



		Present: Mrs J Dimond (JD), Mrs E Jordan (EJ), Mrs S Joy (SJ), Mrs L Legg (LL), Mr C Thomas (CT), Mr J Tristram, (JT)& Mrs J Davey (JD) (clerk)	Action By	Time scale
		Prayer - CT began the meeting with a prayer		
1		Apology received and accepted - W Isaac (WI), J Putnam (JP), J Knight (JK) and S Kastner (SK)		
1	1	It was acknowledged that there were so many apologies due the unavoidable change of date. Governors will decide at a later date whether it was in governors' interest to book meetings so far in advance. CT and JDi were thanked for attending the Committee meeting at the last minute as the meeting would not have been quorate if they had not attended.		
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 - 25th January 2024		
3	1	The minutes were distributed in advance and all governors gave approval. Matters arising: Pupil Attendance - shared later in the meeting as part of the Headteacher's report. Safeguarding - Online safety issues have been partly addressed. The police were invited to school and spoke to the year 5/6 children. A letter has been sent to year 6 parents about games some of them have been playing that are not age appropriate. Some parents thanked staff for highlighting this matter but there are still 4 children who are playing the game and LL will write to these parents individually. An online survey has been conducted across local schools and the issue is not unique to Offwell School. Website class pages - more photos have been added. A new school photographer will be trialled in the summer and he has advised that he will take photos for the prospectus and website free of charge. SJ said she would like to look at the website from an Ethos point of view bringing in the Ethos of the school and the Core Values linking with more areas. Equality & Diversity Policy and Statement - JP picked up that the language was not consistent across the two documents and made suggestions. LL has revised the Equality Statement and this will be shared with governors and published on the website once governors have approved the final document. Behaviour Policy & Procedures - Suggestions have been made by JDi and LL has revised the policy and procedures and will forward them to JD to share with other governors. Assessment & Reporting Policy and the Curriculum Statement - LL said these still have to go back to staff. LL said there was an additional complication which could cause further delay as the teachers have agreed that they would no longer use Cornerstone as a provider of curriculum planning. This means that all the provision maps and curriculum statements would need to be revised and this would all take during staff meetings. Intimate Care Policy - EJ said that although the policy had been agreed by staff and governors, Ash staff were still unsure of what they should be recording. LL said the staff should agree on the needs of a child when they start at the		

		school eg wiping a child's bottom after going to the toilet. Anything more than this that is not regularly happening eg a child messes themselves, then this should be recorded and reported to the parent/carer.		
4		Finances		
4	1	<p>The Resources Committee had met just before the full governing board. All documents shared with the Resources Committee were also shared with the full governing board and distributed in advance of this meeting.</p> <p>The full governing board ratified all recommendations made by the Resources Committee as listed:</p> <p>2023/24 School Budget Share</p> <p>A carryforward into 2024/25 is predicted as £52,000 which is unchanged since the budget was first set in March 2023.</p>		
4	2	<p>2023/24 Foundation Stage Unit</p> <p>This shows a predicted carryforward of £30,000 which has increased by about £10,000 since the budget was set.</p> <p>Governors agreed to vire £20,000 in the new year to recoup the salary costs within the FSU.</p>		
4	3	<p>2023/24 After School Provision</p> <p>A carryforward of £10,000 is predicted at the end of the year which is broadly unchanged since the budget was first set.</p>		
4	4	<p>Voluntary Unofficial Funds</p> <p>The voluntary unofficial funds have now been audited by the external auditor. and the bank account has been changed to Lloyds Bank as previously agreed.</p> <p>The balance is approximately £3500 and governors gave approval for this to be spent on a new whiteboard for Beech class as this was identified as a significant need.</p>		
4	5	<p>Formula Capital</p> <p>The statement shows a balance of just over £3,000.</p>		

		<p>Budget 2024/2027</p> <p>School Budget Share -</p> <p>A suggested draft 5 year budget was shared with governors in advance of the meeting. This is the final budget as shared by the Local Authority using the software as the school's disposal.</p> <p>The carryforward at the end of each year are shown as:</p> <p>2024/25 - £21,375 credit</p> <p>2025/26 - £12,278 deficit</p> <p>2026/27 - £50,497 deficit</p> <p>2027/28 - £122,165 deficit</p> <p>2028/29 - £219,387 deficit</p> <p>JD explained that this included a virement from FSU into the SBS as already mentioned.</p> <p>It does not include any recuperation of the teachers' pay increase although this has been promised. Schools have been told they will receive this grant in 2023/24 and also 2024/25 and this would increase the carryforward in both of those years. This would inevitably improve the figures over the 5 years.</p> <p>JD recommended that governors agree to put the budget forward to the LA with a potential change in the 2023/24 carryforward once known. JD would also change the figures to reflect the teachers' pay increase grant once received.</p>		
4	6			
4	7	Services - Approval given as recommended by the Resources Committee.		
4	8	School Financial Value Statement - Approved as recommended by the Resources Committee.		
4	9	Devon Audit Partnership - Approved as recommended by the Resources Committee.		
5		Curriculum & Learning - nothing to report as committee had not met since the last full governing board meeting		
6		SEF/School Improvement Plan (SIP)		
6	1	LL advised governors that the Local Authority advisor had visited school earlier in the week and looked at writing throughout the school. He had spoken to children, staff and looked in exercise books. He looked at the progression maps and action plans contained in the SIP.		
6	2	<p>LL informed governors that current predictions for Year 6 are:</p> <p>70% for spelling & grammar</p> <p>80% for reading and maths</p> <p>LL said staff are working on achieving these predictions and possibly increasing the %.</p>		

		LL advised that no action plans need to be amended following BM's visit. He had advised LL that the school was not a big priority but had visited school in a supportive role.		
6	3	CT said he had carried out maths monitoring. This followed implementation of the Feeding and Marking Policy and he had looked at books, spoken to children and teachers. Recommended actions will be shared with staff to consider. CT reported he had found lots of positives reporting that what is in the policy is taking place.		
7		Head's Report		
7	1	This had been distributed in advance of the meeting and questions had been invited.		
7	2	LL advised governors that teachers will be moving around classes from September and this will be reported to parents in due course. There will be continuity within each class as the teaching assistant will remain in that class for at least some of the time.		
7	3	Attendance was discussed and governors commented that the figures were very pleasing amongst all groups.		
8		Safeguarding		
8	1	<p>LL advised that we now have a Child in Care and she attended a meeting with the Virtual School. The child has settled really well.</p> <p><i>Governor question - JDi - has the child exhibited behaviour that could be expected as a result of what she has been through. CT advised that he has not seen any particularly worrying behaviour so far.</i></p> <p><i>Governor question - JDi - is support available for staff should it be needed. CT advised that he does feel supported. CT is supporting the guardian. LL shared that all staff have had training from virtual school.</i></p> <p>LL advised that there are now 2 children who are Children in Need. One is the child in care with the foster carer going for a Special Guardianship order. The other child is being supported by the mental health team and family support worker.</p>		
8	2	<p>LL reported that actions that came out of the Audit were ongoing including e-safety with support offered to parents.</p> <p><i>Governor question - JDi - is the 'ready for anything' going to plan? LL advised that it will be!</i></p>		
9		Partnership Models		
9	1	<p>This item must be discussed by the full governing board annually as part of a due diligence process. Governors must discuss and agree what is best for the school's future.</p> <p>LL had distributed a document she had written in advance of the meeting giving some background to figures for some schools and some different Multi Academy Trust case studies. LL advised that anyone can access information on</p>		

		<p>MATs by using the internet. LL sent this document following information provided by LL being part of the Diocesan Board and being on the National Executive Committee. LL advised that the green paper setting out that schools must join other schools in some way, is no longer valid and the Diocese's view has softened. LL advised that a school going into special measures would still be forced into a MAT.</p> <p>LL advised governors that they needed to decide on whether they should pursue any possibilities further. JT has gone through the process in depth several years ago and SJ said she would appreciate a discussion with JT so she could find out more about the process and the different models. SJ wondered if other governors would like to be part of the discussion. LL said she thought it would be useful if she was also part of the meeting. JD will contact all governors and ask them if they would like to be part of this discussion and for their availability. Once this meeting has taken place, the group will report back to full governors.</p>	JD	03/24
10		Christian Distinctiveness - Ethos Group		
10	1	<p>CT tabled a report following a monitoring visit to look at prayer spaces in each of the classes. He had made this visit with SJ. Recommendations were shared.</p> <p>Governors said they thought this document should be placed on the school website. This document, with photos, will also be included in this week's newsletter in a condensed format.</p>	JD	03/24
11		Governor Visits		
11	1	These will be shared at the next Curriculum Committee meeting.		
12		Governor Training		
12	1	<p>SJ reported that she had attended the Diocesan Induction Training with JK. They found it very useful.</p> <p>SJ has not yet attended the Local Authority induction training and JD will find dates and share them with SJ.</p>	JD	03/24
13		Policies and Paperwork		
13	1	<p>Finance Policy - Approved as recommended by the Resources Committee.</p> <p>Governor Allowances and Expenses Policy - Approved as recommended by the Resources Committee.</p>		
14		Extra-ordinary Business		
14	1	Governors were advised that JP has tendered his resignation with effect from 31st March as incumbent of Offwell Parish. This means that he will no longer be Ex-officio governor of the school. It was agreed that LL and SJ will write a letter to him letting him know how much they, as governor representatives and personally, appreciated how much they valued him. LL said she would like this letter to be shared with the two Parochial Church Councils.	LL/SJ	03/24

15		What have we achieved for the children?		
15	1	<ul style="list-style-type: none"> • The budget has been discussed and the best way agreed to provide the best education and use of money wisely. • Discussions have taken place about how support staff can help support learning. • Safeguarding has been discussed ensuring all children are safe. • The school community is all working well together as a strong team to support the children. 		
16		Dates of meetings:		
8	1	<p>Previously set as: Thursday, 9th May - 5.30pm Thursday, 27th June - 5.30pm</p>		
		The meeting closed at 5.40pm		

