



		Present: Mrs R Bates (RB), Mrs J Dimond (JDi), Mr W Isaac (WI), Mrs E Jordan (EJ), Mrs S Joy (SJ), Mrs S Kastner (SK), Mrs B Leach (BL), Mrs L Legg (LL), Mr C Thomas (CT) & Mrs J Davey (JD) (clerk)	Action By	Time scale
		CT began the meeting with a prayer - BL will lead the prayer at the next meeting		
1		Apology received and accepted - Mr J Tristram (JT)		
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		Minutes of last meeting and matters arising – 28th November 2024		
		Governor email addresses - LL checked that all governors were able to access emails sent to their designated governor email addresses. All governors confirmed they were able to access documents in this way.		
4		Finance		
4	1	The School Budget Share (SBS), Foundation Stage Unit (FSU) and After School Provision (ASP) budgets were discussed and projected carryforwards were shared. SBS - £19,970 FSU - £16,606 ASP - £8,453 These monitor statements were the same as reported to governors in November (after agreed virements have been made). These will be updated in detail in preparation for the next governors' meeting. <i>Governor question - SJ- Are government initiatives likely to have an impact on the budget?</i> LL said she thought that inevitably there would be an impact but, at the moment, the level was unknown. Governors accepted these budgets and monitor statements were shared.		
4	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. The LA has published calculators for a provisional budget but, at the moment, this is not functioning properly.		
4	3	Unofficial School Fund As always, the books were available for inspection. JD has contacted Mrs Sam Paveley to audit the books but, as yet, she has not responded.		

4	4	Formula Capital There is £3,205.33 which includes carryforward from 23/24 and £4,821 allocation for 24/25. Governors were reminded that this budget can only be used for IT equipment or long term premises expenditure.		
4	5	Schools' Financial Value Statement - Governor were advised that the SFVS needs to be completed and this is a governor document. JD shared the blank document with governors. JD advised governors that she would complete the form but a governor would need to review the document and advise as necessary. JDi agreed to do this.	JD/JDi	03/25
5		Curriculum		
5	1	Self Evaluation Form/School Improvement Plan (SIP) – LL has updated this to reflect the autumn term actions. Action plans have been updated. Teachers are using the Action Plans to inform their planning and teaching. Teachers are monitoring impact and LL has been working with staff during staff meetings. LL advised governors that Reading is presently a focus; not so much with the SEND children but more with children who are just below Age Related Expectation (ARE). Mark Walker, our School Improvement Partner, will be visiting school on 25 th March 2025 and will be talking to subject leaders. Governors were reminded that they needed to make contact with their staff link. LL invited questions.		
5	2	Pupil Premium Strategy Statement - LL has completed this and it was shared with governors in advance of the meeting. Governors approved the document and this will now be put on the website.		
6		Headteacher's Report		
6	1	This was distributed in advance to governors and LL went through important points.		
6	2	Foundation Stage Unit - LL updated governors on pupil numbers within the FSU made up of reception and nursery children. It is acknowledged that the unit is well staffed and could take more children as far as staffing ratios are concerned. Presently there are 10 reception children and on several days there are 11 nursery children. Floor space means that there can only be 21 children in the classroom. It was likely that this would be an issue for the next academic year as there are 13 reception children expected which would mean only 8 nursery children could be accommodated. All governors agreed that it was not an option to turn children away as the nursery children are the lifeblood of the school and it is financially important to future proof the school that younger children are accepted. Applying for funding was mentioned but it looks as though this funding date has passed. Options suggested included:	LL/RB	02/25

		● Use the big log cabin for the the nursery group or reception group on days when the FSU was oversubscribed with the other group being based in the classroom. ● Look at extending the classroom - it was acknowledged this could be a long term solution but would not address the immediate issue. ● Move some of the reception into Willow Class. ● Look at space in other classrooms, eg Beech Classroom, and see if it is viable to move classrooms although it was acknowledged that the lack of toilets would be an issue. It was agreed that RB will look at possibilities and look at any funding threads that could be used. LL will talk with SH following this governor discussion.		
6	3	Pupil Attainment – CT tabled a data report showing results from last term’s assessments for Reading, Writing and Maths. The assessments took place about 6 weeks into term. He shared headlines with governors. SEND are generally not achieving ARE. There are also challenges in Y3 which have been acknowledged by teachers and the children are already receiving interventions and several of them have My Plans. A great deal has already been put in place for these children. Year 3 & Year 4 children are receiving general support from the Educational Psychologist. She is visiting the class once a week for several weeks. She is supporting them to be kind and helpful rather than educationally. She is also working with other cohorts at other schools with this agenda. The impact of lockdown was discussed for this year group. <i>Governor question - SJ - Can you see that this cohort could achieve ARE or does it look unlikely that they will reach this level?</i> CT said it would be unrealistic to think that all of these children would reach ARE and children who are working at 97 or 98% are being targeted particularly. The introduction of Literacy Tree has helped addressing the needs of reading comprehension and individual help where required. It was acknowledged that the children are generally thoroughly enjoying the Literacy Tree books. <i>Governor question - BL - Do the books have a Christian basis?</i> CT confirmed they did not, they offered more of the core elements of reading. They cover a lot of topics. At the staff meeting held earlier in the week, it was agreed that parents/carers would be invited into school once a week to hear their child read. This would be on a Friday morning at 8.35 am and would last for 25 minutes. It was acknowledged that some parents/carers do not hear their children read at all. LL informed governors that two teaching assistants and a teacher will be undertaking training on maths through the maths hub which should help with maths data. <i>Governor question - SJ - are there any plans to work with parents/carers around the teaching of maths?</i> LL said this would be a good idea and this sort of thing has been offered before but it is difficult to get parents to come in.		

		It was suggested that we could offer remote attendance at such meetings which may attract different parents/carers who were not able to come into school. It was suggested that the volunteer readers are trained as to how reading is taught in school. This would offer more targeted support. LL invited any other governor questions. JDi thanked LL and CT for this input and said governors would look forward to receiving the next set of results.		
		Leadership		
7		Safeguarding		
7	1	CPOMS - LL said that she had been looking into the possibility of purchasing CPOM which is a package for recording and transferring safeguarding records to other schools. This will make the transfer easier and safer. She said that all staff could input information online which meant that a more comprehensive record would be created for every child. The input of information would be sent by notification to the designated safeguarding officers (LL, CT, JD) and follow up would be done. The cost is just under £700 per year and governors gave approval for this.		
7	2	Safeguarding Audit - LL invited SK into school to look at the Safeguarding Audit which is due to be submitted soon. They will look at the previous action plan and write a new one.	LL/SK	01/25
8		Premises		
8	1	Health and Safety Walk - A date was set for governors to walk around the school looking at Health and Safety issues. Simon Bates (RB's father in law and Head of Health and Safety with the LA) offered to walk around school and advise as necessary. Governors would like advice on how to alert staff and children in case of an Invacuation event. The school has tried using the fire alarm, panic alarm, telephone, walkie talkies and megaphone and none of these has worked. The walk around was booked for Friday, 28th February at 3.15pm. LL will email RB with a list of things that she would particularly like Mr Bates to look at and advise on.		
8	2	Beech Roof - LL informed governors that there had been a plan to replace the asbestos roof on Beech Classroom during the summer holidays. An ecological survey had been carried out and historical evidence of the presence of bats in the roof was found. There were also house martins present but this is not a problem. There will have to be two more surveys in May and June looking for recent evidence of bats and if there are bats present, this will have to be addressed. The timing of the surveys will mean that the roof cannot be replaced in 2025 but it is more likely to be summer 2026.		
9		Christian Distinctiveness - Ethos Group		

9	1	The group has been working with children on activities and going into different classes. They have been introducing the 4 main new values and playing games. The children have come up with new ideas. This has been shared with other children in Collective Worship and they have looked at Be Patient this week. They have a Bible story and a song. The new values now need to be launched officially and a date needs to be agreed.		
10		Governor Visits		
10	1	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.	JD	12/24
11		Governor Training		
11	1	BL has attended Diocesan new governor training, Local Authority new governor training and undertaken safeguarding training. BL reported the the Diocesan training was in person and was much more useful than the LA training.		
12		Policies and Paperwork		
12	1	Online Safety Policy - This had previously been shared with governors and staff have now had a chance to review it. LL advised governors that we need to set up an Online Safety Group and WI, SJ, SK, LL, CT and JD will be a part of this. They will have an oversight of the policy and implementation of it throughout school. It will be informal with minutes not necessary. The group could plan a parent workshop. Parents/carers are being invited into school for Safer Internet Day. The meetings could be online and items to be discussed could be communicated by email. The Acceptable Use Agreements need to be reviewed and amended with different agreements being used by different age groups of children. Governors approved the policy and JD will put the policy on the website.	JD	01/25
12	2	Invacuation Procedures - This was discussed earlier in the meeting and will be amended once the H & S walk about has happened.		
12	3	Acceptable Behaviour Policy (Staff) - JD forwarded the new LA model policy to governors and it was agreed to adopt this policy once it has been personalised for Offwell School.	JD	02/25
12	4	Complaints Toolkit - Policy and Procedures - The LA has produced a new model and procedures. Governors agreed in 2023 to adopt the DfE model rather than the LA. JD has compared the LA's new model with our DfE policy and procedures and she feels that the LA one is better than it was but the documents are still not as comprehensive as the DfE models. Governors asked JD to check that the DfE model has not been updated. If it has, this will be shared with governors. If it hasn't, we will continue to use the policy and procedures as approved in 2023.	JD	02/25

12	5	Managing Unreasonable Behaviour - JD forwarded the new LA model policy to governors and it was agreed to adopt this policy once it has been personalised for Offwell School.		
13		Other Matters		
13	1	Widworthy Fete is on Saturday, 14th June and Offwell Fete is on Saturday, 28th June. WI asked that the school, including children, become involved with Offwell Fete. BL offered a visit to her house as she did before to look at anything historical if we wished. CT/LL to ask staff.	CT/LL	02/25
14		What have we achieved for the children?		
14	1	• We have talked about the values and a new logo has been created. • An Online Safety Group has been formed. • Governors have ensured that children receiving support are monitored.		
15		Dates of meetings:		
15	1	Thursday, 20th March 2025 at 5.30pm. JD will get in touch if a Finance Meeting is needed to discuss the new budget once the figures are available before the next full governing board meeting.		
		The meeting closed at 8pm		