

Minutes of the meeting of the Governing Board of Offwell C of E Primary School held on 25th January 2024



		Present: Mrs J Dimond (JDi), Mr W Isaac (WI), Mrs E Jordan (EJ), Mrs S Joy (SJ), Mrs J Knight (JK), Mrs L Legg (LL), Rev J Putnam (JP) & Mrs J Davey (JD) (clerk)	Action By	Time scale
1		Apology received and accepted - CT, JT & SK- all accepted.		
2		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.		
3		Minutes of last meeting and matters arising - 16th November 2023		
3	1	<p>Resignation of VK as Parent Governor - The request for nominations has gone to parents with a closing date of tomorrow, 26th January 2024. No nominations have been received as yet. LL asked if the closing date could be extended until half term.</p> <p>JDi will write a piece for the newsletter regarding the vacancy.</p> <p>Vice-Chair Update - WI agreed to remain as Vice-Chair for the spring term. JP will become Vice-Chair for the summer term.</p> <p>Governor Responsibility - This resignation means that there are governor gaps in certain responsibilities. JK said she was happy to fill these gaps until another Parent Governor is found. She highlighted the potential Pecuniary Interest of being responsible for the EYFS as she has 2 children in the Foundation Stage Unit. Governors acknowledged this and accepted the declaration. They stated they were still happy to be responsible for this area.</p>	JDi	01/24
3	2	Internet Governor Names and Numbers - JK said that she had been able to access historical (10 years old) governor names, addresses and telephone numbers from a Google search. It was acknowledged that this should not be published and JD will contact the website host and get the link removed.	JD	01/24
3	3	<p>Website</p> <p>Class Pages - JDi commented that the class pages still do not have up to date photographs. She asked JD to address this.</p> <p>Ethos Welcome Message - JDi asked JD to check the link as it appears to be broken.</p>	JD	02/24
4		Finance		
4	1	The resources committee are due to meet next half term to discuss the current budget and the projected budget for the next 3 years. The 2024/25 budget for schools has not been finalised yet and will be presented to the Resources Committee for recommendation to come back to the Full Governing Board in due course.		

4	2	<p>2023/24 School Budget Share - Monitor</p> <p>A carryforward into 2024/25 is predicted as £56,243 which is slightly improved since unchanged since first set in March 2023.</p> <p>2023/24 Foundation Stage Unit Monitor</p> <p>This shows a predicted carryforward of £18,871 which is unchanged since when the budget was set.</p> <p>2023/24 After School Provision Monitor</p> <p>A carryforward of £10,733 is predicted at the end of the year which is back up to what was originally set in March 2023.</p> <p>The full governing board accepted the monitors as presented.</p> <p>Unofficial School Funds</p> <p>The bank account has now been opened with Lloyds Bank and the closing cheque from Barclays has now been banked. The unofficial school funds has been audited by an external auditor.</p> <p>Formula Capital</p> <p>This presently has a balance of about £4,000 but repairs are needed on the buildings which includes some storm damage. This will use the entire balance. An insurance claim will be made for the perspex panel that blew off during a recent storm. Fencing damage is not included in the policy. Two quotes have been requested.</p>		
5		Curriculum & Learning		
5	1	<p>The minutes of the meeting held on 18th January were not available for governors but the Chair of this committee, JDi, gave a verbal summary of discussions made at the meeting.</p> <p>The Pupil Premium Strategy Statement was discussed and approved at the meeting. Full governors were provided with a copy prior to this meeting. This is now included on the school website.</p>		
5	2	<p>Attendance - Last term was 96% with a target of 97% and governors acknowledged that this was very good especially considering winter illnesses. LL said about 6 children are being monitored as they currently have less than 90% attendance with one child recording 76%. They have all had previous illnesses but will be monitored more closely and parents contacted as appropriate.</p>		
5	3	<p>SEND & Disability - LL advised governors that the categories reported in the Devon County Council summary are being revised to reflect children's needs more accurately.</p>		

6		Self Evaluation Form/School Improvement Plan (SIP)		
6	1	LL reminded governors that the SEF is written at the start of the academic year and the SIP is based on that. LL has produced a one page cover for the SIP and this is now on the website. The year is incorrect and this will be amended. The SIP is part of the monitoring cycle and staff are working through the action plans.	JD	01/24
7		Headteacher's Report		
7	1	This was distributed in advance to governors and has been discussed as part of the Curriculum committee.		
8		Safeguarding		
8	1	<p>LL reported that there continues to be 4 Year 6 children who exhibit challenging behaviour which could relate to safeguarding. Some of the issues are around online safety and the police have already visited Oak Class to talk about this issue.</p> <p><i>Governor question - JP - Do staff get enough support to deal with this sort of thing?</i></p> <p>LL advised there was plenty of training</p> <p><i>JP said he had meant more the pastoral and mental health support for staff.</i></p> <p>LL said staff had been offered 'time to reflect' sessions by the school nurse and this will be offered again.</p>		
8	2	<p>Safeguarding Audit & Action Plan - LL has completed the Audit which is due at the end of January. She shared the Action Plan with governors in advance of the meeting.</p> <p>JD has already begun an Online Safety Review as limited in the Action Plan.</p> <p>CT & JD have reviewed the filtering and monitoring provision and this will be reviewed at least annually.</p> <p>CT & JD have reviewed the safeguarding files and this will be done at least 6 monthly.</p>		
9		Christian Distinctiveness -		
9	1	Ethos Group - The Group will meet next week. A discussion took place amongst the members regarding prayer spaces. A summary of this was shared with all governors in advance of this meeting.		
10		Governor Visits		
10	1	<p>JDi visited to look at English as a follow up to her previous visit.</p> <p>Governors asked how often they should be visiting. LL advised there were no set rules for timings of visits but it may be sensible to visit twice during an academic year. Once towards the beginning to look at the Action Plan within</p>		

		<p>the SIP for that subject and another visit later in the year to see how the action points are being addressed.</p> <p>JD will resend the governor visit proforma which sets out what governors should or should not be going during a visit to school. It sets out what governors should be reporting on.</p> <p>JK will arrange to see LL re English.</p>		
11		Governor Training		
11	1	JK is booked to attend the Diocese Induction Training. JD will try and book SJ on to this training as well. 6th & 13th March. WI also asked to be booked on this training.	JD	02/24
12		Policies and Paperwork		
12	1	The Equality and Diversity Policy and Statement were approved by the Curriculum & Learning Committee. JP queried the inconsistency with the two documents surrounding the 9 protected characteristics. The Policy refers to Sex as a protected characteristic in the Policy but not Gender and the statement refers to Gender but not Sex . JD will forward the latest policy and statement to LL. It was acknowledged that Gender needs to be added Policy and Sex to the Statement.	JD/LL	02/24
12	2	<p>Policies needing further discussion by staff before coming to governors include:</p> <p>Curriculum Statement</p> <p>Assessment and Reporting Policy</p> <p>Behaviour Policy and Behaviour Principles - This has been reviewed and amended by staff and was taken to the Curriculum Committee. JDi has found another model policy and feels that this is more parent friendly. LL agreed to look at this new model policy and will take it for discussion by staff.</p>	LL	02/24
13		What have we achieved for the children?		
13	1	<p>Governors have talked about visiting school which will increase their involvement in school life.</p> <p>The emphasis on the importance of safeguarding ensures children have a happy and safe childhood.</p>		
14		Dates of meetings:		
14	1	<p>Previously set as: Thursday, 7th March - 5.30pm Thursday, 9th May - 5.30pm Thursday, 27th June - 5.30pm</p> <p>it was agreed to make all FGB meetings at 5.30pm for this academic year.</p>		
		The meeting closed at 6.50pm		

