



|          |          | <b>Present: Mrs R Bates (RB), Mr N Clarke (NC), Mrs B Leach (BL), Mrs J Dimond (JDi), Mr W Isaac (WI), Mrs L Legg (LL), Mrs S Holohan (SH), Mrs Kastner (SK), Mr C Thomas (CT), Mr J Tristram, (JT) &amp; Mrs J Davey (JD) (clerk)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Action By</b> | <b>Time scale</b> |
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| <b>1</b> |          | <b>Apologies for absence</b> - SH - apology accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                   |
| <b>2</b> |          | <b>Prayer</b> - BL began the meeting with a prayer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                   |
| <b>3</b> |          | <b>Pecuniary Interest:</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                   |
| <b>4</b> |          | <b>Minutes of last meeting and matters arising - 24th March 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  |                   |
| <b>4</b> | <b>1</b> | The minutes had previously been distributed and governors agreed they were an accurate record and JDi signed them off.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |                   |
| <b>4</b> | <b>2</b> | <b>Matters arising</b> - Governors asked what the outcome had been with the Capability Policy discussed at the last meeting.<br>LL said that she had tried to seek advice from HR and looked at the model policy. She has made some tweaks as suggested by SH and this policy, showing the tweaks highlighted, was sent to all governors. There had been no further feedback so this policy was adopted. It was acknowledged that this is a staff policy and has been shared with staff. It does not appear on our website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                   |
| <b>5</b> |          | <b>Finance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                  |                   |
| <b>5</b> | <b>1</b> | Monitors for 2025/26 were shared with governors for the main budgets.<br>Carryforwards were confirmed as:<br><b>School Budget Share</b> - £29,103 credit<br><b>Foundation Stage Unit (FSU)</b> - £8,756<br><b>After School Provision (ASP)</b> - £4,314<br>Governors were advised that these balances are after a virement has been made from the FSU to the SBS and another is scheduled for the new year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                   |
| <b>5</b> | <b>2</b> | <b>5 Year Budget - 2026/27 2027/28 2028/29</b><br><br>An up dated 5 year budget was shared with governors in advance of the meeting. Figures are included to reflect the recent decision to appoint CT as Headteacher from September 26. The figures include a small increase in teaching staff to cover the Headteacher commitment of CT.<br>Balances are projected of £57,400 into 27/26<br>£61,186 into 28/29 and £15,000 into 29/30<br><br>Discussion took place about why the basic entitlement decreases over the period, especially in the 3rd year. JD explained that this was mainly due to a drop in pupil numbers. We are expecting 17 reception in September 2026 but this is unprecedented and unlikely to be repeated. There are large year groups set to leave within the next 3 years and it is anticipated that these are not replaced like for like with reception numbers. Nursery numbers anticipated are very low for the next 2 years.<br><i>Governor comment - NC - The percentage cost of staff compared with income is over 100%. How can this be sustained?</i><br>It was explained that this was the case showing in year 4 and if this remained to be the case closer to the time, governors would need to address this. |                  |                   |

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| 5 | 3 | <b>Unofficial School Funds</b> - Balances are shown as over £3000. Books are available for inspection in the school office. JD explained that the balance was high as School Budget Share cash has been paid into the unofficial funds. These will need to be transferred into the SBS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |
| 5 | 4 | <b>Formula Capital Update</b><br>The 25/26 budget was completely spent and money has been used to pay for essential building repairs from the SBS. About £5000 will be received in 26/27 but this has already been earmarked mainly for IT improvements. Essential repairs will need to come from the SBS again. An expensive item requiring action is repair to the roof of the big log cabin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |
| 5 | 5 | <b>School Meals</b> - Governors were reminded that since the last governors' meeting the school meal provider has had to change. Fresha, the old provider, went into administration and would only provide meals until the Easter break (4 days after giving notice to school). Our meals were cooked at Littletown School and collected from there and served by our own staff. After liaising with the Headteacher of Littletown and investigating other options, including a company that would cook meals in Axminster, it was agreed that we would continue with the meal provider that Littletown would go with. The new company, Caterlink, have typed the existing staff onto their payroll. Littletown were in the process of tendering for a new contract anyway and this was expedited. Caterlink are now providing meals for Littletown and ourselves and we have agreed to a contract of one year and one term. The other providers we investigated were charging more.<br>Feedback from parents is mixed with some children preferring the food provided by Caterlink but generally portion sizes are smaller. The cook at Littletown has said that she will follow Caterlink's recipes to the letter for a while and then listen to feedback from parents/carers and other schools and tweak the recipes as necessary. We are now invoiced by Littletown School instead of the provider which is a change from previously.<br>Governors acknowledged that this was an emergency situation and decisions had to be made very quickly and agreed that the best option available was taken. A contract of one year and one term is not excessive and gives us flexibility further down the line but security in the immediate future. |  |  |
| 6 |   | <b>Headteacher's Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
| 6 | 1 | Headteacher's Report - The report was distributed to governors in advance of the meeting.<br><i>Governor question - JDi - Could you update governors on the English advisor visit?</i><br>LL advised governors that the school had asked for this visit as part of our SIP objective to improve Writing (editing) and SPAG (spelling) and there had been 2 training sessions which were very useful for staff, as part of CPD.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |
| 6 | 2 | <b>SIAMS</b> - <i>Governor question - JDi- Does CT feel confident with SIAMS or does he feel he needs more support?</i><br>CT said he has attended training around the new SIAMS and has had a visit from Diocese advisors. He feels well prepared and knows what to work on. He would like to look at some other things. RB said she has undertaken SIAMS training which may be useful. This was not part of governor training but as part of her work.<br>JDi said that through the headteacher recruitment process, she found the Diocese staff to be particularly helpful and were all lovely people and very supportive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |

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| 6  | 3 | <p><b>Safeguarding</b> - Teething problems with CPOMS have largely been solved and staff are all inputting information for relevant children.</p> <p>LL said that external agencies have been involved for some children since the last report as they had left Offwell School quickly. The children have been traced and all is well.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |
| 7  |   | <b>Data</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |
| 7  | 1 | <p>At a previous governors meeting it was agreed to hold a meeting to discuss data only as there is limited time at a full governing board meeting. A date was set later in the meeting and governors who are interested in data were invited to attend.</p> <p>CT advised governors that we have had large mobility of children and this has an impact on data for that cohort. Eg. When children join part way through a year, sometimes adding as many as 50% to a cohort.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| 8  |   | <b>Ethos Group</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |
| 8  | 1 | <p>A meeting has been set for Thursday, 14th May. Spiritual development has been discussed at the last meeting as well as Easter prayer spaces in church. The prayer spaces were well received.</p> <p>At this week's meeting, the Group will be looking at pupil voice a bit more. When the SIAMs advisors visited school, the children were a little shy and unsure of themselves.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |
| 9  |   | <b>Governor Training</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |
| 9  | 1 | <p>No governor training has taken place since the last meeting. Governors were reminded that at least one governor needs to attend finance training. There are no courses available at the moment but JD will look out for an appropriate course and book a governor on to it in due course.</p> <p>BL will come into school to meet with JD to catch up regarding an overview of the financial systems.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |
| 10 |   | <b>Headteacher Recruitment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |
| 10 | 1 | <p>JDi updated governors regarding the recent Headteacher recruitment process. CT has been appointed and this was ratified by all governors. They congratulated CT on his appointment.</p> <p>JDi said she had found the whole process very interesting and felt it went very well. All people involved, including staff, governors, Local Authority representative and Diocese representative were very supportive and helpful throughout the process.</p> <p>Governors expressed their thanks to JDi for her hard work and dedication to the recruitment process.</p> <p>The next step in the process is to ensure roles and classes are covered following the move within school of CT. This will be discussed by CT and LL this week and they will speak to other staff to see what they would like to do and where they would like to be in September. What is affordable is also a consideration but LL re-assured governors that Beech class will be fully covered in a way that works for everyone.</p> <p><i>Governor question - NC - Is there going to be a new teacher to fill the role in Beech or will this be covered from other staff.</i></p> |  |  |

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|    |   | <p>LL said it is likely that the gaps can be covered internally but this will be clear after staff discussions have taken place.</p> <p>JDi asked that CT shares his presentation with all staff as it was outstanding and staff would want to see it.</p> <p>There has been some feedback from staff not directly involved in the process that they did not know the outcome on the day the decision and had to wait until after the weekend. Some felt they were not questioned about what they felt about the candidates. JDi has spoken to some staff and she said LL could share her apology for this, generally. The day was planned by the LA, so LL said this should be shared with them.</p>                                                                                                                                      |    |       |
| 11 |   | <b>After School Provision</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |       |
| 11 | 1 | <p>Survey - JD fed back on the responses received from the survey. There were 17 responses and most thought the quality of provision was reasonable and they would rather have the ASP than not have it. There was an overwhelming request that ASP should return to school instead of the village hall and this will be actioned after half term. Discussion took place about the impact this has on the classroom where the provision is held and whilst it was acknowledged that it was not ideal for the teacher in that classroom, it could be worked round. It was noted that numbers had not dropped noticeably since we have been using the external provider.</p>                                                                                                                                                                 |    |       |
| 11 | 2 | <p><b>ASP from September</b> - The current contract with the provider is due to end in July and JD has looked into alternative providers. Although, initially another provider seemed promising, they do not work to the same safeguarding procedures as the school does ie only one staff. If we were to provide a member of our own staff to work alongside them, the cost would be more than the present provider.</p> <p>It was agreed that we would offer the position through the school newsletter and if no-one came forward, we would renew the contract with Exeter City Community Trust for another period. The company has been reliable and there has only been one day when they our usual person was unwell and they couldn't find a replacement.</p>                                                                       |    |       |
| 11 | 3 | <p><b>After School Clubs to work alongside ASP</b> - This was discussed and it was acknowledged that staff are running lunchtime clubs already. This includes Forest School as a new member of staff has the qualification. At the moment this will be for a few children only but this will be increased to other children in due course. LL explained that Forest School is not like our welly walks as they are teacher led and very structured whilst Forest School is child centred. Staff do cover ASP until 4pm every day until ECCT come so there are 2 staff members present at all times. Staff also attend after school sport events with other schools in Honiton and Oak staff have been taking Booster classes for year 6 children.</p> <p>CT will ask if other staff would be willing to take other after school clubs.</p> |    |       |
| 12 |   | <b>Policies and Paperwork</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |       |
| 12 | 1 | <p><b>Accessibility Policy and Procedures</b> - CT has reviewed and updated the policy and procedures and this was shared with governors in advance of the meeting. This was approved and has been placed on the school website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |       |
| 12 | 2 | <p><b>Feedback (Including Marking)</b> - This is due for review and will go to staff before coming back to governors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | CT | 07/23 |
| 12 | 3 | <p><b>Disciplinary Policy and Procedures</b>- This is due for review and it was agreed to continue to follow the LA recommended model which has not been updated since the last update.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |       |

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| 12 | 4 | <b>First Aid (including medicines in Schools)</b> - this policy is due for review and seems to be still relevant. It was agreed to accept this policy for a further 3 years.                                                                                           |  |  |
| 12 | 5 | <b>Governors' Code of Conduct</b> - A new model has been produced and sent to governors in advance. This was accepted by governors.                                                                                                                                    |  |  |
| 13 |   | <b>What have we achieved for the children?</b>                                                                                                                                                                                                                         |  |  |
| 13 | 1 | <ul style="list-style-type: none"> <li>We have ratified the appointment of a new headteacher for September 26 which has been very positively received.</li> <li>A plan is in place to secure the continuation of the After School Provision from September.</li> </ul> |  |  |
| 14 |   | <b>Dates of Meetings:</b>                                                                                                                                                                                                                                              |  |  |
| 14 | 1 | Dates for next meetings -<br>Tuesday, 24th July - 5pm - Data meeting<br>6pm - Full governing Board meeting                                                                                                                                                             |  |  |
|    |   | <b>The meeting finished at 7.15pm</b>                                                                                                                                                                                                                                  |  |  |