

Minutes of the meeting of the Governing Board of Offwell C of E Primary School held on 16th September 2025



		Present: Mrs R Bates (RB), Mr Clark (NC), Mrs J Dimond (JDi), 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 W Isaac (WI), Mrs E Jordan (EJ)		
1	1	EJ sent her apologies for the meeting and she has also informed the GB that she would like to end her term. She has been an associate member for about 4 years and is finding it difficult to manage family commitments with serving on the GB. Governors asked for thanks to be passed on to EJ.		
2		Pecuniary Interest		
2	1	Governors were asked to re-sign and confirm their entry in the pecuniary interest register. They were also invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting.		
3		Election of Chair & Vice-Chair		
3	1	Chair - Nomination received for JDi - unanimously approved No nominations were received for the position of Vice-Chair. After discussion it was agreed to ask WI if he would be happy to stand.	JD	09/25
4		Governor membership Update		
4	1	Foundation Governor Update - SJ passed on her wish to resign from the GB. She explained her decision and has already informed the Parochial Church Council and the Diocese. She said she will stay on until a replacement is found although she wants to see an end in sight. It was suggested that the end of the calendar year would be an appropriate time to leave even if a replacement wasn't in place by then. SJ said that she thought the PCC already had someone in mind. On behalf of all governors, JDi thanked SJ for all her hard work, dedication and commitment to the role and SJ said she was still very happy to help with anything she can at the school, although not in a governor role.		
5		Minutes of the last meeting and matters arising - 10th July 2025		
5	1	The minutes were approved and signed as accurate by JDi		

5	2	Matters arising: Survey - JDi said this must be agreed as soon as possible as we agreed at the last meeting that this survey would go out before October half term. It was agreed to form a working group for this work. Data - JDi suggested that a working party is set up to look at the data in depth. She is concerned particularly with the Spelling and Grammar percentage of 43%. LL reminded governors that last year's Year 6 data is based on 7 pupils and has no progress data due to there being no comparison available from their KS1 SATs as these did not take place due to the pandemic. However, LL agreed that data across school indicated a need, which staff will be addressing in staff meetings across term which can then be fed back to the working party. Governors agreed that this figure was low and it was a good idea to set up a working party to look at data more in depth and delve into why figures are such as they are. Early Years' Funding - It was agreed that this was another area which would benefit from having a working group created. They could look at the Phase 2 grant application as this is now open and they could also look at costings for building work. The planning permission request has already been submitted. Health and Safety Audit - Some of the issues have been addressed and JD will speak to WB and book him on Working at Heights training. Ethos Group - BL asked that the meetings are timetabled for the year as she would really benefit from having the notice so she is able to attend. Outside Learning - The mind maps were shared with governors after the last meeting as agreed. CPOMs - there have been initial teething problems but these have now been sorted and staff are comfortable using it.	JD	09/25
6		Housekeeping - reminders		
6	1	JD went through the recommended annual housekeeping actions produced by Devon Governor Services. • Governors were reminded of their individual terms of office and JD said she would advise governors in a timely manner of impending vacancies. • Skills within the governing body were discussed and it was agreed that it would be appropriate for a governor to be trained in governing finances. • The procedures and resources for recruitment & induction of new governors was discussed. A buddy for new governors was agreed. • The term of office for the chair and vice-chair was agreed as one year and election process was agreed. • Meetings being open to the public was discussed but governors felt that arrangements could prove difficult so, at the moment, governors' meetings will not be open to the public. Parents will be reminded that the minutes are available for viewing on the website. • Virtual attendance at meetings was agreed. • Circulation of minutes and papers including a decision about publishing on the school website will follow timings recommended by Devon Governor Services. Governors were reminded that they must ensure		

		they are prepared for the meeting having read paperwork in advance. Questions should be shared with the Chair and/or clerk prior to the meeting wherever possible. • Discussion took place about setting the meetings for the entire academic year and governors agreed that this has been tried and as members' plans change, it was agreed to only set the next meeting date at the present meeting. • JD reminded governors of the need to be quorate to make decisions and reaffirm. The quorum for the full GB is 5 (not including associate members). • JD reminded governors of the procedure if they wish to put items on the agenda - aim to contact the Chair or Clerk 2 weeks in advance of the meeting. Governors were reminded that items not on the agenda should not be discussed and there was no place for 'any other business' at a governors' meeting. Anything brought up like this will need to be discussed at the next meeting. • JD reminded governors about the need and procedure for confidentiality when required. She explained Part 2 procedures. • JD had distributed the Governors Code of Conduct in advance of the meeting and all governors agreed to abide by the Code. • Governors discussed committee membership and structures. • It was agreed that first and second committee membership would be agreed should the need arise depending on the issue and availability of governors. • JD reminded / informed governors and associate members of the information about them which will appear on the school website and on Edubase. • Governors reviewed the procedure for dealing with apologies and sanctioning of absence. Governors and associates were reminded that the attendance register will appear on the school website • A protocol and programme of governor visits to school were discussed. JD will send the proforma to governors for their perusal. • The policy for governors' allowances was reviewed and agreed. • Governor availability for Ofsted and SIAMs was discussed- LL advised governors that we were not likely to receive a visit from Ofsted during this academic year and we were likely to have a SIAMs inspection during the next academic year.		
7		Governor Membership		
7	1	Governor Responsibilities including curriculum links was discussed and last year's form was discussed. Changes agreed were: NC will take over maths from EJ JDi & RB will link with Mrs Sutton as the SENDCO.		
7	2	The decision to continue as one Governing Board was agreed rather than revert to Committee structure. Instead of committees, working groups would be set up. It was agreed to set up the following: 1. Curriculum - Sex and Relationship Education has new guidance and this would benefit from a group looking at it, ready for implementation from September 2026. 2. Data - as discussed earlier in the meeting		

		3. Headteacher Recruitment. 4. Survey for parents/carers - as discussed earlier in the meeting 5. Nursery grant application - as discussed earlier in the meeting Following this meeting, it was agreed that JD will email all governors asking them which group/s they would like to join. Governors were asked to respond before next Tuesday. It was agreed that two way conversation between the working groups and FGB was vital and the groups should report back fully to the FGB without making work for the FGB as a whole. It was agreed that different members of the group should take minutes and this does not need to be JD.		
7	3	Other committees - Pay Committee Headteacher Performance Management - RB will undertake the training. JD will book. DAG Link Governor - JT Staff disciplinary and pupil - Committee 1 & 2 - agree on membership as appropriate. Village Hall & Playing Field Committee Representative = PCC Representative - new Foundation Governor Ethos Group - CT, BL and parents and children	JD	09/25
8		Headteacher's Update		
8	1	Staffing Changes - LL informed governors that a Year 1 child has started at Offwell School on a part time basis. He has significant special needs and has an EHCP. In order that we can meet his provision requirements, it will be necessary to employ an additional teaching assistant and this advertisement is now online with Devon Jobs. There is also a child, presently in Year 4, who is likely to be granted an EHCP providing money for school to meet her needs. It will not be possible for one teaching assistant to cover both roles as they are very different and both children will need support during the mornings. LL informed governors that she felt that Mrs Borton had settled well into her role within the Foundation Stage Unit and seems popular with staff, children and parents/carers. She has begun the Soundwrite phonics training.		
8	2	Attendance - The bi-annual letter to parents/carers has been sent home. Several parents/carers have been fined after taking their children out of school for holidays during the summer term. DCC are asking schools why they have not referred parents/carers for possible fines if the school does not follow DCC recommended procedures.		
8	3	School Improvement Partner - LL informed governors that the new SIP will be visiting school to meet CT and LL on 15th October. JDi said she would like to meet her and discuss the headteacher recruitment.		

8	4	Data - Working group was agreed as mentioned earlier in the meeting. LL acknowledged the low % in GAPS as mentioned earlier although Booster sessions had taken place, earlier than usual. LL reminded governors that the cohort was very small - made up of 7 children. Each child counted for 14%. This meant that our maths % was excellent as every child achieved ARE meaning the school result was 100%, but that this was counterbalanced by 43% in SPAG. Writing will be looked at in detail as a result and targeted. LL reminded governors that Writing was moderated externally this year and this provided Miss K (Year 6 teacher) and LL with useful pointers to improve writing skills across the school, as well as validating judgement of writing (@70%). <i>Governor question - SJ – It is unusual for children to have been taught by the same teacher for 4 years and is it possible that these children could have benefited from different teaching styles?</i> LL said the children undertake termly assessments and the results should highlight any gaps in the children's knowledge and this can then be addressed. CT said the working party for data could look at these formative assessments especially with SEND. Interventions can then be set up and these can change following the assessment results. <i>Governor question - NC - There is a huge difference between boys and girls' achievement.</i> CT said the working party could look at this in more detail. LL pointed out that there was a national gender difference especially in Literacy. The disparity persists (usually) until A Level, when trends reverse. However, LL was keen to see how we can 'level up' results.		
9		Safeguarding		
9	1	Governor & Staff Training - Staff undertook safeguarding training on the non pupil day and most have completed the online training and passed the test. Governors need to read Part 2 of Keeping Children Safe in Education. Once this has been done, JD will collect signatures of governors to confirm that they have read and understand the document. LL will send KCSiE via email.		
10		Staff Improvement Plan/SEF		
10	1	LL shared the update and the data will inform the new SIP in due course. This will be put to staff at the next staff meeting for discussion and then priorities will be suggested to governors at the next meeting. Whilst agreeing the SIP, this present cohort will be looked at but other cohorts' data will inform the priorities too. LL and CT will collaborate on Leadership and Management SIP. Staff will agree new action plans for their subject areas.		
11		Governor Training		
11	1	New governor training -JD will discuss new governor training with NC and book him on. He should also undertake the Diocesan training.		
12		Policies & Paperwork		
12	1	2026/27 non pupil and occasion days were confirmed.		

13		Governor Visits		
13	1	Governors were asked to contact their link staff member and arrange to visit school.		
14		Matters brought by the Chair		
14	1	How can we incorporate the time to discuss and reflect matters into the structure of the normal meeting? JDi said that governors had expressed that they were not being heard and JDi wanted to agree how this could change. JDi acknowledged that setting up working groups would go some way to addressing this. Governors will be given time for discussion rather than just being asked to make decisions. LL asked what the decisions were which caused concern. SJ said the changes to the headship, the new EY teacher and the planned expansion of the EYFS unit. JDi said that if governors feel that something is not working properly, they must contact her and she will try to address the issue before it escalates. CT said it had been difficult for him to know where he stood. JDi said she felt that the huge gap in time between one GB meeting and the next did not help but, again, working groups would go somewhere to addressing this. Governors asked if it was possible to have extra meetings if necessary and it was not appropriate to meet as a working party. It was confirmed that extra-ordinary meetings could be arranged if necessary. SJ said she sometimes found it challenging to feel fully signed on how some decisions were reached and to feel assured about when matters were strategic versus operational. Shje said she had occasionally felt out of the loop with some significant decisions. LL confirmed that some decisions have to be taken within a set timescale to ensure the school can run. These are operational such as staffing. JDi said that hopefully, following this discussion, some of these problems will be addressed moving forward. LL thanked governors for their openness and honesty and also thanked JDi.	JD	07/25
15		What have we achieved for the children?		
15	1	- Working parties have been agreed which ensures the GB works together as a team. - Governors have talked about the safety of the children.		
16		Dates of meetings:		
16	1	Tuesday, 25th November 2025 at 5.30pm		
		The meeting closed at 8pm		