



		Present: Mrs R Bates (RB), Mr Clark (NC), Mrs J Dimond (JDi), Rev S Huntley (SH), Mr W Isaac (WI), 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 - CT - accepted by governors		
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.		
3		Minutes of the last meeting and matters arising - 25th November 2025		
3	1	Matters arising: Foundation Governor Update - JD advised governors that she had received information from the Diocese asking that BL completes a new application form. This form was passed to BL to complete. SH has completed his form for the Ex-officio role and will return it to JD once references have been obtained. It was confirmed that SJ's term of office came to an end on 31/12/25.		
3	2	After School Provision (ASP) The new style ASP has been running since the start of the spring term and there have been a few teething problems we are working on. It is acknowledged that Oli (new person) does not know the children yet and will be supported to provide more structure, once ages and numbers of children have settled. Numbers remain similar to what they were before Christmas and it was highlighted to governors that careful monitoring must be done to ensure the provision is financially viable going into the future. The contract has been signed with ECCT for 2 terms so presently ends at the end of the summer term. Discussion took place about parent led Netball Club finishing and governors felt they wanted it to continue as it was very popular. One of the reasons it has stopped is that it was felt it would take children away from the official After School Provision which would make the new ASP less financially viable. Governors discussed charging a small fee for Netball Club and it was explained that this had happened anyway but it would still not cover the shortfall. Money for Netball Club would have to be by voluntary donation anyway. Governors were reminded that the After School Provision is governor run and governors are responsible for ensuring the provision is financially viable. Another reason		

		that Netball Club has ceased this term is because of the notoriously poor weather during the spring term. It was suggested that Netball Club could run on a Friday as there is no official ASP on that day – this option was offered initially so there may be a reason why this is not possible. The situation will be discussed again at the next GB meeting including the possibility of the re-introduction of parent led Netball Club, if it can be shown not be detrimental to ASP.		
4		Finances		
4	1	Monitor 25/26 - Since Devon schools have started using Bromcom for finance software, it has not been possible to produce regular monitoring reports. The system does not work with the Excel version loaded on the school's computers and it does not work with the Office 365 online version either. The Finance Officer has provided a spreadsheet to work with and 2 reports have subsequently been sent to the LA; one in the summer term 25 and one in the autumn term 25. Susette Barrett, the school's Finance Officer, has visited school today and provided JD with a workable spreadsheet. JD has produced an up to date monitor sheet and this was tabled to governors at the meeting. This showed: Projected carryforward for the School Budget Share - £23,462 - this is an increase on the position reported to governors at the last meeting. Projected carryforward for Foundation Stage Unit - £1,791 (this is after the virement was made to the SBS as previously agreed by governors). In addition, another £10,000 has been vired to the SBS to partly cover the FSU teacher's salary from September to the end of March. Projected carryforward for After School Provision - £1,960 (after virement previously agreed to be made to the SBS of £9,000 from last year's carryforward.		
4	2	Budget 26/27 and 27/28 The updated breakdown for the next 4 years was shared with governors. This shows a carryforward of £27,609 at the end of 26/27 and a deficit carryforward at the end of 27/28 of £340. NB. This is on the basis of current staffing, so due to staffing changes, this will alter.		
4	3	Audit by the Local Authority - Governors were previously advised that the school will be audited on financial aspects connected with the School Financial Value Standards. JD sent the required information to the LA by 5th December but schools have been advised that all audits have been delayed due to the problems with Bromcom. The audit will now take place in the summer term and they have said they will use the information already sent to them.		

4	4	Unofficial Funds The unofficial fund year end is 31st December and JD has produced a balance sheet which was available for governors. <i>Governor question - BL - asked for clarification of a couple of items listed. JD explained what these related to.</i> Governors need to appoint an external auditor annually for the unofficial funds and governors agreed to approach Mrs Samantha Paveley once again to see if she will audit them. JD will ask.	JD	01/26
5		Headteacher's Update		
5	1	Headteacher's Report The report was distributed to governors in advance of the meeting and LL highlighted certain areas; including rise in pupil numbers; submission of School Based Nursery grant.		
5	2	Apprenticeship - LL advised governors that she has been looking into the possibility of one of the present Teaching Assistants undertaking an apprenticeship as a teacher. There will be a financial impact for school and this will take this Teaching Assistant away from his present role which would have to be covered. This will be discussed at the next FGB meeting. However, it could provide additional teaching support and is an investment in a member of staff we'd lose otherwise.		
5	3	KS2 Toilets - When looking at the FSU extension, it has come to light that we do not have enough toilets for our KS2 children. LL has sent the previously completed Feasibility study and the Local Authority are presently looking into the situation with a possibility of providing funding.		
5	4	SEND 1:1 - this recruitment process has taken place and an appointment was made at the beginning of the week. The person will start on 5th February.		
5	5	Safeguarding The usual annual Safeguarding audit is now available and LL will work on this. It needs to be completed by 13 th February 26.		
6		Ethos Group		
6	1	The Ethos Group is due to meet next week so will be reported at the next FGB.		
7		Governor Training		
7	1	New governor training - NC is booked for new governor training for 5th February. JD asked if any GB member would be prepared to undertake the Finance Training. JT attended several years ago and JDi has attended the basic training, also some years ago.		

8		Policies & Paperwork		
8	1	SEND - This has been updated to update broken web links. Governors gave approval and the revised Policy is on the website.		
8	2	Behaviour Policy & 1 page summary - These were sent to governors in advance of the meeting and have been produced after consultation with staff. It is a comprehensive summary of nearly 40 pages and LL has produced a 1 page summary. <i>Governor question - SH - Could you confirm that what is actually stated on the 1 page summary is reflected in the full policy and is actually carried out? Procedures stated must match what is actually happening? Do all staff know what to do?</i> LL advised that the policy and one page document was written with all staff and Behaviour training is often included in staff meetings (eg. 28.1.26). Individual children are discussed every meeting, ensuring a uniform approach so staff can be consistent. The aim of the 1 page summary is to condense the practical procedures from the policy into a useable document. The Policy/Procedures and the one page document were approved by governors and will be shared with parents and put on the website. It was agreed that governors would monitor how the Behaviour Policy is working.		
8	3	Spiritual, Moral, Social and Cultural - This policy is due for revision and CT has revised it working with staff. Governors were sent this in advance of the meeting and gave approval for the new policy.		
8	4	Spiritual Development - This policy is due for revision and CT has revised it working with staff. Governors were sent this in advance of the meeting and gave approval for the new policy.		
8	5	Code of Conduct for Schools (Staff) - Offwell uses the LA model and this is unchanged since the last review. Governors approved to renew the existing policy.		
9		Invitation for questions/comments about governance matters		
9	1	JDi asked governors if there was any other contribution they would like to add to the meeting. Governors declined as they felt matters had been covered previously in the meeting.		
10		What have we achieved for the children		
10	1	Comprehensive discussion took place surrounding behaviour ensuring children are safe and happy. We talked about the next steps for the school for the benefit of the children.		
11		Dates of meetings:		
11	1	Tuesday, 27th January at 5.30pm - Governors to discuss next steps re staffing Tuesday, 24th March at 5.30pm - Full Governing Board Meeting		