



		Present: Mrs R Bates (RB), Mrs J Dimond (JDi), Mr W Isaac (WI), Mrs E Jordan (EJ), Mrs S Joy (SJ), 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
		BL began the meeting with a prayer		
1		Apology received and accepted - Mrs S Kastner		
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 – 23rd January 2025		
3	1	The minutes were accepted as accurate and JKi signed them. Online Safety Group - The Group has not met but the Acceptable Online Use Agreement has been shared and this was accepted and has been shared with children and parents/carers. An Online Safety workshop has been arranged for parents on 1st April. This will look at all aspects of online safety and share with parents how they can set limits for screen time and access to content.		
4		Finance		
4	1	The School Budget Share (SBS), Foundation Stage Unit (FSU) and After School Provision (ASP) budgets were discussed but a monitor was not available as the accuracy of the figures since transferring from SIMS to Bromcom was not reliable enough at the moment. This will be rectified shortly and projected carryforward figures will be shared in due course.		
4	2	SBS Three Year Budget 24/25 (current), 25/26 & 26/27 This was discussed as Part 2 later in the meeting and the provisional budget was approved. The budget does not have to be submitted to the Local Authority until the end of June 2025. Calculators from the Local Authority have now been published. The projected budget shows a positive balance at year end of 25/26 of £13,743. The balance in the 2nd year shows an overspend of £10,000. These figures include a virement of £15,000 from the FSU to the SBS in year 1 and £10,000 in subsequent years. It also shows a predicted number of reception coming into school of 12 children in September 2025 followed by 10 children in subsequent years. It was agreed that this number could certainly be increased in September 2026 which should put the 2nd year budget with a positive carryforward at end of year. JD will put together another scenario and share this with governors at the next meeting.	JD	05/25
4	3	Services for Schools JD produced and tabled a sheet setting out suggested services to purchase for 25/26. Figures for 24/25 and 23/24 were also set out for comparison. There are a few new additions including Literacy Tree - cost £445 per year.		

		Nessy - intervention package for literacy - cost £400 per year. CPOMS - £600 It was suggested that the school pays for a Trade Waste Management fee - this would mean that a competitive contract is negotiated for bin collection every year and the school would not have to pay for the Duty of Care every year. <i>Governor comment - BL - It would be wise to check the length of the current contract with Biffa as if we are tied in for more than a year, it wouldn't be worth paying for the Trade Waste service.</i> JD will check this information. Governors approved all the services as set out in the form.		
4	4	Unofficial School Fund As always, the books were available for inspection. The accounts have now been fully audited and these were shared with governors.		
4	5	Formula Capital There is £2,600 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. Since this statement was produced further expenditure on staff laptops has been made so the balance now stands at just over £2,000.		
4	6	Schools' Financial Value Statement - This has now been completed and shared with JKi who accepted it and made comments. Governors gave approval for this to be sent to the LA.overnor were advised that the SFVS needs to be completed and this is a governor document.	JD	03/25
5		Curriculum		
5	1	Self Evaluation Form/School Improvement Plan (SIP) – LL has updated this to reflect the spring 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. Mark Walker, our School Improvement Partner, will be visiting school next week and will be talking to subject leaders as well as LL.		
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 22 children in the classroom. It was likely that this would be an issue for the next academic year. LL invited Fran Butler to school to look at our provision and advise us on the way forward. Fran agreed that the best option was to extend the building to increase floor space. She will put together a detailed audit report with actions and suggestions. There may be additional money available. In addition to this,	LL/RB	02/25

		we have applied for a Lottery Grant. She advised using local builders as they are cheaper. Governors agreed that we must push on with getting some plans drawn up. They gave approval for the school to pay these fees. LL will contact Steve Aston (NPS) to arrange for him to draw up the plans.		
6	3	Parent Workshops - The online safety workshop was very well attended and the weekly Friday morning reading sessions have also been well attended. <i>Governor comment - EJ- The timing of the reading sessions has not worked for Ash Class as they are very unsettled when their parents go to leave. It may be worth thinking about this for the future as the parents have stopped attending.</i>		
6	4	Pupil Attainment – CT tabled a data report showing results from last term’s assessments for Reading, Writing and Maths. He also shared a written sheet highlighting significant data of interest for each year group. He said the averages, on the whole, were very similar to last year. The sheet does not show progress for individual children but shows progress for the cohort. Some of the cohorts have changed membership. Teachers are aware of progress of all the individual children. There are still challenges in Y3/Y4 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. CT said that the progress for SEND children in Year 4 is rewarding. <i>Governor comment - WI- Would it be easy to produce a sheet showing the average standardised score as this would be helpful as a comparison with the sheet already shared with governors.</i> CT confirmed that this would be relatively easy and he can do this if governors think they would find it useful. Spelling Grammar and Punctuation (SPAG) is generally a weaker area. LL referred governors to the previous year’s tabs on the Excel sheeting showing that was the case last year and CT confirmed that it was. The introduction of Literacy Tree seems to be helping to address the needs of reading comprehension and individual help where required. <i>Governor question - SJ - Would we be able to come into school and see the Literacy Tree resources and the teaching taking place?</i> CT said this could form part of the governor visit programme. It is an online resource that teachers use for planning covering Reading, Writing and Spelling and Grammar. LL will speak to staff and invite governors in as SJ requested. <i>Governors asked what DLD was.</i> LL explained that it is an acronym for Developmental Language Disorder and two children have recently had this diagnosed. It is a life long disorder and the children work with the Speech Therapist to support them. <i>Governor comment - SJ - We need to remember that when we look at progress of the children, we need to look at the well being and impact on the child’s mental health. The child needs to know they are valued and not just with data and numbers.</i> LL said that, of course, this was the case. It has to be recognised that the previous government’s focus was less on the progress of children and was		

		more about children reaching Age Related Expectations (or not). However, we monitor progress via the cohort matrices. Year 6 children were discussed in detail and one child has just left the cohort to attend a special school which is right for them. LL has met with the teachers and looked at all the data. Progress has improved for these children; last term there was 30% of them achieving ARE and this is now more like 50%. LL is working with 4 children within the cohort and CK, SHo and MB are working with similar groups. They are receiving interventions and all the cohort are attending Booster classes. They are getting on well and the interventions and Booster classes are having a positive impact. 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 - As agreed at the last governors' meeting, this has now been purchased and being fully utilised recording significant behaviour issues, child protection and special needs, if relevant. There are a few teething problems but it was recognised that this will be a very useful tool in the future.		
7	2	Safeguarding Audit - SK has met with LL to discuss the safeguarding audit and she produced a visit report.		
8		Premises		
8	1	Health and Safety Walk - Governors carried out the site visit mentioned at the last governors' meeting. Simon Bates, head of Health and Safety of Devon County Council, also attended the walk and offered some very helpful advice which will be followed up. Since the visit, new walkie talkies have been purchased and these seem to work well. A lockdown practice will be put in place very soon. LL will contact Simon to thank him for his time.	LL	04/ 2025
9		Christian Distinctiveness - Ethos Group		
9	1	The next meeting has been set for 3rd April and SJ, BL and RB have been invited. The meeting will discuss prayer spaces in school and accompanying event. CT has distributed forms to all children inviting them to write how they have showed one of the new values. It has been lovely to share these in collective worship and they are now forming part of a display in school. We have now looked at the out values and now need to look at the inner values. The wide range of ages are recognised and what the values mean to them.		
10		Governor Visits		
10	1	SK has visited school to talk about safeguarding and reports were forwarded to governors in advance of this meeting.	JD	12/24
11		Governor Training		

11	1	BL has attended a governor curriculum training and amongst other things, they offered practical advice on recruiting a parent governor. It was suggested that we ask for the skills we are after in a governor as this has been proven to attract more parents with suitable skills. It was acknowledged that we did not want to put off a potential governor just because they don't have the particular skills we are asking for at the time. It was agreed that it would be good to reintroduce the governors putting a piece forward in the newsletter. WI agreed to write something. He will mention the parent governor vacancy. Some governors have undertaken the online safeguarding training. JD has booked governors on to the NSPCC safer recruitment training for education. This is an online course. SJ has started the training and others will undertake it when they have time - CT, RB and JDi.	SJ/JDi/R B & CT WI	05/25 04/25
12		Policies and Paperwork		
12	1	Foundation Stage Unit Policy - This had previously been shared with governors. The policy has been updated to reflect changes in Offwell School and also government changes. Following discussion regarding nursery numbers earlier in the meeting, it was acknowledged that we will have to follow the admission process as set out in the policy, whereas until now, we have been able to accept anyone who has wanted to come at any time. Parents have already been advised of this change.		
12	2	Invacuation Procedures - This was discussed earlier in the meeting and will be amended once the practice with the walkie talkies has taken place.		
13		Other Matters		
13	1	<i>WI said he would like to bring forward comments made by some parents regarding the lack of outdoor activities for the children recently. He said that 2 welly walks have recently been cancelled for Willow Class and have not been re-arranged. They also did their last 2 PE lessons inside.</i> LL reminded WI that there have been several severe storms recently and teachers felt it was unwise to take the children outside or to the woods on those occasions. <i>WI said, in his opinion, the children should do PE outside whatever the weather.</i> LL advised WI that the children will be going out a lot more now spring is here and there are plans for two classes to go on visits next week already. LL advised that there is a staff meeting planned when staff will look at learning through the outdoor environment. LL has spoken with the E-Team and how we can learn through landscapes.		
14		What have we achieved for the children?		
14	1	• We are planning to take the children outside more. • We are getting the children excited about the values. • Potential extension to the nursery has been discussed.		

		• The monitoring of data has taken place and interventions have been put in place where needed. • We have ensured that the children are kept safe.		
15		Dates of meetings:		
15	1	Thursday, 22nd May 2025 at 5.30pm. JDi will be in touch with information about matters discussed within Part 2 in the first week back after Easter.		
		The Part 1 meeting closed at 8pm		