

Minutes of the meeting of the full governing body of Offwell C of E Primary School held on 21st September 2023



		Present: Mrs J Dimond (JDi), Ms E Jordan (EJ), Mrs S Joy (SJ), , Mrs S Kastner (SK), Mrs J Knight (JK), Mrs V Kyberd (VK), Mrs L Legg (LLRev J Putnam (JP), Mr C Thomas (CT), Mr J Tristram, (JT)& Mrs J Davey (JD) (clerk)	Action By	Time scale
1		Prayer - OS began the meeting with prayers		
2		Apology received and accepted - Mrs J Dimond (JD), Mr W Isaac (WI) - apologies accepted Mrs Joy (SJ) joined the meeting at 5pm Mrs Jordan (EJ) joined the meeting at 5.30pm Rev Putnam (JP) left the meeting at 6.30pm		
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 asked to sign the register as this needs to be done annually.		
4		Election of Chair & Vice-Chair		
4	1	Chair - Nomination received for JDi - unanimously approved		
4	2	Vice-Chair - No nomination received - discussion took place and nobody felt they could make the commitment of a year at this time. It was agreed that the role could be taken on a termly basis for this academic year. VK said she was happy to take on the role for the spring term and JP said he would take on the role for the summer term. No-one at the meeting felt they could take on the role for the autumn term 2023 and it was agreed that JD will ask WI putting the proposal to him and asking him if he could stand as Vice-Chair for this term. If WI does not wish to carry out this role, JK will take it on. It was agreed that VK would chair the remainder of this meeting as JDi was not present and we had not appointed a Vice-Chair.	JD	09/23
5		Governor membership update		
5	1	Resignation of Staff Governor - Susan Holohan tendered her resignation to end at the end of the summer holidays. Governors asked that their thanks and appreciation would be passed on to Mrs Holohan. An election process has taken place and Chris Thomas has been elected for a period of 4 years.		
5	2	Parent Governor Update - Nominations were requested at the start of term and only one nomination was received from Jane Knight. This means that JK has started her term of office which will run for 4 years.		
5	3	Foundation Governor Update - This process has started and a potential governor has been identified. SJ was invited to attend this meeting. Once the paperwork has been completed and the nomination accepted by the Diocese, SJ will take on the role. VK suggested that an offwell-primary.devon.sch.uk email address is set up for the new governors. It was acknowledged that this is best practice but some governors really do not want this as it means they have to check another email account.		
6		Minutes of last meeting and matters arising - 14th July 2023		

6	1	Part 1 - The minutes had previously been distributed and governors agreed they were an accurate record and they were signed off.		
6	2	<p>Matters Arising:</p> <p>Website Update - At the last meeting governors had been asked to think about how the website could be improved. Governors had been asked to contact JD highlighting broken links, out of date documents but no comments were received.</p> <p>VK said that she had received a quote for a detailed audit of the present website to ensure it is meeting GDPR and is legally compliant in all areas. The quote also includes creating and designing a completely new website to be hosted by a different provider. This quote was in the region of £2000.</p> <p>Governors agreed that the website could be improved but CT said he felt he must have missed something because he did not realise that governors were asked to source quotes for a brand new website. VK said that she had not gone out to obtain this quote but the offer was made to her. Discussion took place regarding other quotes. Some governors felt that it may be best to go with a company that has already designed websites for schools. Governors questioned how this company could be more qualified to know what is legal and compliant for a school more than the school itself if it follows advice from the DfE, Ofsted, Governors Services, etc.</p> <p>VK said she would like to see more ownership of the website by the school. JD said that she could update the website easily for most things and those processes that were out of her control could easily be put in place by asking the host manager and it is always updated immediately at a low cost. If we wanted the website changed, we could always ask him to help with design. JD said that she was aware the website could be improved by the addition of more photos, updated class pages, etc. This is very time consuming and many companies have a person whose sole job is to update the website and this was not possible in school. Present computer hardware does not help the situation as it makes dealing with photos very slow.</p> <p>It was agreed that discussion surrounding the updating of the website would be designated to a committee. In the meantime a survey will be created to be sent to parents asking them what they like about the website, it's ease of use and what they don't like about it. The survey could also ask for suggestions.</p>		
6	3	<p>IT Update - The new whiteboard is fully in place in Willow Class and is a huge improvement.</p> <p>The admin computer has arrived and will be set up next Tuesday.</p> <p>VK asked for an update on converting little used and old laptops to Chromebooks. CT said this had gone well.</p> <p>VK has asked the company who she works for if they could pass on any laptops they no longer use. She said they usually dispose of laptops that are only about 3 years old.</p>		
6	4	<p>Building/Repairs carried out over the summer - VK asked for an update on work done over the summer and JD advised that most of the work requested had been carried out although there is an outstanding gate to the oil tank. The company are re quoting and the work will hopefully be carried out in the October half term.</p> <p><i>Governor question - VK - Do we have an option of choosing another building company.</i></p> <p>JD advised that the company are on the Devon County Council approved list which means that 'value for money' work has already been carried out by DCC. This does not mean that we have to go with one of these companies and we could go with anyone the governors gave approval for.</p> <p>VK asked how much was left in the Formula Capital account. Governors were advised that this amount had not changed significantly since last reported to governors and governors will be updated fully at the next meeting.</p>		

6	5	Part 2 - Governors were given the opportunity to read the Part 2 minutes which were tabled at the meeting. Governors agreed they were an accurate record and captured the essence of the discussion. Governors approved the minutes with the addition of a final sentence confirming that they approved the decision as suggested by JP.		
7		Full Governing Body Meetings - open to the public?		
7	1	Discussion took place regarding the pros and cons of making GB meetings open. JD read out the relevant part of the minutes from September 2022 and it was agreed that it would be good to open the meetings as regards openness and transparency but governors expressed reservations. 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	09/23
8		Housekeeping Reminders		
8	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. In order for meetings to run to time, it is important that all questions are submitted ahead of meetings, when possible, please.		
8	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.		
8	3	Governors' Code of Conduct - The Code of Conduct will be sent to governors and they will be asked to acknowledge that they had read the document and accept and will abide by the rules.	JD	09/23
8	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.		
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 agreed that committees will be re-introduced. Previously governors had agreed to go to one fully governing board rather than committees as the board had struggled to be quorate at committee level. Governors were reminded that a committee is quorate if 4 members, including the headteacher, attended. The Board presently has full membership with the addition of 2 Associate Members who are able to vote at committee level.	JD	10/23

		<p>Terms of reference will be discussed at the relevant meeting. JD will send model terms of references to governors before the relevant meetings.</p> <p>It was agreed the committees would be made up of the following governors: Curriculum & learning - LL, SK, JK, EJ, SJ, CT & JDi?</p> <p>Finance and Resources - LL, VK, JT, JP & WI?</p> <p>As JDi & WI were not present, it was agreed that JD will ask WI if he was happy to go on the Finance and Resources Committee. It was agreed that it would be better for JDi to go on the other committee as they could make different days for the meetings.</p> <p>Both committees will be clerked by JD.</p>		
9	2	<p>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 previously agreed responsibility were shared. This linked governors to a particular member of staff due to numbers of staff and governors at that time. It was acknowledged that when we go to different committees, this could change things. There are also more governors than there have been previously. JP - linked with CT working with SJ EJ was linked with Miss Kirkland SK - Safeguarding & English - linked to LL JDi - SEND - working with LL & Art & PE - linked with Miss Phillips VK - working on EYFS, Science & Eco-Team JK - Music</p> <p>Ethos Group - JK has attended the Ethos Group previously but as Foundation Governor, it was suggested that it would be appropriate for SJ to take on the role. CT said he would be very happy for both to be members and maybe take it in turns who attended.</p> <p>JD will update the list and distribute to governors as far as possible.</p>	JD	10/23
9	3	Pay Committee - this is historically made up from the Finance Committee.		
9	4	Staff Disciplinary/Pupil Disciplinary Committees - Membership will be determined as and when required dependent on availability and eligibility of governors.		
9	5	Headteacher Performance Management - SK has already undertaken the training and will take part in the HT PM this year. Discussion took place about who could be the other governor and it came down to availability for the training as well as on the PM day (31st October). JK is eligible to be part of the PM and is available for both the training and the PM day. Governors gave approval for SK and JK to form the committee with the external advisor. Governors have bought in service with Devon County Council and Helen Eversett will be the external advisor this year.		
10		Headteacher's Updates		
10	1	Staffing changes - LL updated governors on staff changes since the last meeting.		

10	2	<p>SENDCO Role - LL updated governors advising them that HS has now begun the SENDCO qualification which should take one year. This course offers several face to face sessions unlike LL's training.</p> <p><i>Governor question - VK- What is the financial impact of the training?</i></p> <p>LL advised the cost of the course was the main expense being about £2,800 and HS would also need to be given the time to carry out the work required to enable the course to be completed.</p> <p><i>Governor question - VK - Is the aim that HS takes on the SENDCO role at some point during the year before the qualification is complete.</i></p> <p>LL acknowledged that legally HS would not have to have completed the course but be working towards it. She said that she will be working with HS throughout the year and it is not the plan for this role to be passed on before the qualification is complete.</p>		
10	3	<p>Attendance - The target was set for 97% for the last academic year and the % was not available to share with governors although it is known that the school did not meet this target. The % will be shared with governors at the next meeting.</p> <p><i>Governor question - VK - Has there been any unauthorised absence so far this academic year?</i></p> <p>It was confirmed that there had been the odd day and there will be another tomorrow.</p> <p>LL has written to all parents advising that if unauthorised absence is taken, the parents/carers may be fined.</p>	JD	12/23
11		Safeguarding		
11	1	<p>Governor Annual Training - Some governors attended the training on the non pupil day and a date was made for LL to deliver it to others - Friday, 13th October at 9.30am.</p> <p>LL will send out KCSIE to both staff and governors and they will be asked to read it and sign to confirm they have. Staff must read Part 1 and governors must read Part 1 and 2.</p>	LL/JT	10/22
12		Self Evaluation Form 2023/24		
12	1	<p>LL shared the new SEF summary at the meeting and will distribute it to all governors over the next few days. LL highlighted the first 2 pages which summarise the priorities for the school which will form the basis of the School Improvement Plan (SIP).</p> <p>This document will also be shared with staff and they will contribute as appropriate at next week's staff meeting.</p> <p>LL reminded governors that even though she has written the document, they have responsibility for it being in place, so should be familiar with it.</p> <p>LL invited questions from governors acknowledging that they had only just seen the document. She invited governors to contact her for more information if they would like.</p>	LL	09/23
13		Policies and Paperwork		
13	1	<p>Term Dates - 2024/25</p> <p>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 subject to staff agreeing.</p> <p>JD will submit to county and put it on the website.</p>	JD	09/23
13	2	<p>Parental Survey - 7 results were logged following the survey sent at the end of the summer term.</p>	JD	09/23

		<p>These were largely positive but it was acknowledged that the number of responses meant the result was unreliable.</p> <p>Discussion took place about how future responses could be increased and old school methods were suggested including asking parents at parents' evenings and getting them to answer a paper questionnaire which should be very brief. It was suggested that the timing was wrong as it was right at the end of term and it was agreed that a future questionnaire would be timed earlier in the year.</p>		
13	3	<p>Audit - JD explained that for former 3 year financial audit has changed and each school will be audited remotely every year in one of three areas. Offwell School has been advised that we have a non financial audit this year and a shared drive has been created which JD will upload certain documents.</p>		
14		What have we achieved for the children?		
		The decision to re-introduce committees will be good for the children as the committees will provide more focus for all governors.		
15		Dates of Meetings:		
15	1	<p>Governors had been asked to bring diaries to the meeting with a view to setting all meetings for the whole academic year. As there were 3 governors absent at that point, it was agreed that CT would create an online asking governors to tick their preference days/times and what they would find possible to attend.</p>	CT	09/23
		The meeting finished at 7pm		

