



		Present: Mrs J Dimond (JDi), Mr W Isaac (WI), Mrs E Jordan (EJ), Mrs S Joy (SJ), Mrs S Kastner (SK), Mrs L Legg (LL), Mr C Thomas (CT) & Mrs J Davey (JD) (clerk)	Action By	Time scale
		CT began the meeting with a prayer		
1		Apology received and accepted - Mr Tristram was not present - no apology received		
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 - 9th May 2024		
3	1	Policies & Paperwork Discussed later in the meeting.		
3	2	Pen Portrait - for newsletter JT, JDi and SK have submitted theirs. Other governors were asked to send something in. Don't worry about dates originally set.		
4		Governor Membership		
4	1	Ex-Officio Foundation - Vacancy - We have now received 2 expressions of interest and they are at different stages of the application process. Both forms will be sent to the Diocese in order for a decision to be made. Parent Governor - Following the house move of Jane Knight and her family, there are now two Parent Governor vacancies. As agreed previously, we will carry out the full process of recruitment in September when we have new families in school. The vacancies have been reported within the newsletter inviting parents to come forward if interested. It was acknowledged that we may have flexibility of governor movement should the two prospective foundation governors still wish to serve on the board. Governors have offered a parent session with tea and cakes to try and encourage prospective parent governors to come forward. It was agreed this was a good idea and will be arranged for September.		
5		Finance		
5	1	The resources committee has not met since the last meeting but monitor statements for all 3 funds were shared with the following projected carryforwards reported: School Budget Share (SBS) - £41,061 Foundation Stage Unit (FSU)- £17,911 After School Provision (ASP)- £8,238		

		It was acknowledged that it is still early on in the financial year and there are no major changes to report in year at this time. These figures take into account the virements previously agreed of £16,000 from the FSU to SBS and £10,000 from ASP to SBS. Governors accepted the statements and these will be sent to the Local Authority.		
5	2	Unofficial School Fund As always, the books were available for inspection. A transfer has been made to the SBS to cover the cost of the new Whiteboard in Beech Class.		
5	3	Formula Capital There is approximately £3000 carryforward into next year for this budget and there is approximately £5,000 expected to come in for 2024/25.		
5	4	Photocopier Contract All figures have been shared previously with governors and it was agreed that the school would continue with the present supplier of Baytek. The service has been excellent and, after rigorous negotiations, they have actually tendered the cheapest contract over 5 years. They are also allowing the school to keep the old copier as a backup which will be covered under the maintenance contract but lease will not longer be payable and the school will pay for copies only.		
5	5	Grounds Maintenance The present contractor has let the school down and we have contacted them on several occasions asking them to carry out work required. We had a site visit from the manager and promises were made but this has not come to fruition. We approached another contractor, who happens to be a parent, and they have quoted a much cheaper price and have all the relevant insurances, etc This contractor has carried out work around school previously free of charge and this work has always been of a high standard. Governors questioned the terms of the existing contract. There is nothing set out about notice required and it has been an informal agreement that they will carry out the equivalent of 2 hours per month over the year. Meaning they do more work in the summer than in the winter. We started using them in 2018. Formal notice has been given to them. They have done no work at school since October 2023.		
5	6	Shelter Cleaning The Foundation Stage Shelter has been cleaned on an annual basis but this has cost over £1,000. We have sourced a different company and they will be asked to carry out the cleaning in the summer holidays and then again in the spring every year.		

5	7	Premises - JDi acknowledged that she has previously agreed to walk around school and she intends to do this within the next 2 weeks. She will be looking specifically for health and safety issues. An application for planning consent has been submitted to DCC for the shelter as part of the Tesco grant and we not expecting to receive a response until August. The wooden bench has been delivered. Items have been ordered through the school budget to enable VAT savings.	JDi	07/24
6		Curriculum & Learning including Data		
6	1	The committee met on 14th June and the minutes were shared in advance of this meeting with all governors.		
6	2	Data Early Years Foundation Stage CT shared a sheet comparing school with last year's national data. Our data is very similar or much better than national expected in most areas except Self Regulation where the national expectation is 85.1% and school data is 70%. <i>Governor question - What does self regulation mean and how can this be improved? Are there plans in place for the children this year who are still emerging?</i> LL explained that self regulation means that children can regulate their emotions well if they are expected but are unable to do this if they are 'emerging'. An example would be the sharing of a toy. The teaching staff are well aware of the needs of these children and work with them on a daily basis. This information will obviously be passed on to the new teacher. <i>Governor question - SJ - How does this impact on the rest of the class?</i> EJ said that it is inevitable it does have an impact on them but there are strategies in place to minimise this impact. LL said that it is helpful for children to learn how to self regulate within a class of mixed age children and this is often a positive in this area. <i>Governor comment - WI - the national emerging number in general seems high. Is there a particular reason for this?</i> The EYFS curriculum was criticised by EY consultants as 'effectively disabling' a large proportion of all pupils of this age.		
6	3	Phonics CT said that last year 4 children were 'emerging' in Literacy when the EYFS was completed and this has been mirrored now they are in Year 1 and have taken their Phonics test. CT said the results were not as good as last year with 69% passing this year. Two Year 2 children retook their Phonics test and 1 passed and 1 didn't. The 1 that didn't has only recently joined Offwell.		

		<i>Governor question - WI - How far away from passing the Phonics were they? Were they nearly there or a long way from the mark?</i> CT confirmed that the Year 2 child was very close and most of the Year 1 children were also within touching distance. Both the Year 1 children and the Year 2 child will receive the support they need within their next year group. Of course, the other child in Year 2 will also receive the continued support required.		
6	4	KS1 Data - CT reminded governors that the Year 2 children are no longer formally tested although they are still assessed internally, along with children in all year groups. The end of KS1 results are no longer reported nationally.		
6	5	Multiplication - Year 4 These tests are carried out online and there is no official pass or fail mark. They are out of 25. There are 15 children in the cohort: 6 got 25 4 got between 20 and 24 4 got below 20 1 was disapplied Discussion took place about whether a speed test was appropriate for all children. LL agreed it wasn't but the children do need to demonstrate instant recall. The results were an improvement on last year. <i>Governor question - EJ - Why was the child disapplied?</i> LL confirmed that he has a bespoke curriculum and he would not have been able to access the test. We don't have to apply for a disapplication, it is a school decision.		
6	6	KS2 LL gave a background to the cohort. There are 10 children and 80% of them have additional needs. The teacher assessment figures have been updated following those shared with governors previously: Spelling, Punctuation & Grammar was 60% now 50% Reading was 80% now 80% Maths was 80% now 90% Writing was 50% now 70% LL advised that the Writing Teacher Assessment has been reported as there is no test for Writing. However, we will find out on 9th July what the actual SATs results are.		

7		Self Evaluation Form/School Improvement Plan (SIP)		
7	1	The new priorities in the SIP will be shared in the new academic year. LL advised that although the Writing Teacher Assessment has gone up, it is still a focus of school and will form a priority within the SIP. Spelling has been a focus and we have introduced Spelling Bee. We are now starting to use Literacy Tree resources which will be fully in place in September. These resources offer book based reading and writing activities. <i>Governor question - SJ - Is Writing a trend across school and not just for Year 6?</i> LL confirmed that it has been and we have identified spelling across the school. There are some outliers but it is generally the case. The school has already put in place the phonics scheme Sounds Write right through school and most staff have now been trained. This has been partly funded by the Literacy Hub. LL says she is looking to obtain similar funding for the EYFS. <i>Governor comment - JDI - Reminded governors that they are responsible for keeping an eye on results, ensuring enough support is in place and that appropriate money is spent on appropriate resources.</i> LL advised governors that putting a teacher into place for interventions who will become the SENDCO has been working well. LL reminded governors that the Year 6 children were in Year 3 and 4 when lockdown happened and it is particularly hard to teach Writing remotely compared to the other subjects. <i>Governor question - How will the impact on spelling and writing be measured following the introduction of the Literacy Tree resources?</i> LL said we haven't had anything in place like this before. Regular writing is embedded and high quality children's literature is delivered to inspire reading, writing skills and highlight punctuation, grammar and spelling objectives. Improved results will reflect the impact. <i>Governor question - JDi - As there a lot of staff moving classes in September, will they know straightaway what they have to work with?</i> LL confirmed that in terms of planning, there has been a number of staff meetings where staff have been given the chance to work on progression mapping for long term and medium term plans. There are extended transition meetings planned and staff will be talking about individual children. Literacy Tree gives resources, planning and all staff have been trialling it within their current classes.		

8		Headteacher's Report		
8	1	This was distributed in advance to governors and LL went through important points. Discussion took place about pupil turnover as some children are leaving Offwell at the end of the summer term. There are also some families joining the school with more visits planned. <i>Governor comment - SJ - Inevitably parents talk at the school gate and SJ suggested that we acknowledge when a family moves on for a good reason eg house move.</i> It was agreed that this could be done and even if they move on because they feel Offwell is not right for their child, this can be acknowledged in the newsletter by wishing the family well, but only if each parents' permission has been gained. This could prove difficult and perhaps lead to the idea there is a problem, which (as families move house and our net gain/loss is balanced there is not. <i>Governor comment - WI - We talk about promotion of the school and the possibility of having a sign on the road but WI said he felt there was a missed opportunity by the school for not making more of the local fetes.</i> LL said she would still like to see the signs in place and a number of staff will be attending Offwell Fete. The PTFA will be present as well and have an Offwell School stall. JD will print 20 prospectuses to give to SJ for giving out at the Fete. LL said we will put next year's date in the calendar as soon as it is known so that hopefully the school can have more of a presence. (This is the first fete for 10 years). LL invited governor questions.		
9		Safeguarding		
9	1	Safeguarding Audit & Action Plan - LL has arranged to meet with SK next week to discuss the Audit and Action Plan to check that actions are being carried out.		
10		Christian Distinctiveness -		
10	1	Ethos Group - The Group met earlier in the term and has continued to review the core values. CT reminded governors that the present core values were devised by children who are no longer in school and many of the staff were not at Offwell either. CT said that one of the parents came up with a great metaphor involving a backpack and the core values being in the backpack and being taken out when needed. If a family member fell then another family member would take out the value of compassion and none of the family would have to manage on their own. It was suggested that a backpack could make a good display with the core values contained within. CT suggested 'you will know them by their fruits' (Matthew 7:16) could be a good strapline. LL said it would be important to link the values to the vision and our current 'strapline' 'Be healthy in body and strong in spirit and may all go well with you'. From NLT 3 John 1:2. She liked the idea of a compass of values to link to the backpack of a learning journey.		

10	2	New Devon & Torbay Agreed Syllabus CT attended training for this. LL went to SACRE group and the question of what is in Devon's own Equality Report was discussed. LL said she felt it is good that they have changed the syllabus to incorporate beliefs.		
11		Governor Visits		
11	1	Visit reports will be shared with the Teaching and Learning Committee.		
12		Governor Training		
12	1	SJ and WI would still like to attend the LA induction training. This is detailed on the weekly governor update. SJ & WI will let JD know when they would like to be booked on.	SJ/WI	07/24
13		Policies and Paperwork		
13	1	Curriculum Statement - LL has gone through the Statement and brought it up to date with the resources used to teach the curriculum. <i>Governor comment - JDi - there are still a number of things that need clarifying on the Statement.</i> LL said that staff have been looking at the curriculum as a whole and working on progression maps during staff meetings. This is the priority at the moment and whilst she acknowledges the Curriculum Statement could be improved, it is still correct and was written with Ofsted speak in mind. I It was agreed that the Statement is accepted at the moment and put on the school website. Should anything need to be changed, then the Statement will be amended to reflect this. LL reminded governors that it is not an actual policy and so does not fall within the rolling review of policies.		
13	2	Assessment and Reporting Policy - Staff have now had chance to review this policy and governors were forwarded the existing policy containing staff comments. CT will look at this policy and amend it taking the comments on board. Governors were asked to send any additional comments to him for consideration.	CT	07/24
13	3	Behaviour Policy & Principles This policy has now been widely circulated and governors gave approval for this final version.		
14		What have we achieved for the children?		
14	1	- Year 6 teacher assessments have improved from previously predicted. - Behaviour Policy has been signed off giving clear direction for sanctions and rewards. - The school has been proactive in identifying support to enable children to achieve better which will help all children across school.		

15		Dates of meetings:		
15	1	Future dates for governor meetings were discussed and the first full governing board meeting of the academic year was set at Thursday, 19th September 2024 at 5.30pm. Committee dates and future governing board meeting dates will be agreed at that meeting.		
		The meeting closed at 8pm		