



		Present: Mr Clark (NC), 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), 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 - Mrs R Bates (RB)		
1	1	NC was introduced and welcomed as our new Parent Governor. Governors introduced themselves for the benefit of NC.		
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 – 15th May 2025		
3	1	The minutes were accepted as accurate and JDi signed them. Matters arising were discussed later in the meeting.		
4		Finance		
4	1	The monitor statement for the School Budget Share (SBS), Foundation Stage Unit (FSU) and After School Provision (ASP) It was explained that following the move of the Management Information System from SIMS to Bromcom, all schools had found the move difficult with many software errors. Most schools moved in February and Devon County Council then moved its finance system at the start of the financial year. Things are improving slowly and JD was able to produce this statement which has to be viewed as an ICT spreadsheet rather than be printed. JD had printed a Consistent Financial Reporting report showing the carryforward of the 3 combined funds into 2025/26 and the expected carryforward into 2026/27. The expected carryforward is in line with the carryforward expected at the time the budget was set. The original 3 year budget was set with optimistic pupil numbers forecast and, at the moment, this is looking likely as there have been several families visiting recently with a view to children moving schools. Governors asked questions regarding the spreadsheet including why there were missing lines. It would appear that this would depend on the version of the software the report was viewed on as some governors could view all lines. Governors agreed that the figures balanced so were happy with the report. This will now be sent to DCC. Capital Budget - JD explained that the carryforward was taken back by DCC at the end of each financial year and then returned in year. The carryforward was £2238 and there is about £5000 expected for 2025/26. JD explained what this budget could be used for. It was acknowledged that it was impossible to save		

		up for large projects as the money would be taken away if not spent over a few years. <i>Governor question - WI - Is the capital money a legal entitlement or could the LA hold on to it.</i> JD - we are not sure it is a legal entitlement but there would be an outcry from all schools if the money was not forthcoming. JDi thanked JD for producing the figures despite the problems following the move of the Management Information System.		
4	2	SBS Three Year Budget 25/26, 26/27 and 27/28 Governors received this report at the meeting in May and this budget has been submitted to the LA. As the expected carryforward now predicted is similar to that when the budget was set, the 3 year budget figures have not been changed. The projected budget shows a positive balance at year end of 25/26 of £21,174. The balance in the 2nd year shows an underspend of £2,845 and the 3rd year shows an overspend of £19,054. 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 12 children in subsequent years. <i>Governor question - SJ - are the known staffing changes in September reflected in this budget.</i> JD explained that the headteacher position is fully reflected but the FSU was an unknown quantity when the 3 year budget was set. However, now the FSU appointment has been made, it is apparent that there is a minimal effect on the budget so figures are unchanged. <i>Governor question - NC - Is this a similar picture with other schools?</i> JD said that compared with many other schools, the picture is looking quite positive.		
4	3	Unofficial School Fund As always, the books were available for inspection.		
5		Curriculum		
5	1	Self Evaluation Form/School Improvement Plan (SIP) – LL has updated this to reflect the summer 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. CT and LL will go through the SEF drawing on the different action plans to identify areas that need to be addressed. Mark Walker, our School Improvement Partner, visited school in June. He looked particularly at the personal development of the children during their time at primary school and he acknowledged that this was a strength at Offwell. He recognised this during previous visits and he spent some time		

		looking for evidence to support this. Mark Walker talked with staff about the Personal Development Tool. It was suggested and agreed that the children will work on 50 things they will do throughout their time at primary school including the Torbay and Devon Award, visiting a farm, etc. LL said the Behaviour Policy is due for review and she would like staff and governors to spend time looking into what actually happens in school. <i>Governor comment - SJ - It would be good to have parental input and she is happy to be involved.</i> LL said she welcomed parental input and JDi said that listening to parental concerns is very useful and governors only know what they are told. Putting out a parental/carers survey was suggested and after discussion it was suggested that this would go out in October once the new year has been up and running for a few weeks. CT said looking at personal development tool is a really useful thing to do to bring together all priorities. <i>Governor request - SJ & BL - Could they see the document.</i> LL said anyone was very welcome to see the document although it is 27 pages long.		
6		Headteacher's Report		
6	1	This was distributed in advance to governors and LL went through important points.		
6	2	Data - Early Years Foundation Stage - 70% of children achieved a Good Level of Development against all the EY objectives. Phonics - 78% of Year 1 achieved the required mark and 68% of the year 2 children who retook the test after missing the mark last year, gained the required mark. Year 6 SATS - Reading - 71% Writing - 71% Spelling Grammar and Punctuation - 43% Maths - 100% Governors were reminded that there are only 7 children in that cohort so statistical comparisons are unreliable.		
6	3	Foundation Stage Unit - LL updated governors on progress with the proposed building work. An architect has visited school and has been commissioned with providing the necessary plans and paperwork to get the project to the planning stage. It is too late to have the building done this summer and, initially, there will be enough space for all the children needing nursery places. JDi declared a pecuniary interest as her son in law has been asked to quote for the work. Once the planning has been agreed, a working party will be set up to raise as much money as possible to fund the project.		

		<i>Governor question - SJ - How likely is the Early Years' Funding to be repeated?</i> LL said that we were keeping an eye out for it and she was hopeful that this will happen.		
6	4	Community Support - LL reported that Widworthy and Offwell Fetes were well supported by the PTFA and school staff. It was suggested that we should consider purchasing a personalised gazebo. It was acknowledged that this would be very expensive and a feather flag was suggested. This would make the school more visible at local events. £3500 was raised at Offwell Fete, of which £800 has gone to the PTFA. Governors thanked SJ for all her hard work.		
6	5	Headteacher Position - <i>SJ has asked a question about how the headteacher role would be split in September when LL works 3 days and CT works 2 days. She said she would appreciate clarity around who will be doing what. She wanted reassurance that LL would be supported on the 2 days she was not in school and that CT would be supported for those 2 days whilst he was Headteacher.</i> LL and CT reassured governors that they were confident of their roles and that the handover would work well. LL and CT have had several preliminary discussions and these are ongoing. LL said that all staff are confident regarding what is happening. It is not a complete change but a gradual one as LL is continuing in a part time role for a year. LL and CT have talked about doing a piece of work together in the form of a pedagogy. CT will work through the Walk Thru book and take the lead. This book shares the best methods of teaching. CT will take on the main role of Teaching and Learning in school using evidence and research based resources. The fundamentals of what works well will be revisited. CT will take on the Pupil Premium area. <i>Governor question - NC - What would happen if CT needs to come out of the classroom to deal with something urgent?</i> LL said the class could be covered by another teacher. HS is in school on the days CT is Acting Headteacher but not teaching in the mornings. <i>Governor concern - SJ - CT will still be teaching in the mornings, will this work with a teaching head?</i> LL said that we now have a separate SENDCO so the pressure has been relieved. It has been agreed that teaching time will be reviewed termly to ensure systems are working. <i>Governor question - SJ - At the moment LL is often on the playground in the morning, or at least available whereas if CT is teaching, he will not be as available for parents to talk to. LL said that JD will still be present on the playground and can either make an appointment for parents to see CT or LL or, if is urgent, she can get CT and he can be relieved as mentioned earlier.</i> <i>Governor question - WI - How will this be conveyed to parents?</i> LL confirmed a letter will be sent to parents/carers setting out how things will work. This will be sent at the end of next week.		
		Leadership		
7		Safeguarding		

7	1	CPOMS - This is proving useful for safeguarding and special needs. There are still a few teething problems which are being addressed.		
7	2	Safeguarding Report - LL has made one MASH enquiry. She has received two Public Police Notices.		
8		Premises		
8	1	Health and Safety - The Health and Safety Audit has taken place and the report was received into school the day before this governors' meeting. There were some minor issues which will need to be addressed but there are 2 red actions which must be dealt with within the next 3 months. The LPG gas cylinders are currently in a cage but this is not locked. JD will purchase 2 padlocks which will easily Although the step ladder has been checked, no-one is trained at working at height so they must not enter the loft or go up a step ladder until they have received training. JD will look into this training and get a teaching assistant to attend.	JD	07/ 2025
8	2	Legionella Risk Assessment - A risk assessment has been done recently as there had not been one done for about 12 years. Advice from the Health and Safety advisor was that some of the Legionella Assessment companies will try to get schools to redo the assessments every 2 years when this is not necessary. They will also advise some things that are not vital but would prove expensive to rectify. Our risk assessment highlighted several different areas that require remedial work and we will discuss this with a local plumber with a view to getting urgent work done quickly.		
8	3	Beech Roof - The bat survey has now been carried out and the conclusion is that the bat habitation is historical so the work should be able to be done next summer. The house martins will be dissuaded from nesting.		
8	4	Invacuation - The school has practiced invacuation and successfully used the walkie talkies.		
9		Christian Distinctiveness - Ethos Group		
9	1	CT updated governors on the recent meeting. This was with children only as no adults were able to attend. The group started work on evaluating collective worship. CT asked the children the question of whether they valued the time to pray and reflect. They talked of what would help them on the spiritual journey. This included songs and music. Staff have discussed the timings of the Collective Worship in September when the headteacher situation changes. We will trial moving it to the morning. CT will be taking a slight back step but give guidance to other staff members who will take more of a lead. The school has bought into Picture News which has proved useful for different year groups. This can be used for both Collective Worship and for assemblies. We have been using it for half a term. Three new signs showing the compass have been ordered for the playgrounds. One will be placed on the outside of the fence bordering school so it is visible for passers by.		

10		Governor Visits		
10	1	JDi has been in to support LL and CT with the headteacher transition process. She has also met with HS supporting with SEND and listening to the pupils (pupil voice).		
11		Governor Training		
11	1	NC will need to attend the LA new governor training as well as the Diocesan new governor training. JD will find out dates and share these with NC.	JD	07/25
12		Policies and Paperwork		
12	1	Exclusion Policy - This has been reviewed and revised. Governors accepted the revised policy.		
12	2	Digital and Video Imaging - This policy was due for revision and it was agreed that it would be included in the ICT Policy which has been recently approved.		
12	3	School Uniform Policy - this has been amended slightly and governors gave approval.		
12	4	Looked After Children or previously LAC and Special Guardianship - Two new policies have come out since our policy was last revised. Governors approved the school's new policy which has been made up of the 3 documents.		
12	5	Grievance Policy (Resolution) - The LA has produced a new Resolution Policy which replaces the former Grievance Policy. JD has personalised the model for Offwell School. Governors gave approval.		
13		Other Matters		
13	1	Outdoor Learning - WI reported that he had heard positive comments from parents following the discussion at the last governors' meeting meaning that staff have shared information on the outdoor learning taking place with parents/carers. Staff have agreed to share what the class has done at the end of each half term. It was agreed that we will stop sharing reading with parents on Friday mornings to concentrate on the presentation to parents.		
14		What have we achieved for the children?		
14	1	- Security of the future of the school by discussion for expansion of the FSU. - Governors have talked about the safety of the children. - Community links have received positive feedback. - The Personal Development Audit has proved useful and helpful for the children.		
15		Dates of meetings:		

15	1	Tuesday, 16th September 2025 - 5.30pm This will include general housekeeping as it is the first meeting of the academic year.		
		The meeting closed at 8pm		