaded to join the GB as that person's voice would be highly valued. JP will report back to governors.</p>		
5	6	<p>Website VK said that she had visited the school website and would like to see it overhauled. Many of the policies are out of date and links do not work. She feels the site is not showing the school in the best light for prospective parents. It was agreed that governors would think about suggestions before the next meeting in September. In the meantime, VK will share errors, out of date documents, etc with JD so that they can be rectified if possible before the overhaul. It was suggested to set up a working party made up of interested governors. It was suggested that parents are asked if anyone is able to offer expertise in website design. It was acknowledged that almost all photographs are out of date and it was agreed that it was worthwhile updating the existing website before it is revamped. Discussion took place regarding the providing company of the present website and the cost.</p>		
6		Finance		
6	1	<p>Monitors for 2023/24 were shared with governors for the main budgets. Forecast carryforwards for each budget were shown as: School Budget Share - £53,997 credit Foundation Stage Unit (FSU) - £17,038 credit After School Provision (ASP) - £8,539 credit</p>		
6	2	<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. LL reported that today's news reports that a settlement has been agreed and no further industrial action will take place. The additional increase will be fully funded, the government said initially. It now transpires we may need to fund 3% from existing funds.</p>		
6	3	<p>Unofficial School Funds - Balances are shown as over £3000. Books are available for inspection in the school office. As agreed previously, this will be transferred to the School Budget Share to fund some of the IT hardware.</p>		
6	4	<p>Formula Capital Update The budget now shows the carryforward from 22/23, the allocation for 23/24 and the additional funding for purchasing equipment that could make environmental savings. The current balance shows as £14,155. Carpets have been fitted in Beech and Oak Classes and payment has been taken off the FCG budget. Buildcare has been asked to give a quotation for some repair work to be done during the summer holidays. Most of the work is essential eg replacing the fire door in Willow Class. The full quotation amounts to approximately £8000. Most of the money to cover the costs associated with the IT proposal will come off the FCG. Once this agreed expenditure has been made, there will be an approximate carryforward into 24/25 of £3000.</p>		

7		Curriculum		
7	1	<p>Data</p> <p>LL informed governors that the EY baseline results were lower than last year and this is partly due to a change in the way the assessments are done. The overview had not been shared with governors and LL said she would send a summary to governors.</p> <p>CT sent a breakdown of assessments for the Year 2 children which included Teacher Assessments for Reading, Writing, Maths and Science. 58% achieved at least ARE in Reading with 33% GDS 50% in Maths with 17% GDS 50% in Writing with 33% GDS 58% in Science - GDS is not used for Science</p> <p>This spreadsheet also showed the Phonics retake results for Year 2 children. 4 were retakes and 3 children did not do the test in Year 1. 71% achieved the pass mark. LL and CT said they recognised that the present Year 2 need a lot of support going into Year 3 and this is in place for September.</p> <p>CT reported that 83% of the Year 1 children passed the Phonics check (5 out of 6 children)</p> <p>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. LL pointed out that focus cohorts are identified in the SIP notes at the end of her headteacher's report.</p> <p><i>Governor question - VK - Does the Science action plan follow a cohort through and address support required. How is SEND addressed?</i> CT advised that the subject action plans did not follow a specific cohort but were for all cohorts and were more of a plan for the subject. SEND was addressed in all subjects through the subject action plans. LL said that although the KS1 Science results were low, having the ability to read and access all areas of the curriculum must come first.</p> <p><i>Governor question - VK - Boys appear to perform less well than girls generally but particularly in maths. How is this being addressed?</i> LL confirmed that staff are aware of this and it is a national picture. It will be added to the SIP.</p> <p>It was agreed that SPAG was another area to focus on for certain year groups, and this will also be added to the SIP.</p> <p>CT advised that the spreadsheet did not include the Year 6 SATs results and it may be worth looking at how hard the summer test is and whether it is too challenging.</p> <p>KS2 SATS Results has come in earlier in the week. These were as predicted in Teacher Assessments, outstanding results.</p>	LL	07/23

		<p>92% Reading (National 2022 74%) 92% Writing (National 2022 56%) 92% SPAG (National 2022 72%) 83% Maths (National 2022 71%) 1 child did not achieve ARE in any subject and 1 child did not achieve in one area. This means our combined is 83% - National combined is 59% LL pointed out that although almost all achieved, some were very close. Awareness of this should be exercised for next year's cohort, who will need more support. All of these results are well above 2022 national figures. LL offered congratulations to the staff in Oak.</p>		
7	2	<p>VK left the meeting at this point - she passed some questions to JDi and CT to ask LL surrounding the Headteacher's report.</p>		
7	3	<p>School Improvement Plan (SIP) and Self Evaluation Form (SEF) The SEF and SIP were previously shared with governors and this has been updated.</p> <p>The SIP sets out clearly areas for whole school improvement focus. This was written using the focus from Ofsted, initially. LL has set out notes at the end of the Headteacher report on the SIP.</p>		
7	4	<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>The meeting went into Part 2 and 5.45pm and returned to Part 1 at 6.15pm.</p>		
8		<p>Leadership</p>		
8	1	<p>Safeguarding - LL has held a catch up training session with staff who are new, or who had missed it at the start of the academic year. LL will be training 2 new members of staff. One is a new teaching assistant and one is a new member of the after school provision staff. One teaching assistant has left both these roles.</p> <p>LL has held a Mental Health workshop for parents and year 6 pupils. 2 children were receiving Mental Health support but one has since stopped.</p> <p>LL said there have been a number of safeguarding issues but none have required a MASH referral to date.</p> <p>LL will deliver safeguarding training for the whole school on the non pupil day on 5th September.</p>		
8	2	<p>Christian Distinctiveness Ethos Group - CT successfully applied for a grant worth £250 for some Christian books which have arrived which will be shared between all classes. They should appeal to most children. Examples are Minecrafters and a book about Bear Grylls.</p>		
8	3	<p>Governor visits JP visited in May to look at Maths and RE.</p> <p>SK visited to look at PE with SHol. The school currently holds a bronze Sports Mark award and is looking to gain a gold.</p> <p>WI has come into school to advise CT regarding IT.</p>		

		JT visited school to work with SHol to look at music.		
8	4	<p>Governor Training JP attended Diocesan training for new governors. They talked about a change in ethos and values and the importance of governors being able to articulate this during SIAMS.</p> <p>CT reminded governors that it had been agreed that we would give more agenda time to looking at the Christian Distinctiveness in more detail. This will be an agenda item for the second meeting in the new academic year. JP advised governors that the SIAMs inspection cycle was delayed by approximately 2 years, following question from LL.</p>		
9		Policies and Paperwork		
9	1	Feedback (Including Marking) - CT has looked at this in depth with other staff and the revised policy was forwarded to governors in advance of this meeting. Governors gave approval.		
9	2	Child Protection and Safeguarding Policy - The model policy has been revised and JD has gone through the policy personalising it for Offwell School. There is a list of changes to the policy since the last published one in September 2022. These are relatively minor. Governors gave approval for the policy to come into effect from September 2023.		
9	3	<p>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 at the last meeting. The Compliance Team, as part of their findings, found the procedures from the LA that we followed for the parental complaint last summer to be lacking in many areas. This issue had largely been addressed by adopting the DfE model rather than the LA one but JD has gone through the policy and amended the DfE policy taking on all the suggestions made by the Compliance Team. This was distributed to governors in advance of this meeting and now appears on the school website.</p> <p>Governors said that we needed to give feedback to the LA advising them of the shortcomings of their policy and procedures.</p>		
10		What have we achieved for the children?		
10	1	<ul style="list-style-type: none"> The data, especially for Year 6, is extremely good compared with national figures. IT hardware provision has been improved which will have an effect on pupil outcomes and delivery of lessons. 		
11		Dates of Meetings:		
11	1	<p>It was agreed previously that dates would be set for the whole of the next academic year. However, at the end of the meeting there were 3 governors not present and membership of the committees had not been agreed. It was agreed that the dates would be set at the first full governing board meeting in September and committee membership also agreed.</p> <p>The next meeting was confirmed as: Thursday, 21st September 2023 - 4.30pm - in person JD will contact all governors and ask them if this date is acceptable.</p>	JD	07/23
		The meeting finished at 6.45pm		

