Minutes of the meeting of the Governing Board of Offwell C of E Primary School held on 25th November 2025

		Present: Mrs R Bates (RB), Mr Clark (NC), Mrs J Dimond (JDi), Mr W Isaac (WI), 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**
		BL began the meeting with a prayer		
1		**Apologies for absence-** None received - all present		
2		**Pecuniary Interest**		
2	**1**	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. JDi informed governors that her son in law has been asked to quote for the Foundation Stage extension. There will also be another contractor quoting.		
3		**Minutes of the last meeting and matters arising - 16th September 2025**		
3	**1**	SJ requested that the minutes are amended slightly. The amendments were shared and the minutes were approved and signed as accurate by JDi.		
3	**2**	**Matters arising:** **Survey -** The survey has been distributed and results were shared with governors in advance. Notes - 9 surveys were returned Mainly positive with constructive comments made - outdoor learning was mentioned. **Health and Safety Audit -** The person from the Health and Safety Department of the LA has retired and a different person has contacted school for an update on addressing the findings which JD has provided. There is no course for a worker actually to work at heights but JD has attended a 'managing working at heights' course. This was accepted by the LA. **Asbestos survey** - a recent asbestos survey has highlighted that the tiles over the Oak cloakroom (external) are made up of cement containing chrysatile which is low level asbestos. Condition is reported as fair with a recommendation to monitor. The gas cylinders are now padlocked. Work required following the Legionella Risk Assessment has been booked for the Christmas holidays. Display Screen Equipment assessments have been downloaded for JD and LL to complete.		
4		**Governor membership update**		

4	**1**	**Chair -** Since the last meeting, JDi's term of office ended as a Local Authority Governor but she has completed the form for renewal of her term and this has been accepted. She will, therefore, continue as Chair until re-election takes place in September. **Vice-Chair** - As discussed at the last meeting, WI has agreed to be Vice-Chair for one year.		
4	**2**	**Foundation Governor Update -** SJ has put Jonathan Paveley (Chair of Offwell Parochial Church Council) in touch with LL and JDi as he wanted to find out the workload and commitment required for a Foundation Governor. It was acknowledged that ideally Rev Stuart Huntley would fill the role of Ex-Officio and BL could transfer to the position presently held by SJ. Rev SH is reluctant to take on the role at the present time as he does not know whether he will still be in post after a year. It was agreed that CT will speak to him and ask if he would be willing to become a governor, even in only for a year.	CT	11/25
4	**3**	**Roles and Responsibilities** Following the last meeting, the updated list of roles and responsibilities was shared with governors. Pay Committee - it was agreed this will be made up of JDi, SK and BL. Terms of reference for this committee were approved. JD will be the clerk. A date was set for the next meeting of Tuesday, 16th December at 9.30am. Headteacher Performance Management Committee - RB has recently attended. The committee will be made up of RB, SK and BL. Terms of reference were approved. A date has been set from Tuesday, 9th December. This will be attended by RB and SK and BL has given her apologies.		
5		**Finances**		
5	**1**	Monitor - It has been recognised that since the school has started using Bromcom software, it has been very difficult and time consuming to produce a meaningful budget monitor. Governors were presented with a detailed monitor sheet at the last meeting showing projected carryforwards as listed below: School Budget Share - £12, 377 FSU - £2,693 After School Provision - £3,858 These figures are after previously agreed virements have been made. JD reported that there had been no significant changes to the in year finances since this report was produced. This report has been sent to the LA.		

5	2	**Budget 26/27 and 27/28** The updated breakdown for the next 4 years was shared with governors. This shows a reducing carryforward with the budget just balancing at the end of 27/28. *Governor question - NC - Why are budget figures at end of year reducing by so much each year?* LL & JD explained that we are reliant on the carryforward from the previous year to make the budget balance and this has actually improved on the previously predicted figures due to the increase in pupil numbers for the October 25 census. The school has been given updated figures today which have not yet been processed fully but early indications are that the situation may improve still further. This will be reported more fully at the next FGB meeting. It was pointed out that the LA do not look beyond the third year as circumstances change so much. Relative to many schools, where they face an in-year deficit, balancing in the third year is a positive in the current funding situation. The situation often looks very similar but by the time the school reaches year 3, with careful management, the budget has always balanced previously.		
5	3	**Audit by the Local Authority -** Devon Audit Office has advised that they will be auditing certain financial aspects connected with the School Financial Value Standards. JD shared the email showing requested information. This should be with the LA before 5th December.		
5	4	**Benchmarking -** *NC comment - The staff/pupil ratio is high compared with similar schools.* LL explained that our staff are very experienced and, therefore, expensive but she feels this means that the children are benefiting from this experience and she sees it as a positive for the children. LL has also ensured that we retain ancillary staff in each class. This has reduced in many other schools, where expenditure on managerial roles may be higher (e.g. in Trusts). LL noted that benchmarking is a useful exercise, but we do not always need to assume that our differences are negatives. *Governor comment - compared with other schools, our spending on ICT is low with more money spent on staff.* LL reported that we have one main online resource for English - The Literacy Tree. Governors were advised that a rolling programme is in place for replacing the classroom interactive whiteboards. Beech and Willow class boards have been replaced and CT & JD are gathering quotes to replace Oak's. Hopefully, this will happen before Christmas. More Chromebooks also need to be ordered as there are not enough for the children due to the increase on roll. Therefore, expenditure will increase this year (from Capital budget).		

6		**After School Provision**		
6	**1**	**Resignation of Andy Clapp** - Governors were advised that AC has resigned after working at school for 15 years. A collection and leaving do have been arranged.		
6	**2**	**Parental Survey -** Parents have been asked to complete a survey on the ASP and 10 parents/carers have responded.		
6	**3**	**Recruitment Advertising -** An advert has been published but there were no applicants.		
6	**4**	**Increase of price from £4 to £5 per hour -** In order to cover the costs of future provision, parents were surveyed as to whether they would be willing for the price to increase from £4 to £5. On the whole, they agreed. LL pointed out that this still represented very good value for money compared with other schools. Governors gave approval for this price increase to take place from 1st January 2026.		
6	**5**	**Appointment of new company for 2 terms -** As there were no applicants for a single person to take on AC's role, JD has been investigating using different companies which offer after school provision. JD pointed out that ASP is governor run and must not run at a loss or be reliant on the support from the School Budget Share. Using a company will prove more expensive but, hopefully, what they are able to offer will increase attendance of children who actually want to come rather than just attend as a child care provider. There will be an additional cost of £7.50 per evening for the extra time required for the village hall. The hall is not available on one Thursday every month but LL said she felt we could manage running the Club at school on that occasion. Agreement has been reached with the company (Exeter Community Trust Ltd), initially for a period of 2 terms. Once the company has confirmed whether there will be one person for the 4 days or different people, LL will contact them and invite them into school to discuss our requirements. Governors suggested that it would be a good idea to offer one sport on one evening and a different sport on each of the other evenings. This will largely depend on what the company can offer. Netball Club has proved very popular this term and it was agreed that it would be good if this sport could be continued on some days. Children who do not want to take part in the sport will still be able to stay inside and colour or play indoor games, etc Review of the new after school provision will be put as an agenda item at the next FGB.	JD	01/26
7		**Headteacher's Update**		
7	**1**	**Safeguarding-** JD thanked those governors who have acknowledged that they have read the relevant parts of Keeping Children Safe in Education.		

7	2	**School Improvement Plan/SEF** - The priorities on one page were distributed in advance to governors together with the Leadership Action Plan, the Teaching and Learning Action Plan as well as the SEND Action Plan. This was discussed and approved. Questions were invited. *Governor question - BL - Why did you choose to use the resource Rosenshine's 10 principals of Instruction as a toolkit and is this going well?* LL responded to say that these principals have been adopted for use at Offwell following research and evidence by CT and C Kirkland who have recently undertaken NPQ (National Professional Qualifiction). The principals are set out really clearly. It was acknowledged that this is very different to what the school has been used to but it is streamlining what is being done and not as huge a change as it would first seem. It is a reminder of good practice and why we do what we do. Review is an important factor of the principals and this takes place daily and, more in depth, on a weekly basis. Someone from Cornerstones Hub has visited school and completed an audit around Reading. They have looked at the data and made recommendations. They acknowledged that the children have made good progress.		
7	3	The Unique Selling Point of the school has been discussed during staff meetings and will be shared with governors in the new year.		
7	4	*Governor comment - RB - There seems to be a disparity in nursery numbers with all of the present nursery children in N2 and none in N1. Is this a concern?* LL confirmed that this is the case. There are younger children coming through but not Nursery 1 yet. She confirmed it is still worthwhile to go forward with extension plans. The local need is studied and other schools in the area are not increasing their age range. We do need to promote N1 though, so will be grateful for governors spreading the word. LL updated governors with the grant application process which is nearly ready to be submitted. We are just waiting for 2 builders' quotes and both companies know the quote is required by next week.		
7	5	A representative has visited the site and aside from the EYFS extension, they have mentioned that we do not have enough toilets in KS2 to accommodate for the present Planned Admission Number if numbers on roll reached the PAN. LL will contact County and find out if anything further is happening regarding this.		
7	6	LL advised teachers that a teacher has requested a sabbatical during November 2026 (2 weeks). She will be trekking across the Indian Himalayas raising money for charity. Governors gave full approval for this and asked that we support her in any way we can in return for the teacher sharing their experience once they return. The children can follow her journey whilst it is taking place. Children can become involved in fundraising. Covering the teacher's absence was discussed and will be revisited nearer the time but governors gave permission for the sabbatical to happen.		

8		**Ethos Group**		
8	**1**	The Ethos Group has met with BL in attendance. BL has made 2 visits to school looking at what is required for the SIAMs. There has been discussion within the Ethos Group about introducing a school prayer. CT has written the Christian a draft of our theologically rooted vision (same thing). He has passed this to Rev Stuart and this will be shared with BL and LL for consultation.		
9		**Governor Visits**		
9	**1**	As well as 2 visits mentioned by BL, RB has spoken with Mrs Borton (new FSU teacher) and reports that she has settled well. She will re-arrange her visit (cancelled twice, due to issues on both sides).		
9	**2**	BL has also come into school to talk to people in response to a parental complaint. She reported her findings to the parent and has not received a response. The time period has now passed so hopefully this complaint has been fully dealt with satisfying the parent. Governors thanked BL.		
10		**Governor Training**		
10	**1**	New governor training -JD will book new governor training with NC. As mentioned, RB has attended the Headteacher Appraisal training. BL attended refresher training re the new SIAMs and Bullying.		
11		**Policies & Paperwork**		
11	**1**	**Teacher Appraisal** - new LA model produced and personalised. Shared with governors in advance. Governors approved.		
11	**2**	**Religious Education** - Reviewed and updated by CT. Shared with governors in advance. Approved by governors.		
11	**3**	**Collective Worship -** Reviewed and updated by CT. Shared with governors in advance. Approved by governors.		
11	**4**	**PSHE Policy & Long Term Plan -** Reviewed and updated by staff co-ordinator. Shared with governors in advance. Approved by governors.		
11	**5**	**Mental Health -** Reviewed and updated by staff co-ordinator. Shared with governors in advance. Approved by governors.		
11	**6**	**Food & Nutrition - EYFS Policy -** New policy to school **-** Shared with governors in advance. Approved by governors.		
11	**7**	**Pay Policy with additional change -** new LA model produced and personalised. Shared with governors in advance. Governors approved.		
11	**8**	**Child Protection & Safeguarding -** new LA model produced and personalised. Shared with governors in advance. Governors approved.		

11	**9**	**Charging & Remissions -** Reviewed with minor changes. Governors approved**.**		
11	**10**	**Admission Arrangements -** Updated by LA Admissions Department. JD has requested changes to reflect changes in our values. This has been done. Governors approved.		
11	**11**	**Staff Leave & Absence -** new LA model produced and personalised. Shared with governors in advance. Governors approved.		
11	**12**	**Medical Conditions -** reviewed and amended to reflect appropriate changes in systems. Governors approved.		
13		**What have we achieved for the children**		
13	**1**	● The progress that has happened in Reading and Phonics. ● After School Provision plans are in place to continue the provision into the new year. ● The vision is theologically sound and children enjoyed the Ethos Group. ● New signs displaying the new values look good around the grounds.		
14		**Dates of meetings:**		
14	**1**	Tuesday, 20th January at 5.30pm		
		The meeting closed at 7.45pm		