

Minutes of the meeting of the Governing Board of Offwell C of E Primary School held on 15th May 2025



		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) & Mrs J Davey (JD) (clerk)	Action By	Time scale
		BL began the meeting with a prayer		
1		Apology received and accepted - Mr C Thomas (CT) Mr J Tristram was not present (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.		
3		Minutes of last meeting and matters arising – 20th March 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	2023/24 carryforward balances were discussed. These have been confirmed by reports from the Local Authority. School Budget Share (SBS) £27,952 Foundation Stage Unit (FSU) £11,978 After School Provision (ASP) £13554 Capital Budget - £2238 <i>Governor question - LL - Does the balance of the Capital Budget include the amount which will be received in 2025/26.</i> JD confirmed it did not and another £5,000 approximately will be included in due course.		
4	2	SBS Three Year Budget 24/25 (current), 25/26 & 26/27 Governors were send a spreadsheet in advance of the meeting and projected carryforwards for subsequent years were shared. It was noted that this includes the change in headteacher personnel but does not include the FSU personnel change as the effect is not yet known. JD gave a health warning to governors that it is an optimistic budget based on transfers being made from the FSU and ASP funds into the SBS. <i>Governor question - LL - Are the amounts suggested to be transferred leaving enough in the FSU and ASP budgets for redundancy if required.</i> JD confirmed there was more than enough to cover potential redundancies. 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	JD	05/25

		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.		
4	3	Unofficial School Fund As always, the books were available for inspection. The balance is £1460 which is mainly money paid in from parents which needs to be transferred to the School Budget Share. Nursery parents cannot use Parentpay and some are reluctant to pay by cheque. If they pay by cash this has to be banked into the unofficial school funds. A strong paper trail is kept.		
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. LL is attending a Learning Through Landscapes training session. The year 6 children are working on the Torbay and Devon Awards and the Ethos Group have been looking at the new values. The school has been focussing on children's development. Mark Walker, our School Improvement Partner, will be visiting school on 16th June as he cancelled the previous meeting.		
6		Headteacher's Report		
6	1	This was distributed in advance to governors and LL went through important points.		
6	2	LL went through the value and problems of Artificial Intelligence (AI) at the recent non pupil day. Teachers will be looking at AI during curriculum time with the children.		
6	3	Foundation Stage Unit - LL updated governors on progress with the proposed building work. An architect is visiting next week and we will be asking for an idea of costings before we can move forward. Full planning will be required which will take time. The Diocese and LA are both supporting the project and Fran Butler from Early Years' Department will assist with funding bids and grants. She has produced a very extensive report on the FSU set up and numbers projected to attend from the area. <i>Governor question - WI - Do we have any money to pay the architect?</i> LL confirmed that this would be from the formula capital grant.		
6	4	Pupil Attainment – CT was not present at the meeting but Year 6 have completed their statutory assessment tests and other year groups have also completed assessment tests. A full data report will be presented at the next governors' meeting.		

6	5	Headteacher Position - Governor question - SJ - How are things going with the recruitment of the part time headteacher for 2 days when LL will not be in school? LL said that she has produced a 'job description' which she has shared with CT and has asked him to submit an expression of interest letter. The part time teacher who is SENDCO and covers the FSU one day a week will cover the class for 3 afternoons a week when CT is out of the classroom. The School Improvement Partner will help with the process. LL and CT will handover on Wednesdays when they are both in school and are planning a joint project around pedagogy and teaching. Governors talked about the benefits of CT taking on the role for himself to develop as well as the school. JDi said she would like to be involved in the process and asked LL to let her have some questions to ask in advance. Governors commented that LL comes across as warm and friendly and this will be hard to follow.		
		Leadership		
7		Safeguarding		
7	1	CPOMS - This is proving useful for safeguarding and special needs. LL is presently not receiving all notifications and she will remind staff to complete CPOMS when appropriate and tick the section which sends a notification to her.		
7	2	Safeguarding Report - LL reported that there have been no significant safeguarding concerns with any of the children since the last meeting.		
8		Premises		
8	1	Health and Safety - JD advised governors that a Health and Safety Audit has been booked for June. JD advised that there is quite a lot of preparation to be done in preparation for this including portable appliance testing. JD will probably carry this out in the half term break. New risk assessments will be introduced by the LA in September 2025 returning to the scoring of likelihood of risk and impact of the risk happening.	JD	05/ 2025
8	2	Beech Roof - The bat survey has now been carried out but further investigations are required. The roof will hopefully be replaced next summer.		
8	3	Grounds Maintenance - The present contractor is now unable to continue to carry out all of the regular work required and we have taken on another parent to carry out small maintenance job as well as mowing the meadow and larger gardening jobs. This parent has offered a competitive price and has arranged the necessary insurance and has undergone a DBS check. Governors will monitor how this arrangement works over the next year.		
9		Christian Distinctiveness - Ethos Group		
9	1	CT was not present at the meeting but the Ethos Group has continued to look at the new values. The compass has been put on the website and will signs will be made up to go on the playground.		
10		Governor Visits		

10	1	BL has visited CT to look at Religious Education and Collective Worship. A report was sent to governors in advance of the meeting. BL will return to see how it is working in the classroom. BL will look into whether we can tie in the God's Acre initiative, that the school took part in last year, with prayer. It would be good if this could become an annual event. It needs to be structured differently for older and younger children eg moth drawing for the younger ones.		
10	2	JDi has met with LL on several occasions to discuss the personnel changes reported in September 2025. The interview panel for the FSU teacher has met to shortlist candidates. 4 have been invited for interview on Monday, 19th May. There are a mix of experienced and less experienced applicants and there seems to be a strong field. Most of the applicants have visited school in advance. Interviewing governors will be LL, CT, RB and JDi.		
11		Governor Training		
11	1	Some governors have undertaken the online safeguarding training as mentioned previously: CT, RB and JDi. SJ has started. The course is online with NSPCC and governors reported that it was very thorough, although time consuming. They also reported that they had learnt a lot and it was a good course.		
12		Policies and Paperwork		
12	1	Admissions Policy - the LA send this draft policy to the school for checking and the LA tells us how many years' policies need to be published on the website. The Policy was accepted and the correct policies are on the website.		
12	2	Finance Policy - This policy has to be reviewed annually and JD has checked to see whether we are using the most up to date model from the LA. JD has updated the policy to reflect changes in bank accounts, etc but otherwise the policy is unchanged.		
12	3	Governors' Code of Conduct - This has to be reviewed and shared with governors annually and the NGA model policy has been revised. Governors agreed to adopt the new policy after personalisation to the school. Governors acknowledged that they had read the Code and agreed to abide by it.		
12	4	Health Safety & Wellbeing - the school policy was reviewed and governors agreed the unchanged policy.		
12	5	Governors' Expenses Policy - this policy was reviewed and approved as unchanged.		
12	6	Governor Visits Policy - this policy was reviewed and approved as unchanged.		
12	7	Climate Action Plan - LL has written the draft and this has been shared with governors in advance of the meeting. LL has spoken with children in the E-Team collecting data on distances children travel to get to school. The E-Team will carry out an audit next half term. It is a legal requirement that all schools have a CAP in place by the end of December 2025.		
13		Other Matters		

13	1	WI asked how the school was moving forward with comments he had made at the last meeting regarding outside play. He reported that he had heard from approximately 10 or 12 families who all felt that there was not enough outdoor provision and certainly not in Willow Class. WI mentioned that he knew of other schools where children went for a welly walk every week. LL advised WI that the children have been going out a lot more now the weather has improved. All classes will be going on class trips as well as sporting events and 3 classes have visits to a local farm planned already. Several classes have visited the woods this half term including Ash earlier this week. LL advised that there is a staff meeting planned when staff will look at learning through the outdoor environment. <i>Governor comment - WI - perhaps we need clearer communication as to what the children have been doing, in particular, outside activities. WI talked of the use of Tapestry or other form whereby parents could have snapshots of their children sent to them throughout the day.</i> WI was advised that, due to cost, we only have 30 licences for Tapestry and these are used within Ash Class. It was acknowledged it would be time consuming for staff to take pictures and send them to parents throughout the day. This may impact on learning time and time the staff would be able to spend actually teaching the children. It was agreed that the classes would produce a 'show' of things the children have done and invite parents in at the end of each ½ term so they can see for themselves. Reading outside with parents and children was suggested and LL said that the teachers have been taking the children outside to read since the weather has been good.		
13	2	Parent Governor Position - WI asked if this position was still vacant as he said he knew a parent who has expressed an interest. As some time has passed since the governor position has been advertised to parents, JD will include information in this week's newsletter giving parents the opportunity to put their names forward and to send a short pen portrait. There will be a closing date and if there are no-one else coming forward then the position could be filled. Obviously, this is if the parent is still interested.		
13	3	Offwell & Widworthy Fetes - WI asked LL if the school was planning to help at either of the fetes. The PTFA will be involved and LL said she would like to borrow a maypole so the children can dance around. This would hopefully be at Offwell Fete.		
14		What have we achieved for the children?		
14	1	- Teaching children an awareness of the environment. - Governors have talked about improving the school premises. - We have ensured that the children are kept safe. Governors and staff have been trained in safer recruitment.		
15		Dates of meetings:		
15	1	Thursday, 10th July 2025 at 5.30pm. LL will update governors in advance of the meeting advising them of how the FSU building extension plans are going.		
		The meeting closed at 8pm		