



		Present: 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
		SH began the meeting with a prayer		
1		Apologies for absence- RB - accepted		
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 – 20th January 2026		
3	1	Matters arising: Foundation Governor Update - JD advised governors that BL has now been appointed as Foundation Governor filling the vacancy left by SJ.		
4		Finances		
4	1	Monitor 25/26 – The latest monitor was shared with governors in advance. This shows: Projected carryforward for the School Budget Share - £16,124 - this is a decrease in the carryforward to that previously reported mainly due to essential repairs to the building and grounds which have had to come from the SBS as the Capital fund is fully spent. There are other essential maintenance requirements to the premises but these will come from the new capital budget. There are also plans to improve the IT infrastructure which will also come from the new year capital budget. Projected carryforward for Foundation Stage Unit - £8,960. This is an increase to the carryforward previously reported to governors. Projected carryforward for After School Provision - £2,139 (little change from previously reported).		
4	2	3 Year Budget 26/27, 27/28, 28/29 The updated breakdown was shared with governors in advance of the meeting. JD has also worked on various different scenarios for the Headteacher position. The budget was accepted which will be amended to reflect the actual Headteacher position once known, before being published for the Local Authority.		

4	3	Services A list of suggested services was tabled to governors at the meeting and JD explained certain items. JD will now purchase the LA Services from the shop. This must be done before 31st March 2026. <i>Governor question – NC – Are there alternative services other than those offered by the Local Authority eg Library?</i> LL explained how we benefited from the Library Service and governors acknowledged that although it seems like it is a lot of money, books are expensive and the Library Service constantly refresh the library stocks keeping our books fresh in content and condition. Governors recognise that we could purchase our own books but for the money that the Library Service costs, we wouldn't be able to purchase many. In addition, there are no other library services known to us. Governors sought an explanation on what the other services are for eg. Scomis. <i>Governor question – WI – Why have we previously purchased the Diocese Insurance and we do not anymore.</i> JD explained that the Diocese has always told us that we needed it to cover the cost of Insurance for After School Provision but JD has made enquiries with the Local Authority and they confirm this provision is covered under the school insurance. <i>Governor question – NC – Is it not necessary to purchase anti-virus software anymore.</i> It was explained that Microsoft has its own anti-virus and security installed in all computers and it is no longer necessary to purchase anti-virus software that needs to be downloaded onto individual computers. <i>Governor question – NC – Academy schools are able to go elsewhere for items such as payroll, are we able to do that?</i> It was explained that, although our hands are not tied, realistically and practically there is not an option for certain areas such as Finance and Payroll for a maintained school.		
4	4	School Financial Value Standard – This has been completed and shared with JDi who has signed it. Governors need to give approval before this is sent to the Local Authority before 31st March 2026. Governors gave approval and JD will now send this to the LA. <i>JD said pointed out that lack of governor finance training for schools has been highlighted as an action within the SFVS. She asked governors to consider taking on the training and becoming the main governor who understands finance. The need for this was partly highlighted through the headteacher recruitment process.</i> <i>Governors queried the size of school and Individual School Range suggested for the new headteacher. The school is Group 1 and the suggestion by the Local Authority was to set the ISR at L6 to L10 (5 points). It was previously L6 to L12. This has been checked and is an acceptable range. The lowest salary for a</i>		

		Headteacher salary is usually L6 with points lower than that reserved for deputies, etc. <i>WI and NC agreed to look at when the next training is and attend if they are able.</i>		
4	5	Audit by the Local Authority - The delayed audit will now take place in the summer term.		
4	6	Unofficial Funds The unofficial funds have been fully audited and the balance sheet shared with governors. The books were available for inspection.	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	LL highlighted certain areas within the report and shared things that had happened since the report was written. The staff has received support from the English Team to help with spelling. We are awaiting the draft report for suggestions of things to do. School Based Nursery Grant Application – LL has just heard that the bid was unsuccessful within Round 2 for the extension of Ash classroom. This will now go forward into Round 3. LL reminded governors that new toilets off Beech Class are still under discussion.		
5	3	Data – It was agreed that it would be a good idea to have a separate meeting for governors interested in the data. Governors agreed that this would be a good idea and asked that the data is shared before such meetings so they can ask informed questions at the meeting. CT said all data needs to be shared and discussed so it is received before the end of the academic year. It was agreed that data will be emailed to governors in advance.		
5	4	Attendance – LL advised governors that she has contacted some families regarding attendance of below 90%.		
5	5	Safeguarding – CPOMS – LL sent out some reports in the form of charts produced from CPOMS. It was acknowledged that these reports were hard to interpret as if there was more than one area covered, this would show up twice.		

6		Ethos Group		
6	1	The minutes of the last 2 meetings were shared with governors in advance of the meeting. 29th January meeting – looked at prayer spaces. These will be in place from Monday, 30th March. 13th February meeting – looked at where we need to grow our spirituality. The Group walked around school and commented on where spirituality featured and where it did not. The staffroom was the worst area! <i>Governor question – NC – Is the Ethos Group open to all children?</i> CT advised that this Group was chosen from children within years 4,5 and 6 because of their interest and different backgrounds covering different characteristics. CT advised that the minutes could be shared with parents and be included on the school website. <i>Governor comment – JDi – some of the things the Ethos Group looked at could be a good home activity for all children.</i>		
7		Governor Training		
7	1	NC has attended new governor training. SH attended Diocesan new governor training. Both found the training useful. LL and SH attended Equality, Diversity, Inclusion and Justice meeting at the Diocese. This programme is in the 2nd year of 3 years. LL and SH found it useful for Clergy to get together with Headteachers.		
8		Headteacher Recruitment Update		
8	1	The advertisement is currently open and several potential candidates have contacted school to arrange a visit. One has already visited. JDi informed governors that Mark Walker is coming into school to support governors with the next step of the recruitment process.		
9		After School Provision		
9	1	LL updated governors on the ASP provision, Both LL and CT have visited the provision and found it going well. Children seem happy and engaged in the activity. CT has spoken with the external provider staff and advised them on how to cater for all characters and ages of children attending. He has been reliable and has only had one day off when Offwell staff covered. Governors were reminded that the present contract finishes in July 2026 and after the May half term it would be necessary to consider the provision for September 26. It was acknowledged that this is a much more expensive option than that previously used of employing 2 members of our own staff.		

9	2	<i>Governor comment – NC – NC gave a strong opinion that the school should run clubs after school alongside the after school provision. This would be charged at the same rate so ASP funding would not suffer. The club could be run by volunteer parents and teaching staff on a rota basis. NC said he has researched this and other schools manage to provide this.</i> NC was advised that you can't 'expect' a teacher to run an after school club. Governors were reminded that Booster Club runs every week by 2 members of staff at the moment (no charge) and the Year 5/6 children are invited to attend a sporting event at Honiton Primary School several times during the term when a member of the school staff attends. CT will raise this at the next staff meeting. Clubs were discussed in general including lunchtime clubs. LL reminded governors that we must provide wrap around care until 5.30pm every day.		
9	3	It was agreed that a survey would be created asking for present parent/carers whose children attend ASP for their views. The survey will also ask all parents/carers of their views on after school clubs in general and if their children would use them if they were charged at the same rate as official wrap around care. CT and JD will produce this.	CT/JD	03/26
10		Policies & Paperwork		
10	1	Acceptable Behaviour Policy – (Staff) There is a new LA model policy and this has been personalised. <i>Governor comment – SH – Made a number of suggestions and criticisms of the model policy acknowledging that it was a Local Authority model policy but informing governors that it was not up to date and was legally wrong. He feels that the policy should not list everything it does but merely state that the school follows current law in relation to this.</i> It was agreed that we would revisit this policy, seek up to date advice and look for a DfE model policy and respond to the points raised.	JD	03/26
10	2	Appraisal – Support Staff – The model LA Policy is unchanged so the policy was approved after review.		
10	3	Finance Policy - The model LA Policy is unchanged so the policy was approved after review. This will need to be revisited once the headteacher appointment has been made as it names individuals with responsibility.		
10	4	Governor Expenses - The model LA Policy is unchanged so the policy was approved after review.		
10	5	Artificial Intelligence Policy – This is a new mandatory policy and CT has been working on this and it will be shared with governors when available. Ofsted expect an AI Policy to be available and followed.		
10	6	Whistleblowing Policy - The model LA Policy is unchanged so the policy was approved after review.		

10	7	Attendance Policy – This is due for review and there is a new model LA Policy. LL and JD have been working on this and it will be shared with governors as soon as available.		
11		Invitation for questions/comments about governance matters		
11	1	JDi asked governors if there was any other contribution they would like to add to the meeting.		
12		What have we achieved for the children		
12	1	• We have talked about keeping the children safe. • We talked about revision and possible improvement of After School Provision. • We've looked at the Ethos of the school and wellbeing of the children. • We have made plans to have a new headteacher from September.		
13		• Dates of meetings:		
13	1	Tuesday, 12 th May at 5.30pm		