



		Present: Mrs R Bates (RB), Mrs J Dimond (JDi), Mrs E Jordan (EJ), Mrs S Joy (SJ), Mrs S Kastner (SK), Mrs B Leach (BL), 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 - Mr W Isaac (WI)		
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. BL and RB were asked to sign the register.		
3		Welcome – JDi welcomed BL and RB onto the governing board. Governors introduced themselves.		
4		Minutes of last meeting and matters arising – 19th September 2024		
4	1	BL pointed out that she is a Lay Leader and not a Lay Preacher as mentioned in the minutes. This will be amended. The minutes were approved and signed.		
4	2	Parent Governor – One vacancy has been filled (RB). It was noted that there was still another vacancy.		
4	3	Governor Responsibilities A sheet setting out governor responsibilities at the last meeting was shared with governors in advance. This highlighted some vacancies. A discussion took place and it was agreed that RB & SJ would become governors jointly responsible for Health and Safety. RB will link with Mrs Hunt BL with link with CT with Christian & Ethos SJ will link with CT with maths		
4	4	Parent Debt – JDi asked if the parent debt on Parentpay had been rectified and it was confirmed that it was.		
5		Finance		
5	1	The School Budget Share (SBS), Foundation Stage Unit (FSU) and After School Provision (ASP) budgets were discussed and projected carryforwards were shared. SBS - £27,607 FSU - £28,545 – some salary has been taken from SBS which should be FSU following amendment of contract. This will be reversed (£8000). ASP - £8,453 Virements previously agreed by governors from the FSU and ASP into the SBS have now been made. An explanation was given, for the benefit of the new governors, as to how the various funds are managed. Governors accepted these budgets and monitor statements were shared. These will now be sent to the LA as required.		

5	2	SBS Three Year Budget 24/25 (current), 25/26 & 26/27 This was discussed and will reported more fully to governors at the next meeting as there will be more known factors available.		
5	3	Unofficial School Fund As always, the books were available for inspection. Mrs Sam Paveley will audit the books in January.		
5	4	Formula Capital There is £3,205.33 which includes carryforward from 23/24 and £4,821 allocation for 24/25. This follows expenditure on ICT hardware as agreed by governors previously.		
5	5	Financial Audit The audit has now been completed and the draft report was shared with governors. There were substantial assurances in all areas except it was recommended: <i>The school encourages parents to pay online and the school to be cashless wherever possible thus alleviating the need to accept cash. This will eradicate the need to mix official and unofficial funds which is not advisable.</i> This follows an ongoing issue whereby it impossible to bank cash in Honiton and is not practical to drive to Exeter to bank the cash. JD asked the advice of the auditor and this was what was suggested. Discussion took place about discriminating against families who could only make cash payments. Governors agreed to respond with the following action: <i>We will encourage parents to pay online whenever possible always making an item/event available on Parentpay. It is recognised that this cannot completely eradicate the need to mix funds as nursery children are not on the school's SIMS records and, therefore, it is not possible to pay using ParentPay. These parents will be encouraged to use an older sibling's PP account or pay by cheque.</i> <i>Target date – 02/12/2024 & ongoing</i> <i>Responsible person – Janet Dimond – Chair of Governors</i> JDi congratulated JD on a very successful audit and thanked her for her hard work.	JD	12/24
5	6	Proposal SIMS replacement with Bromcom JD explained that Scomis are withdrawing all support from SIMS (including FMS) with effect from spring 2025 and therefore all schools are required to make decisions as to the way forward. SIMS New Generation is going onto the Cloud and a third party (Scomis) is unable to support a Cloud based system. JD attended a Bursar Briefing led by LA Finance Officers and the options were put to all schools. Almost all schools, especially LA Maintained ones, are working towards going with Bromcom. This move will be fully supported by Scomis and will be done over the next few months. Other companies have put forward their own proposals and these were available for governors if they wished to see them. JD to forward all information to interested governors. <i>Governor question – LL – Is this more or less expensive than SIMS?</i>	JD	11/24

		JD – SIMS are not able to issue a price until spring 2024 but schools have been advised that Bromcom will be less. <i>Governor question – LL – Is this what you (JD) would recommend, given that you are the main user?</i> JD – From looking at all information given and proposals provided and speaking with other schools and the LA Finance Team, yes it is. After much discussion, governors agreed to go with Bromcom as this is what is being recommended by the LA Finance Officers.		
6		Curriculum		
6	1	Self Evaluation Form/School Improvement Plan (SIP) – LL has updated this to reflect the autumn term actions. Action plans have been added including Leadership & Management and subject action plans. LL said it seems sensible to look at different action plans at different governor meetings and she shared the EYFS Action Plan in detail. She explained what Ordinarily Available Inclusive Provision (OAIP) as this was mentioned in the SIP. LL invited questions> <i>Governor question – BL – Do we get feedback from the children who have left?</i> LL said that just last week she had met with the Year 7 children at Honiton Community College who were formerly at Offwell. They were all very happy.		
7		Headteacher's Report		
7	1	This was distributed in advance to governors and LL went through important points. The autumn term section has now been completed. LL talked about the Mental Health Team and the introduction to Timid to Tiger meeting for parents. A meeting was held the previous evening and 8 adults attended which is more than usual. <i>Governor question – SJ – Why do you think that was? Is it because we have talked about Timid for Tiger and other strategies?</i> LL said that the course details had been shared in newsletters, via emails and highlighted with specific parents. Pupil Attainment – LL reported this is no different to what was reported to governors previously. Staff have now shared all the latest data with LL and all children are tracked using a matrix. <i>Governor question – SJ – Have you seen new challenges?</i> LL – 4 year groups are showing really low progress in maths so we have looked at the delivery of maths and changed it accordingly. There are also challenges in Y3 & Y4, who will receive support from the Educational Psychologist in the spring. Plus, we need to ensure CT gave some headlines: • Reading average overall year groups at the start of the year was 46%, SPAG 42% and maths 47%. • Girls generally perform better than boys. • Year ¾ have needed, and are receiving specific support following Covid.		

		<i>Governor comment – JDi – She advised governors that if any governor would like more detailed information, then CT is happy to share this. A separate meeting will be arranged.</i> LL invited governor questions.		
		Leadership		
8		Safeguarding		
8	1	Training – LL had scheduled a training session, prior to this meeting, with governors who had missed the previous training. Some governors were unable to attend so LL will arrange for them to receive online training. LL has had Level 3 Refresher training (3 yearly) and JD and CT will both have theirs in January 25.	LL	12/24
8	2	Governor Email Addresses – All governors have an @offwell-primary.devon.sch.uk email address and this should be used for all governor correspondence. This is necessary for GDPR compliance. LL advised that no further governor emails will be sent to private addresses. If governors are unable to access these emails, please ask JD.		
9		Premises		
9	1	Health and Safety of premises was discussed at length. A Health and Safety Audit was carried out about a year ago with recommendations made. We must review the report and ensure necessary actions are carried out. JDi carried out a walk around of the premises during the summer term and made further recommendations. Governors suggested we have a governor Health and Safety working party. This will be made up of SJ, JDi and RB.		
9	2	Fire Practice – Fire practice has taken place so that children and staff in new classes know where and what to do.		
9	3	Invacuation (formerly lockdown) – these procedures were discussed. Phones have been installed and megaphones purchased. This will be practiced during the non pupil day in January.		
10		Christian Distinctiveness -		
10	1	Ethos Group – The new values have been discussed at length and LL has created a suggested visual logo. This has also been shared with children, parent and staff. CT said he would look at a biblical basis for wording. All agreed it fits well with British values. Once finalised the logo will be used on the back of hoodies as well as the website, school perimeter, etc The Ethos Group will plan a collective worship and launch it. Governors gave approval and JDi thanked everyone for their hard work in creating it. Governors thought the values, message and logo were all excellent.		

11		Governor Visits		
11	1	SK visits Oak Class every week to hear readers. JDi has visited LL to offer support and will visit re SEND next week. Governors were asked to make contact with their contact teacher to arrange a visit when convenient in the new year. JD reminded governors that there was a proforma for visits. She will email this to governors. LL invited governors to all Christmas events and performances.	JD	12/24
12		Governor Training		
12	1	Safeguarding – Mentioned previously Data Protection Office (DPO) Networking Forum – CT attended. Several recommendations were made. JD will produce a Data Controller spreadsheet as required and a Data Processor. This is mentioned in the Online Safety Policy and Data Protection Policy but is not something we currently maintain. SJ asked about GDPR and the PTFA. She will make enquiries with Parentkind, the group which organises the PTFA insurance and gives advice in other ways. Headteacher's Performance Management Training – SJ & WI attended online training as required and takes place next week.	JD	01/25
13		Policies and Paperwork		
13	1	Remote Learning Policy This is due for review. This was set up during the pandemic and it was agreed to keep the policy template but not to have it as a current policy. This could be reintroduced should the need arise.		
13	2	Pay Policy – The model has been amended to reflect Offwell School's decisions. Approval has been given by the Pay Committee and full ratification was given by governors.		
13	3	Management of Outdoor Education, Visits and Off-site Activities A new model has been provided by the LA and this has been shared with staff. It has been personalised. Governors gave approval.		
13	4	Data Retention Policy & Annual Review of school records & Safe Data Destruction Checklist Following attendance by CT at the DPO Briefing, it was agreed to adopt this model policy and procedures.		
13	5	Assessment & Reporting Policy – This was shared with governors at the previous meeting and governors asked CT to make some changes. This has been done and governors approved this policy.		

13	6	Online Safety Policy – JD has worked through this lengthy new model policy, made amendments and personalised as appropriate. This will now be shared with staff before approval is requested from governors. CT & JD emphasised to governors that there are things within the policy that we need to ensure are carried out eg data destruction, monitoring of what has been filtered, etc.		
13	7	Freedom of Information – There is no new LA model so governors gave approval for the policy subject to personnel information being updated.		
13	8	Privacy Notices x 3 - Workforce, Governors and Pupils These model notices have all been updated. JD has personalised them all and governors gave approval for the 3 new ones to be adopted.		
13	9	Data Protection We are working on the latest model. Governors gave approval.		
13	10	Staff Leave & Absence (including shared parental leave) Policy There is a new model policy which incorporates shared parental leave which was a stand alone policy. Governors agreed to adopt the revised policy.		
13	11	Recruitment & Selection Policy – This new model has been approved by governors. CT asked if he could do the safer recruitment training. JD will action.	JD	11/24
13	12	Disclosure & Barring Policy – This new model has been personalised and has been approved by governors.		
13	13	Charging & Remissions Policy – This is due for review but is unchanged. Governors gave approval.		
13	14	Asbestos Management Plan – This has been updated and approved by governors.		
13	15	Emergency Management Plan – We are awaiting a new model from LA.		
13	16	JD will update the policy and procedure schedule, the website (where appropriate) and ensure the policy file is up to date.	JD	12/24
14		What have we achieved for the children?		
14	1	- We have talked about the values and a new logo has been created. - We have talked about finances and value for money. - We have talked about keeping children safe in many different ways. - Two new governors have joined the Board offering new skills.		
15		Dates of meetings:		
15	1	Thursday, 23 rd January at 5.30pm.		
		The meeting closed at 8pm		