

Minutes of the meeting of the full governing body of Offwell C of E Primary School held on 19th September 2024



		Present: Mrs J Dimond (JDi), Mr W Isaac (WI), Mrs S Joy (SJ), Mrs S Kasner (SK), Mrs L Legg (LL), Mr C Thomas (CT), Mr J Tristram, (JT)& Mrs J Davey (JD) (clerk)	Action By	Time scale
1		Prayer - CT began the meeting with prayers		
2		Apology received and accepted - Mrs E Jordan (EJ) & Ms B Leach (BL)		
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 - Nomination received for WI - Unanimously approved		
5		Governor membership update		
5	2	Parent Governor Update - There remains 2 PG vacancies since the summer and it was agreed at the last meeting that the Board would actively recruit in September in an attempt to reach a wider audience including parents/carers new to the school. Some discussion took place about how parent governors could be attracted and it was agreed that a governor presence would be available at the PTFA coffee morning scheduled for next Friday morning. JD will create a bullet point sheet giving information about the role. The paperwork will be sent to parents tomorrow with a closing date for nominations to be received by 4th October.		
5	3	Foundation Governor Update - Two nominations were received and these were appropriately endorsed and sent to the Diocese before the summer break. The Diocese have appointed BL and notified her accordingly. The Diocese also contacted the other applicant advising them of the decision. BL is presently abroad so was unable to attend this meeting. BL lives in Widworthy and is a lay preacher. She has been involved with God's Acre and is an active member of the community.		
6		Minutes of last meeting and matters arising - 27th June 2024		
6	1	The minutes had previously been distributed and governors agreed they were an accurate record and they were signed off.		
6	2	Matters Arising: Data - At the last meeting, year 6 data had not been received and JD asked if we would get a chance to look at this data at this meeting. LL said that this will be discussed as part of the School Improvement Plan agenda item.		

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 reminded governors that this had been discussed at length last year and the decision had been taken not to open the meetings. It was agreed that we would invite parents to the next meeting so that they can get a flavour for what is involved to be a governor.		
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.		
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 was sent to governors and they were asked to acknowledge that they had read the document and accept and will abide by the rules.		
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 having committees meet within the full governing board meetings. It was agreed that this would be the best option as when the Board was running separate committees for Curriculum & Learning and Finances, it was a struggle to make the meetings quorate. Governors were reminded that a committee is quorate if 4 members, including the headteacher, attended. Without full GB membership, this would prove difficult. The quorum for the full GB to meet is ½ the membership rounded up (5). It was suggested a agreed that working parties should be set up and meet when and as appropriate eg Premises, Health and Safety, Marketing, etc.		
9	2	Governor responsibilities - A sheet showing present governor responsibilities had been forwarded to governors in advance. This sheet showed several gaps. Amendments were agreed as: Devon Association of Governors - JT will be the representative. Village Hall representative - Presently EJ - we will check she is still happy to do this. PCC representative - SJ	JD	10/24

		It was acknowledged that with two parent governor vacancies and BL not present at this meeting, it was challenging to fill all the vacant responsibility spots. Some vacancies will be filled at a later date. Wi offered to give IT advice and carry out research if CT would like this before purchasing hardware. JD will update the list and distribute to governors as far as possible.		
9	3	Pay Committee - Staff governors are not eligible to serve on this committee. It was agreed that SK, JDi and JT would form this committee. LL will suggest a date.	LL	10/24
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 - WI has agreed to undertake the training and will take part in the HT PM this year. As we are a voluntary controlled church school, one of the members should be a foundation governor. This means it should be either SJ or BL. As BL is new and presently away and governors taking part on the HP committee, need to have undertaken training, it was agreed that SJ would carry this out this year with WI. Both are booked on for training on 22nd October. Governors have bought in service with Devon County Council and Mark Walker 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. There have been no new members of staff and no one has left. However, most teachers and teaching assistants have moved classes. This is going very positively with staff bringing new creative ideas to the table and sharing experiences with the new teachers taking over the classes.		
10	2	SENDCO Role - LL updated governors advising them that Helen Sutton (HS) has now completed the SENDCO qualification. She is now officially the SENDCO of the school. HS has embraced the role and brought forward suggestions and ideas to other staff members at staff meetings. She shows attention to detail and has worked well with children and their families. Taking the role of SENDCO away from the Headteacher has improved the work life balance for LL and capacity to address other areas of her role.		
10	3	Attendance - The target was set for 97% for the last academic year and the 96.1% was achieved. HS is booked to attend a course based around emotional avoidance and attending school. The new LA Attendance Officer for the school is due to visit on Monday afternoon.		
11		Safeguarding		
11	1	Governor Annual Training - Most governors attended the training before this meeting and a date was set to deliver it to others before the next full governing board meeting at 3.45pm on 28th November. LL reminded governors that they need to read parts 1 and 2 of Keeping Children Safe in Education. The training will be recorded on the single central record.		

11	2	Child Protection and Safeguarding Policy - The model policy has been updated by the LA and LL has gone through it and personalised it. This was sent to governors in advance and approval was given. 'Draft' will be removed from it and it will be put on the website. <i>Governor comment - JDi - likes the 'open door' illustration within the document and feels this could be used elsewhere.</i>	JD	09/24
11	3	Designated Safeguarding Leads - LL, CT and JD are all due to renew their training this term. JD will look at dates and book the courses as appropriate.	JD	09/24
12		School Improvement Plan & Self Evaluation Form		
12	1	LL said that she had shared the SEF with staff at the most recent staff meeting and subject leaders were asked to review the action plans. The reviews will be fed into the SEF and brought to governors in due course. The new LA School Improvement Partner, Mark Walker, will be visiting school on 30th September.		
12	2	LL shared a document showing the school's strengths. She said that benchmarking shows that our spending on staff is high compared to other schools but she said she felt this was a good thing as the staff:pupil ratio is high and our staff are very experienced. LL advised that we have been allocated a new Educational Psychologist after an absence of several years. WI asked what the role of the EP was and LL advised governors that this person offers advice to staff and works with children.		
12	3	Data - Year 6 data was discussed and LL advised governors that National Data has not yet been validated. LL showed % achieved by the cohort. She advised governors that one of the cohort will be disapplied and their data removed as they fall within criteria for this to happen. There is another child who LL has applied to be taken out of our data but this decision is not straightforward. LL shared % for the whole cohort (10), the cohort with one child's data removed and LL shared another set of data with the 2 children's data removed. This data removal is linked to government relative to our usual criteria relating to significant needs, high attainment, although needed to be seen within context of: 40% SEND & 60% PP, LL explained. Maths was a strength and writing and reading were disappointing. <i>Governor question - JDi - what is the new year 6 cohort like compared to last year?</i> LL advised there were 14 of them and they had fewer contextual issues, therefore expected to make better progress.		
12	4	Other data was shared on a spreadsheet. LL highlighted issues for governors to be aware of: Focus year groups (3/4/5) and focus subjects (maths) where progress needs to be accelerated this year. Governors were advised that there will be 3 points of recording and testing; November, February and May. This will be reported back to governors. JD suggested that a working party could look at data in more detail than the full governing board and report back. SJ and WI said they would be interested to take part. LL suggested they wait until November when the national data is available. <i>Governor comment - JDi - It should be remembered that the whole point of data is to do something with the findings in order to improve future outcomes.</i> LL agreed and said this is what the SIP sets out.		

12	5	Grounds Maintenance - We have changed contractors and there has been a huge improvement. The business is run by two parents of children in school and one also runs Gardening Club and has successfully won awards with RHS and at Offwell Flower Show. The shelter cleaning contract is now also carried out by a parent and there has also been a huge improvement and much more cost effective. All windows were also cleaned. Planning permission has been granted for the shelter in Oak playground funded but the grant secured by the PTFA from Tesco. The log cabin doors have been ordered and these will be fitted later this half term.		
12	6	School Roll <i>Governor comment - WI - We have had 10 children leave year 6 in July 2024 and 10 come into Reception in September 2024. How are numbers throughout the rest of school?</i> LL advised governors that we had about 3 families leave 'in year' in July 2024 but we also had children enter within the year too. The net effect was not too different. <i>Governor comment - WI - we have 14 children in year 6 now so they will leave in July 2025, we need to have at least 14 children join in September 2025 to match the leavers.</i> Governors agreed that the school needs to continue to raise the school profile and keep the school visible. LL agreed – this needs to continue. LL pointed out that we had received healthy interest in first two weeks of school year, which has already resulted in new nursery children.		
12	7	Link with church - SJ reported that the church had successfully applied for a grant for children's books for church. The church would like the children to write a review once the books have been received. Remembrance Day - the church would like the school to be involved in Remembrance Service on 12th November (Monday). The church would like the children to read a poem, or something similar. LL said this was perfectly acceptable and we will be led by what the church wants us to do. Advertise Church Services - The church would like the school to advertise their services and it was agreed that the school would.		
12	8	SIP - LL will put together a draft SIP once she has had feedback from staff and will present this to governors for suggestions and approval.		
13		Policies and Paperwork		
13	1	Term Dates - 2025/26 The standard Devon school calendar was shared and governors were asked to make a decision on 5 non pupil days and 2 occasional days. These followed the same format as previous years and were suggested by LL. JD will submit to county and put it on the website.	JD	09/24
13	3	Audit - JD explained that the 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 financial audit this year and a shared drive has been created which JD will upload certain documents. This will focus on things such as invoices, petty cash, income, etc. Discussion took place about the use of Parentpay and how debts are dealt with. Governors asked what level of parental debt there was. LL confirmed that this was substantial for a number of parents/carers and we are moving on to the next stage of debt recovery for certain parents.		

14		What have we achieved for the children?		
		• The successful governors meeting and items discussed is a reminder of why we are here (children). • The school community has come back motivated and governors continue their work to plan to recruit new parent governors. • Discussion has taken place regarding how we can support the children in the coming year.		
15		Dates of Meetings:		
15	1	Governors agreed to going back to just arranging a date for the next meeting as several meetings had to be changed last year due to unforeseen events which could have been avoided if meetings had not been made so far in advance. 28th November, 2024 at 5.30pm. Safeguarding training (3rd session) will take place from 3.45pm for those governors unable to attend previous sessions		
		The meeting finished at 7.15pm		