



		Present: Mrs J Dimond (JDi), Mr W Isaac (WI), Mrs E Jordan (EJ), Mrs S Joy (SJ), Mrs S Kastner (SK), Mrs J Knight (JK), Mrs L Legg (LL), Mr C Thomas (CT), Mr J Tristram (JT) & Mrs J Davey (JD) (clerk)	Action By	Time scale
		CT began the meeting with a prayer		
1		Apology received and accepted - None received all present		
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 - 14th March 2024		
3	1	Curriculum Statement Assessment and Reporting Policy Behaviour Policy and Procedures All of the above policies and procedures are due to go to a staff meeting within the next few weeks. Once shared, the policies will come back to governors for approval.		
3	2	Partnership Models - LL gave a background to where the school is now: We have good links with the NAHT, Local Learning Community and the Diocese as LL is involved with all of these groups. LL said that in terms of finances, we are in a good position as we can balance the budget for at least the next 2 years. LL said the last Ofsted judgement was good which also puts us in a good position. She said it was not necessary for the school to do anything but it must be discussed regularly and governors must minute the discussion. Following the last meeting, JT produced a report which she shared with other governors. <i>Governor question - WI - If we were approached by a federation or multi academy trust (MAT) would it be the school's preference not to be included?</i> Governors said that they felt this was the case as they were afraid of losing the individual identity of the school. Prospective parents who visit school seem to appreciate that the school is still a stand alone school. <i>Governor question - SJ - Could a change in government change things strategically for schools.</i> LL confirmed that this could be the case but schools are not being forced to join with others at the moment. Governors wished it to be minuted that they had thought about the options and at present, they do not wish to explore different models any further. <i>Governor question - WI -What would mean that we had to join a federation or multi academy trust?</i> LL said that a change of head could trigger this or a poor Ofsted. While our finances could, if they worsen, cause concern, it should be noted that many MATS and Federations are in similar or worse financial states		

		(possibly due to cos of MAT superstructure_. The lack of funding overall is the issue.		
4		Governor Membership		
4	1	Ex-Officio Foundation - Vacancy Following the resignation of Rev J Putnam as incumbent of Offwell, this leaves a vacancy for this governor role. There is little likelihood of a successor being appointed at incumbent of the village in the near future and discussion took place about possible candidates to fill this governor vacancy. Several names were suggested and governors will approach these people to find out if they are interested in filling the role. Parent Governor - There is still a vacancy and it was agreed to carry out the process of recruitment in September when we have new families in school. It was agreed that it would be a good idea if governors took turns to write a pen portrait about themselves for inclusion in the weekly newsletter. Dates agreed: 1st - JDi 2nd - 24th May - WI 3rd - 7th June - JT 4th - 14th June - SJ 5th - 21st June - SK 6th - 28th June - JK 7th - 5th July - EJ 8th - 12th July - CT Resources Committee - With 2 vacancies on this committee, it means that this committee cannot be quorate with the present members. Governors were asked if anyone would be happy to change from Teaching and Learning Committee to the Resources Committee. JK and SK said they would be happy to swap and this was agreed.		
5		Finance		
5	1	The resources committee met before this meeting and LL reported on matters discussed. 2023/24 Confirmation of carryforwards; School Budget Share - £60,349 Foundation Stage Unit - £22,252 After School Provision - £17,568 These balances agree with the Local Authority and were accepted by governors.		

5	2	2024/25 School Budget Share - 5 Year Budget The full governing board accepted the final budget as reported and this has been published for access by the Local Authority. It was explained that the budgets balance for the first 2 years and then show deficit figures. It is expected that the Local Authority will contact the school to find out how this will be addressed. Governors agreed that the situation could have changed by then and will address the issue when it arises. 24/25 shows positive carryforward of £37,376 25/26 shows positive carryforward of £3,722 26/27 shows deficit balance of £34,497 27/28 shows deficit balance of £106,165 28/29 shows deficit balance of £203,387 Unofficial School Funds This presently shows a balance of about £3500 and governors gave approval at the last meeting that a Whiteboard for Beech Class will be purchased using this balance. This has been done. Formula Capital This presently has a carry forward balance of about £3,600. A further sum of about £5000 is expected within the 2024/25 year.		
5	3	Premises - Repairs and improvements were discussed. JDi has previously agreed to walk around school and she will do this before the end of term. The PTFA has been successful in obtaining a Tesco grant which will be used for shelters in Oak playground and in the Meadow. Planning permission requirements were discussed and it was acknowledged there was a charge for pre-planning enquiries. WI will ask a professional who is knowledgeable about planning. Governors acknowledged that it looks likely that planning permission will be required and agreed to complete the pre-planning enquiry at a cost of £60.	JDi	07/24

6		Curriculum & Learning		
6	1	The committee has not met since the last full governing board meeting but LL shared the expected Year 6 SATs data. LL reminded governors that these children were very much affected by the Covid years when they were in years 3 and 4. Spelling & Grammar - 60% expected pass rate Writing - 50% Reading - 80% LL advised that 80% children joined year 6 after Reception. In addition 80% of the Y6 have either SEND or PP or additional needs eg EAL. <i>Governor question - JK - Is the national average comparison likely to change because of Covid?</i> LL advised that it may but it hasn't yet.		
6	2	CT tabled an example of data for one year group as requested by governors at the last Teaching and Learning committee meeting. This shows how data is recorded and shared. CT shared the matrix completed by teachers for Reading, Writing and Maths. CT explained that the table shows the baseline which reflects the children's score at the end of the previous year and then the scores are shown for autumn and spring. Governors noticed that in almost all cases the autumn and spring scores are lower than the baseline. CT said that this is because of a change of year group, and in the example sheet, a change of key stage. This is not an uncommon thing and the target is for all children to obtain higher than the previous baseline at the end of the year. Governors commented that some children had dropped back from autumn to spring. CT acknowledge that this was worrying and he will discuss this with the teacher and see what interventions can be put in place. This is why it is important to track children in this way as trends like this can be picked up and addressed. WI suggested that maybe an average baseline over the year could be used instead of the end of year figure. CT said he felt this would make figures look better but wouldn't show what we really need to know. CT pointed out that he could have picked a different year group and a different subject which may show figures in a better light but he wanted to show transparency and did not want to hide anything. <i>Governor comment - JK - It is reassuring to know that actions come from the figures produced by the data.</i> <i>Governor comment - SJ - It is important to look at the child holistically and not just figures. There is always a story around a child and this must be taken into consideration.</i> <i>Governor question - JK - If the data showed a child was struggling, would the parents be told?</i>		

		LL said, Yes they would be approached as soon as possible, and, of course, they would be told at parents evenings and in reports and they may be put on the SEND register with My Plans shared, so we are working jointly. Parents should always know in advance. CT said he would take away the comments and suggestions made by governors and he found it useful finding out their views. Data will be looked at in more detail at the next Teaching and Learning Committee.		
7		Self Evaluation Form/School Improvement Plan (SIP)		
7	1	LL tabled an example of an action plan for a subject area, produced by a teacher, which forms part of the SIP. Progression maps are in the process of being completed for each subject and these also form part of the SIP. The action plan shared mentions Sounds Write training which has been completed by most staff. Monitoring with other schools has taken place which is within the action plan.	JD	01/24
8		Headteacher's Report		
8	1	This was distributed in advance to governors and LL went through important points. LL pointed out that most teachers are moving classes in September and some teaching assistants. Although each class will have a consistent person remaining in each class. She will share this information with the wider community including parents/carers just after half term. LL sees the changes as positive and has been done for various reasons including requests from staff and balancing their experience identified through Performance Management <i>Governor suggestion - JK - the children will have transition sessions when they join their next class and spend time with their next teacher, will parents have chance to meet the new teacher?</i> LL said this was a good idea and will give parents/carers this opportunity. JDi thanked LL for sharing details within the report.		
9		Safeguarding		
9	1	Safeguarding Audit & Action Plan - LL will arrange to meet with SK to discuss the Audit and Action Plan to check that actions are being carried out.		
10		Christian Distinctiveness -		
10	1	Ethos Group - Has not met yet this term. The children and staff are reviewing the core values in Collective Worship. There has been a discussion about each of the values and how they are relevant to the children's lives. None of the children were in school when the core values were agreed and it may be time to look at changing them. A list of schools who are expecting a Statutory Inspection of Anglican and Methodist schools (SIAMS) within the next 2 years, has been published. Offwell is not on it. SJ said she has looked at the website in relation to Ethos and will discuss this with CT.		

11		Governor Visits		
11	1	Visit reports will be shared with the Teaching and Learning Committee. JDi reminded governors to contact the relevant member of staff to arrange a visit if they haven't already.		
12		Governor Training		
12	1	JK has attended the Local Authority Induction training which she found very useful. JDi will look for a date for SJ to attend.	JD	05/24
13		Policies and Paperwork		
13	1	Governor Code of Conduct - This is the NGA model and is in a different format to the present Governor Code of Conduct. Governors accepted this revised policy acknowledging that it includes expectations of using online platforms. JDi said she felt it would be useful to put this policy on the school website and it was agreed that this would be done.	JD	05/24
13	2	Redundancy Policy - The Local Authority model policy has been revised and governors approved the revised policy once it had been personalised for Offwell School.		
13	3	Carers' Policy - The LA has produced a model policy for this new policy and governors agreed to adopt the policy.		
14		What have we achieved for the children?		
14	1	- Plans are in place to improve progress and feedback to children from teachers. - JK has met with CT and improvements regarding assessment has been discussed. - Everything the school does is with the children at the centre. The school is able to identify the needs of the children and is doing its best for them.		
15		Dates of meetings:		
15	1	Previously set as: Teaching & Learning Committee - Friday, 14th June at 10am Full Governing Board - Thursday, 27th June - 5.30pm Governors were asked to think about whether they would like the governing board meetings set for the whole of the next academic year or decide using a shorter timescale. It was acknowledged that setting the meetings so far in advance this year had not worked in several cases.		
		The meeting closed at 7.30pm		