



Believing and Achieving Together to be The Best We Can Be

Meeting of the Full Governing Board of OTTER VALLEY FEDERATION					
Date/Time	31 st March 2026	Location	Feniton C of E Primary School		
Attendees	Initials		Attendees	Initials	
Amanda Fulford	AF	Executive Headteacher	Sarah Walls	SW	Foundation Governor Finance Lead
Daphne Sherwood	DS	Foundation Governor Staffing Lead	Simon Richards	SR	Parent Governor
Claire Polverino	CP	Foundation Governor Parent & Community Lead	Mark Humphries	MH	Foundation Governor Safeguarding Lead
Pete Button	PB	Staff Governor <i>Head of School</i>	Jamie Lawrence	JL	Foundation Governor School Improvement Lead
Lydia Cook	LC	Ex Officio Governor			
Present					
Jess Benger		Clerk to Governors	Nikki Myers	NM	Federation Business Manager
Clare Gould	CG	LA Governor	Coral		
Apologies					
Alex Pryor	AP	Co-opted Governor			
Absent					

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
1.	Opening Prayer LC opened meeting with a prayer		
2.	Apologies for Absence/ Absences Sanctioned AP – Work Commitments	Absences sanctioned	
3.	Declaration of Interests invited and declared None declared		
4.	Tipton St John Relocation Update from DCC – Joined by Amber Dopson DCC		
	<i>The meeting moved to Part Two</i>		

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
5.	<p>Approval of the minutes of the previous meeting: FGB 9th February 2026 Minutes circulated prior to the meeting.</p> <p>Proposal: to approve the minutes of the meeting of FGB Meeting 9th February 2026 and signed by the chair Agreed by all present</p>	<p>Proposal: to approve the minutes of the meeting of 10.02.2025 as a correct record and signed by the chair</p>	<p>Agreed by all present</p>
6.	<p>Part Two</p> <p style="text-align: center;"><i>The meeting moved to Part Two</i></p>		
7.	<p>Matters Arising from the minutes not on the agenda</p> <p>None noted</p>		
8.1	<p>Questions arising Federation Budget Report and Finance Lead Governor Report (ACB) Reports circulated prior to the meeting and will be added to the minutes as an appendix. Nikki Myers joined the meeting to offer other information.</p>		
8.1	<p>Budget Monitor reports for Spring Term (governors need to have seen these) Proposal: To approve the budget reports for Spring 2026 for the federation Agreed by all present</p>		
8.2	<p>Agree Service Level/ Buy Back Agreements 2026-27 - Headteacher Performance Management Buy-In Report distributed as part of the budget pack. NM showed where savings are being made. Noted that Printex has been added by Computeam and we are not sure that we need to continue to use this subscription.</p> <p>Noted that we are moving from Computeam for IT Support, All services will remain with Computeam but on-site visits and smart issue reporting will be provided by Purple Dog. This will make a great saving and comes recommended by other federations who are very pleased with the service.</p> <p>LC asked for further information on utility costs in light of rising fuel costs. NM explained the current fuel provider contracts and in budget planning we have factored in a buffer for increase in fuel prices but with current events it is very hard to predict the prices. NM felt that she will need to continually monitor these prices and report back to the Governing Board.</p> <p>SW asked whether there were any energy efficiencies that could be made across the school sites. NM has done investigation into what was possible and noted that many energy efficiency savings involve capital investment in new heating systems etc. which we do not have a budget for.</p> <p>Proposal: to approve Service Level/ Buy Back Agreements 2026-27 Agreed by all present</p> <p>AF updated that DCC do not have staff capacity to offer Headteacher Performance Management this year so this cannot be agreed yet. AF is working with other schools in the Local Learning Community (LLC) to contract</p>		

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
8.3	<p>a supervision service to support the Headteacher Performance Management Committee</p> <p>Action: AF to report back at July meeting on arrangement for Headteacher Performance Management for FGB Approval.</p> <p>Approve Staffing Structures 2026-27 Reports distributed prior to meeting as part of the budget pack.</p> <p>Main staff change we are losing a teacher (who was on a 18-month contract) and we will not be recruiting for that post at Feniton due to the number of pupils moving into Key Stage 3 at the end of the academic year.</p> <p>Some temporary Teaching Assistant contracts are being extended because whilst the number of pupils is decreasing, the level of high-level need within in current pupil needs, this is funded from the High Needs Funding block.</p> <p>SW asked for further information on the TA fixed term contracts and the risk of redundancy costs. NM reported on how we manage the fixed term contracts of up to 2 years. We must maintain these strictly, because if the staff became a permanent contract and we needed to make redundancies we would have to include all staff members not just fixed term contracts.</p> <p>Proposal: To approve Staffing Structure 2026 27 Agreed by all present</p>		
8.4	<p>Approve Federation 2026-27 Budget and Three Year Forecast Reports distributed prior to meeting as part of the budget pack. Three budget forecasts with differing factors provided to the governors for comparison. NM and AF gave supplemental information. Budget forecast 3 is the preferred model. This is the worst case scenario with continuing Fixed Term contracts to support additional need pupils. The fixed terms are one year contracts. At the end of period we will have to apply to have a licensed deficit. Meeting discussed how we would manage the deficit. NM reported that the advice from DCC is to maintain the staffing levels/ support for the pupils and have a deficit.</p> <p>NM reported that she has received information this afternoon about SEND funding for all schools but we do not yet have a clear picture yet as to the funding formula.</p> <p>Meeting discussed how we can manage deficit and LC noted that this federation is in a much better financial position. It was noted that pupil numbers are predicted to decrease year on year and this is having the most impact.</p> <p>School Lunches increase by 5p from September 2026</p> <p>Two year Olds FSU 6-50 -7.50 Three- Four year Olds</p>		

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
<p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p>	<p>Wraparound Care – 7.00 increase to £7.50 for sibling charge after school club Breakfast club - £6.25 -£6.75 all from the start of September</p> <p>Proposal: to approve the federation 2025-26 Budget and three-year forecast Agreed by all present.</p> <p>Approve Feniton FSU 2025-26 Budget and Three Year Forecast Approve TSJ FSU 2025-26 Budget and Three Year Forecast Reports distributed prior to meeting as part of the budget pack.</p> <p>NM highlighted that this budget is being impacted by reducing pupil numbers. The meeting agreed that we need to keep these FSU provisions running because they feed pupils into the reception classes at the school</p> <p>It was noted that we could possibly increase our profile with advertising and social media as there isn't a great awareness of the FSU provision especially at TSJ. It was agreed we could start to encourage toddler hour sessions etc. to introduce them to the FSU.</p> <p>Proposal: to approve the FSU 2026-27 Budget and three-year forecast Agreed by all present.</p> <p>Approve Feniton Extended Provision 2025-26 and Three Year Forecast Reports distributed prior to meeting as part of the budget pack.</p> <p>There is a surplus within the budget for redundancy of the post if the service is no longer viable. Numbers of children attending waxes and wanes and much of the decisions on attendance are decided by cost to parents who can use family or grandparents to wraparound care as these costs can mount up.</p> <p>AF updated the GB on discussions regarding provision of a holiday club at Feniton, starting in the Summer half term as well as breakfast and after school club in TSJ.</p> <p>Proposal: to approve the Feniton Extended Provision Budget 2026-27 Budget and three-year forecast Agreed by all present.</p> <p>Approve SFVS Submission 2025-26 Proposal: to approve the Otter Valley Federation SFVS Submission 2025-26 Agreed by all present.</p> <p>Action: Clerk to submit SFVS Submission to Devon County Council</p>		
<p>9.</p>	<p>Questions & matters arising from the Personnel Lead Governor Report (ACB)</p> <p>Report circulated prior to the meeting and will be added to the minutes as an appendix. DS highlighted the updated disability leave which is now factored into the staff annual leave policy. SMT is reviewing how this will impact on the staff within the federation as we already do support staff who have a disability</p> <p>LC asked whether there were contributing factors as to the reduction in staff</p>		

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
	absence. DS explained that we are having a good year and NM noted that uptake of the EAP which is supporting staff in work.		
10.	Questions & matters arising from the Safeguarding Lead Governor Report (ACB)		
	Report circulated prior to the meeting and will be added to the minutes as an appendix. LC asked for further information on the behaviour incident @ TSJ and whether we need to put any other resources and processes in place. MH fed-back that he was present at the incident and PB stated that he felt that we have put in place all we can at this time		
11.	Questions & matters arising from the Premises and Health & Safety Lead Governor Report (ACB)		
	Report circulated prior to the meeting and will be added to the minutes as an appendix. No questions arising.		
9.1	For Information Health & Safety Review Reports for Feniton and Tipton St John		
	Circulated prior to the meeting for information.		
12.	Questions arising from Written Update from Admissions Committee (ACB)	Noted	
	Report circulated prior to the meeting and will be added to the minutes of the meeting as appendix. No questions arising. AF highlighted to governors that with the falling roll across all schools we need to be regularly looking at our waiting lists and maximising numbers in class and sometimes increasing class numbers 31 or 32 whilst ensuring the quality of education provision in the class is impacted.		
13.	Questions & matters arising from Governor Monitoring Reports		
	Reports circulated prior to the meeting. No question arising. SM to carry out FSU monitoring		
14.	Governance & Leadership		
14.1	Update on Tipton St John Relocation		
14.2	TSJ Flood Recovery Progress - Use of Senior Management Team time		
	Matters discussed earlier in the agenda. AF noted the amount of time the SMT and staff have invested in getting the lower site back in working order. The Governing Board noted their gratitude to all staff for the work that has been done.		
15	Policies to Approve		
15.1	Finance Policy 2026 Updated for current year based on DCC Model policy		
	Proposal: to approve Finance Policy 2026 Agreed by all present		
15.2	Governors Expense Policy 2026		

Ref	Discussion, Action or Decision	Owner/ Decision	Date Due
15.3	<p>Proposal: to approve Governors Expense Policy 2026 Agreed by all present</p> <p>Health & Safety Policy 2026 Updated for current year based on DCC Model policy</p> <p>Proposal: to approve Health & Safety Policy 2026 Agreed by all present</p>		
16.	<p>For information – Policies approved by lead governors Charging & Remissions Policy 2026 - Finance Lettings Policy 2026 – Finance</p>		
17.	<p>Governing Board Correspondence SW has received a letter from a parent praising staff professionalism.</p>		
18.	<p>Date of next meeting FGB Meeting 11th May 2026 – Tipton St John</p>		
The meeting closed at 20:30			



Otter Valley Federation

Finance Lead Portfolio Governor Report

Believing & Achieving Together to be the Best We Can Be

Name of Governor/s	Portfolio/s	Type of event: FGB Termly report; monitoring; fact finding; planning.	Date of meeting / visit
Simon Richards	Finance	FGB	19th March 2026
Key personnel consulted / present:	<ul style="list-style-type: none"> • Amanda Fulford, Executive Headteacher and Nikki Meyer, Federation Business Manager 		
Statutory Lead Roles duties covered: <i>(from annual cycle of business)</i>	<p>Terms of Reference</p> <ul style="list-style-type: none"> • <i>Monitor budget & report to FGB. Monitor any additional financial streams e.g. before/after school care; catering; preschool; FDP Milestones being met? etc</i> • <i>Prepare new draft budget for approval by FGB including Best Value requirements</i> • <i>To review procurement strategies and efficiency savings programme</i> • <i>Ensure completion the Schools Financial Value Standard (SFVS) & submit to LA</i> • <i>Review pupil numbers and implications</i> • <i>Review & recommend to FGB (or decide) service contracts/ Service Level Agreements</i> • <i>Review Finance Policy including levels of delegation & make recommendations to FGB</i> • <i>To monitor expenditure of any voluntary funds kept on behalf of the governing board and ensure the annual audit of these funds.</i> • <i>To monitor that appropriate levels of insurance are in place.</i> <p>School Budget Update:-</p> <p>School Budget Share 2025-2026:</p> <ul style="list-style-type: none"> • <i>At the start of April 2025 we held a surplus budget of £342,681. At the end of March 2026 we now hold a surplus budget of £359,433. An increase in budget of £16,755. This is a pleasing outcome and is a result of close monitoring of the budget, prudent decision making and hard savings.</i> • <i>A healthy carry forward into 2026-27 is essential as a financial buffer to support our federation as we manage a significant decrease in the number of pupils on roll from September 2026 due to losing a double cohort of Y6 at Feniton and low numbers of new Reception intake.</i> <p>Negative Impact on 2025-2026:</p> <ul style="list-style-type: none"> • <i>Overspent in PPG, Sport and Supply all related to meeting needs of pupils that could not be forecast in April 2025. E.g additional play therapy sessions, meeting SEND additional needs ahead of EHCP funding. Budgets adjusted accordingly for 2026-27.</i> 		

- More income in areas we were not expecting such as High Needs Block SEND and grants received from government to cover staffing costs that were more than we were expecting.
- Recruitment of FSU staff at Feniton to meet additional needs of pupils unknown at time of budget setting in March 2025.
- High level of support needed for Pupil Premium families to provide uniform, discount on educational visits and music lessons.
- Pay progression resulting from pay reviews in Oct 2025.
- Overspend on governor contribution to complete capital projects on Feniton Roof repairs and kitchen upgrade and TSJ drainage and ceiling replacement of Willow toilet.
- Double Y6 cohort at Feniton – one off subsidy for residential visit.

Positive impact on budget:

- Extra funding received for SEND EHCP pupils.
- Savings made by not replacing staff for a like for like contract – reducing hours.
- Grants received for staff pay increases.
- Increase in lunchtime meals at TSJ (compensating for a drop in meals at Feniton – due to fewer Rec pupils requesting universal school meals).
- Staffing costs – less need for occupational health referrals in the last year.
- Assessment- Less spent in assessment due to change from bought test booklets to photocopied resources linked to scheme.
- Curriculum priorities in the Federation Development Plan have been successfully met ensuring improvements in the teaching of Maths, Literacy, Geography and French and an overall inclusive approach to teaching and learning is continuing to be embedded.
- Catering deficit of £20k and actual £13,000. More income from pupil meals on catering and less spend on catering staff than we were forecasting relating to pension contributions and less overtime being claimed due to kitchen updates in summer 2025.

Governor Run Pre School Provision 2025-2026:

- Opening surplus budget of £68,160 and closing surplus budget of £84,515 £16,355 added to carry forward.
- Doesn't look so positive moving forwards. Numbers looking considerably lower in coming year. Out of our control. Not due to reputation of schools but low numbers locally. This will eat up our current healthy carry forward, so it is helpful that we have this!
- Feniton overspent due to high staffing costs to meet need of SEND pupils, new to the setting. We now have funding for these pupils in Reception class.
- TSJ has low numbers and income is £3k less than expected. This is being supported by higher numbers at Feniton.

Before and After School Club 2025 - 2026:-

- Similar position to last year. Lower numbers at after school club are impacting the budget. Different activities have been introduced to increase income, but still a challenge and this is being reflected at other schools. Families are tending to rely more on extended family to help with pick up at the end of the day.

- A Fulford is in conversation with an external provider of BASC to look at whether a Breakfast Club/ ASC can be set up at TSJ from the summer term. Some holiday club provision is also at the planning stage for Feniton which children from both schools can attend. [Kids Holiday Heroes | School Holiday Club](#)

Devon Audit Partnership Report has been delayed from autumn 2025 until summer 2026 due to ongoing problems with Bromcom and DCC.

School Budget 2026-2027 Headlines

The new draft budget being proposed reduces our carry forwards to £272,000 at the end of 2026/27 and £66,000 at the end of 2027/28 and in deficit in Year 3 of £256,000.

We will have to contact DCC and request a licensed deficit for the third year due to level of SEND and requiring additional staffing to meet the inclusion needs of all pupils. The budget is being presenting to FGB following detailed discussions with our DCC Finance Officer.

OVF is in a better position than was forecast 3 years ago when we already expected to have used up all the carry forward. We are still able to present a two year surplus budget.

Staffing

- Pay grades for NJC workers are changing to align with the expected changes to minimum wage. This will affect all staff on grades A-C and result in an increase in staffing costs across most staffing cost centres.
- Due to the known fall in pupil numbers in September, a teacher's fixed term contract will be coming to an end in August. We will be going ahead with this plan to reduce costs, however - we may be liable for redundancy costs of up to £8000.
- Pension rate for NJC staff (all support staff) is decreasing from 21.8 to 19.8%, which is why all the support staff costs have decreased.
- Teacher's pay award as well as the NJC pay award have both been set at 3%, as per DCC recommendation.

Cost Centres

- Federation Insurances has been created to separate these from the Devon Education Services that we buy. All our insurances are now in one place and we have included an amount to cover equipment repairs that used to be covered by VA Promis.
- Separate Emergency Fund has been created in the Insurances cost centre - to provide for emergency repairs as we can no longer claim through Promis.
- Federation Contingency has been created to provide clarity around this spend. This has previously been included in Federation curriculum.
- Curriculum cost centres have been combined into one Federation Curriculum Development Cost Centre with some contingency for each school. Swimming lessons are also now included.
- We are increasing our CPD budget to include training for Forest school,

HLTAs and speech and language support. This should reduce our costs for Forest School and Supply in subsequent years.

- We will be increasing our IT budget and using donations from the PTFAs to invest in a Hall display TV for Feniton Hall to replace the projector screen and a class set of laptops at each school.
- Increased expenditure in Pupil Premium will fund play therapy sessions and interventions in reading and maths fluency.
- We are using our High Needs SEND funding to meet the needs of our pupils with available adults being deployed strategically.
- Repairs and improvements will include replacing and repairing rotting external timber doors and staffroom furniture at TSJ.

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Savings

- Our ParentPay contract at Feniton comes to an end in June and we will not be renewing. We have been working hard to move all our systems over to Bromcom and make use of all the features and functionality included in the subscription. This has resulted in a saving of £1000 this year and £1400 next year.
- We have cancelled our Smart Support with Computeam and will be contracting this with Purple Dog IT (Recommended to us by other federations) - saving £2850 per year.
- We are looking at cancelling our use of Printix software - saving £740 per year.
- We have reduced our paper costs - The cost of paper has also come down from £15.99 per box in 2023 to £9.95 per box in 2025. Our paper costs were £1800 in 23/24, £1650 in 24/25 and £1300 in 25/26.
- Our staff absence Insurance is £2000 cheaper this year. Through cost comparison and negotiation, a better deal has been offered by our current provider.
- This budget includes £10,000 from the governor's fund rolling into our school budget.

- Whilst we are making a saving by not renewing ParentPay, I would like to use this saving to improve our GDPR, Health & Safety, Professional Image and efficiency by introducing Electronic sign-in at Tipton and MIS integration at both schools.
- We would also like to invest in professional lanyards and ID cards for staff, as this will increase awareness of our federation and enhance our professional image to parents and visitors.
- We are looking into the use of printing management software to monitor the printing, as our levels are still quite high and we would like to reduce the wasted printing.
- The utilities have been costed based on forecasts provided by Laser Energy and I have included a slight buffer to allow for inflation and the uncertainty of the market. There is no way to predict the possible increase to charges this year and this is something we will monitor.

Catering - We are currently producing an average of 171 meals per day for the two schools in our federation and 114 meals per day for FORT federation. Our meal uptake in 23/24 with South West Norse was averaging at 145 meals per day across the federation, so there is a noticeable difference in the uptake.

This year, we are expecting our catering budget to be in a deficit by £13,500. This is a significant improvement on the predicted deficit of £54,000 in 2024/25 had we stayed with SWNorse.

For 26/27, we are forecasting a deficit of £16000, with the planned increase in charges bringing that down to below £15000. This is in line with the cost of providing meals to children in receipt of benefits related Free School Meals. The Government has introduced free school meals for all families in receipt of Universal Credit, from September 2026. Currently, only children in families that have an annual household income of less than £7400 are receiving free school meals. This will mean that children who are not on our Pupil Premium list might become eligible for free school meals and we will not receive funding for them. There is no way to gauge the impact of this, as we do not know which families are on Universal credit and earning above the threshold.

We would like to arrange a staff lunch on non-pupil day to thank all staff for their hard work and dedication. Educatering will be providing this for us at a reduced cost.

Pupil Numbers - IMPORTANT

- We are now seeing the drop in pupil numbers that we have been forecasting for the last couple of years and this is having an impact on our budget. We are making savings where we can, including ending fixed term contracts. We still have a high level of SEN need at both schools and staffing costs reflect this. The drop in pupil numbers is not just down to losing our double cohort in August, but the number of children in the area has also decreased, resulting in low admissions across the next 5 years.
- We are not predicting to be at PAN in Reception over the next 5 years, due to the decline in pupil numbers in the area (Information taken from DDC).
- We are exploring new opportunities for wrap around care to try to help attract families.

Charges in 2026-2027

Recommendations for the following increases to our charges from September 2026:

School Dinners - 5p on all charges, generating £2494 per year.

Preschool - Funded rates are going up to £7.80 for 2 year olds and £5.80 for 3&4 year olds. we Recommend putting our paid charges up from £6 to £7 for 2 year olds and from £5 to £5.50 for 3&4 year olds. This should generate an estimated £450 additional income annually.

Breakfast & After School Club will be affected by the change to NJC Pay bands, as all casual staff will be increasing from scale point 2 to 3. If we do not increase the charges, there will be no allowance for decreased numbers or higher food costs. Recommend leaving the main charge as it is, but reducing the discount for siblings by 25p per hour, which will generate roughly £1000 of additional income.

	Capital Projects Capital fund projects approved for summer 2026: the additional of a footpath linking the two main gates at the front of Feniton School. Also the upgrading to LED lighting in about 50% of Feniton. The proposed budget of £10,000 will cover the Governor 10% contribution.	
SDP priorities covered:	As above	
Delegated decisions made on behalf of the FGB (as agreed in the terms of reference):	N/A	
Recommendations for the FGB linked to statutory requirements:	<ul style="list-style-type: none"> - Agree draft budget - Finance Policy 2026 - Increase charges for school lunches in Sept 2026 <ul style="list-style-type: none"> - Increase charge for FSU in Sept 2026 - Increase charge for BASC in Sept 2026 	
Next step(s) / action points:	<ul style="list-style-type: none"> • <i>Ensure completion the Schools Financial Value Standard (SFVS) & submit to LA</i> • <i>To ensure governors bank account is transferred to SBS.</i> 	Actions to be completed by (personnel & date): SR/SW/JB April 2026
Date of next visit/meeting:	Summer Term 2	
Items from this report to be reviewed at the next visit / meeting:	N/A	
Additional notes (to include reflections on how visit / meeting has benefited pupils and contributed to the <u>Christian Distinctiveness</u> of the schools):		

SBS Calculator

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Feniton Church of England Primary School

Dfe No

8783312

Insert School No in cell E3 on this tab and insert forecast Pupil Numbers for Oct 25 in cells K14, K15 and K16 on the Schools Block tab for the calculation of an estimated forecast for the 2026/27 Financial Year.

(Insert School No 878nnnn in shaded area)

2025/26 2026/27 2027/28

	2025/26	2026/27	2027/28
No of Pupils	232	221	221
Schools Block Funding before De-Delegation	1,153,206	1,172,569	1,172,569
De-Delegation for Maintained Schools		-19,493	
Schools Block Funding after De-Delegation		<u>1,153,076</u>	

Ledger Codes for Initial Allocation - Schools Block Only

9050 - Adjusted School Budget Share	995,226
9051 - Deprivation and Notional SEN	<u>177,342</u>
School Budget Share before De-Delegation	1,172,569
4204 - De-Delegation Exceptional Events; Schools in Financial Difficulty	-4,264
4376 - De-Delegation Inclusion and Learning Locality Offer	-7,834
1831 - De-Delegation Trade Union Representation; Maternity Cover	-7,351
4801 - De-Delegation Copyrights, Licences and Subscriptions	<u>-44</u>
School Budget Share after De-Delegation	<u>1,153,076</u>

Apportionment of School Budget Share

%

9050 - Adjusted School Budget Share	84.88%
9051 - Deprivation and Notional SEN	15.12%
School Budget Share before De-Delegation	100.00%
De-Delegation for Maintained Schools	-1.66%
Schools Block Funding after De-Delegation	98.34%

SBS Calculator

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Tipton St John Church of England Primary School

Dfe No

8783319

Insert School No in cell E3 on this tab and insert forecast Pupil Numbers for Oct 25 in cells K14, K15 and K16 on the Schools Block tab for the calculation of an estimated forecast for the 2026/27 Financial Year.

(Insert School No 878nnnn in shaded area)

2025/26 2026/27 2027/28

	2025/26	2026/27	2027/28
No of Pupils	88	84	84
Schools Block Funding before De-Delegation	634,335	652,865	652,865
De-Delegation for Maintained Schools		-6,822	
Schools Block Funding after De-Delegation		<u>646,043</u>	

Ledger Codes for Initial Allocation - Schools Block Only

9050 - Adjusted School Budget Share	589,015
9051 - Deprivation and Notional SEN	<u>63,850</u>
School Budget Share before De-Delegation	652,865
4204 - De-Delegation Exceptional Events; Schools in Financial Difficulty	-1,621
4376 - De-Delegation Inclusion and Learning Locality Offer	-2,390
1831 - De-Delegation Trade Union Representation; Maternity Cover	-2,794
4801 - De-Delegation Copyrights, Licences and Subscriptions	<u>-17</u>
School Budget Share after De-Delegation	<u>646,043</u>

Apportionment of School Budget Share

%

9050 - Adjusted School Budget Share	90.22%
9051 - Deprivation and Notional SEN	9.78%
School Budget Share before De-Delegation	100.00%
De-Delegation for Maintained Schools	-1.04%
Schools Block Funding after De-Delegation	98.96%

	2024/2025	2025/2026	2026/2027	
COST CENTRE DESCRIPTION	Budget	Budget	Budget	Notes
1 Federation school budget share	-1623808	-1787541	-1835434	£5358 more than last year due to NI Grant rolled in. Including £10000 from Governor's fund.
1 Feniton National Insurance Grant		-22521	n/a	
1 Tipton National Insurance Grant		-10014	n/a	
1 Feniton High Needs Block	-57070	-40351	-48483	
1 Tipton High Needs Block	-29724	-65390	-64668	
1 Feniton pupil premium income	-46460	-46050	-49490	
1 Tipton pupil premium income	-12180	-15035	-20040	
1 Feniton sports premium	-18000	-18020	-18200	
1 Tipton sports premium	-16620	-16810	-16840	
2 B/After School Club Rent	-7613.03	-5000	-5000	
2 Feniton catering income	-56810	-61156	-55000	Including UIFSM £33059
2 Tipton Catering income	-18939	-19924	-26000	Including UIFSM £16323
2 Catering income from FORT		-41215	-49800	Including maintenance charge
2 Feniton FSU Premesis Cost	-20000	-10000	-10000	
2 Tipton FSU Premesis Costs	-11000		n/a	
TOTAL INCOME	-1994353.03	-2159027	-2198955	
3 Federation Admin Staff	95484	102527	105324	
3 Federation Assessment	3500	2500	1500	
3 Federation Broadband	3200	3200	3250	
3 Federation Catering Expenditure		68000	74500	
3 Federation Catering Staff	61525	74930	72888	Including Overtime
3 Federation Cleaning Costs	6250	6250	6250	
3 Federation Contingency			10000	
3 Federation CPD	8500	8500	10500	
3 Federation CPD Governors	500	500	500	
3 Federation Curriculum Support	16000	17000	20000	
3 Federation Dedelegated	26785	27888	26315	
3 Federation Governor Contributions	10000	10000	10000	
3 Federation Grounds Maintenance	1600	1700	2050	
3 Federation Insurances			30000	
3 Federation IT	30000	25000	30000	
3 Federation Office Costs	3200	3000	3200	
3 Federation Other Staff Costs	4100	4500	4500	
3 Federation Premises Staff	41777	46064	46405	
3 Federation SEN	500	500	750	
3 Federation Services & Expenditure	69000	71500	27500	
3 Headteacher's Fund	2000	2000	2500	Including £500 for Tipton (VOSRA)
4 Crossing Patrol	5000	5000	4500	
4 Feniton Curriculum Development	3500	3500	3000	
4 Feniton Educational Visits	500	500	1000	
4 Feniton MTA	28985	28470	30469	
4 Feniton Photocopier Costs	4800	5000	5500	
4 Feniton PTA			n/a	
4 Feniton Pupil Premium Expenditure	9000	9000	14879	
4 Feniton Rates and Rents	5500	5200	5200	
4 Feniton Repairs and Improvements	14500	16500	16500	
4 Feniton Residential Visits	1000	1000	1000	
4 Feniton Sports Premium Expenditure	11000	11000	13500	
4 Feniton Stock	4500	4500	4500	
4 Feniton Supply Costs	9000	9000	10000	
4 Feniton TA	260832	226176	240146	
4 Feniton Teachers	736859	810311	802276	
4 Feniton Utilities	38000	30700	28500	
5 Tipton Curriculum Development	2500	2500	2000	
5 Tipton Educational Visits	200	200	250	
5 Tipton MTA	14896	28434	19759	
5 Tipton Photocopier Costs	2300	2500	2500	
5 Tipton PTA			n/a	
5 Tipton Pupil Premium Expenditure	3000	6000	11270	
5 Tipton Rates and Rents	11000	11200	11500	
5 Tipton Repairs and Improvements	6000	6000	6500	
5 Tipton Residential Visits	500	500	500	
5 Tipton Sports Premium Expenditure	9000	9000	9650	
5 Tipton Stock	2250	2250	2250	
5 Tipton Supply Costs	9000	9000	10000	
5 Tipton TA	100954	180288	167136	
5 Tipton Teachers	312789	335749	362887	
5 Tipton Utilities	11000	10600	11050	
TOTAL EXPENDITURE	2002286	2245637	2286157	
6 Feniton FSU Income Funded	-90000	-86000	-65000	
6 Feniton FSU Income Paid	-6000		-1500	
6 Tipton FSU Income Funded	-16000	-18000	-6000	
6 Tipton FSU Income Paid	-750		-1500	
TOTAL INCOME	-112750	-104000	-74000	
FSU CPD		800	500	
7 Feniton FSU Curriculum	2000	2000	2000	
7 Feniton FSU rent	20000	10000	10000	
7 Feniton FSU Staffing Costs	77800	69901	88267	
7 Tipton FSU Curriculum	800	800	500	
7 Tipton FSU Staffing Costs	16654	137	n/a	
6 Tipton FSU rent	11000	n/a	n/a	
TOTAL EXPENDITURE	128254	83638	101267	
8 B/After School Club Income	-30000		-30000	
TOTAL INCOME	-30000		-30000	
9 B/After School Club Expenditure	1000	1500	1500	
9 B/After School Club Rent	7613.03	5000	5000	
9 B/ After School Club Staffing	21999	24889	27844	
TOTAL EXPENDITURE	30612	31389	34344	

COST CENTRE DESCRIPTION	2024/2025 Budget	2025/2026 Budget	2025/2026 Actual	2026/2027 Budget	Notes
Federation Admin staff	£95484.00	£102527.00		£105324.00	
Federation Assessment	£3500.00	£2500.00	£1235.00	£1500.00	
Pira/Puma Tests	£1500.00	£1000.00	£822.50	£900.00	PIRA @ Feniton & Tipton and PUMA @ Tipton
Tapestry	£350.00	£300.00	£412.50	£420.00	
Federation Broadband	£3200.00	£3200.00	£3126.24	£3250.00	Allowing for 3% inflation.
Securly Web Filtering	£744.40	£744.40	£744.48	£744.48	
Managed Firewall	£1613.76	£1613.76	£1613.76	£1613.76	
CompuTEAM Connect FTTC Internet	£768.00	£768.00	£768.00	£768.00	
Federation Catering Expenditure	£32000.00	£68000.00		£74500.00	
Meal Costs	£27000.00	£65000.00		£68354.00	Allowing 3% inflation on current costs
Materials/Uniform	£2000.00	£1000.00	2189.71	£3000.00	As at 25th Feb
Equipment Maintenance	£1500.00	£1500.00	£341.00	£1200.00	Door seal on oven might need replacing (£500 quote)
Catermek	£265.00	£300.00	£265.00	£300.00	Annual service in June
Educatering Management Fees	£1500.00	£1500.00	£1500.00	£1500.00	
Federation Catering Staff	£61525.00	£74930.00		£72888.00	Including £3500.00 allowance for overtime
Federation Cleaning costs	£6250.00	£6250.00	£5367.83	£6250.00	
Federation Contingency Fund				£10,000.00	
Federation CPD	£8500.00	£8500.00	£5301.29	£10500.00	
National College	£1700.00	£1680.00	£840.00	£1852.50	Moved to 6 monthly invoices - New price is based on 3 year agreement. The Key is £1568
Forest School Training				£2000.00	
Accountancy & Business				£900.00	
HLTA		£800.00		£2000.00	
Federation CPD Governors	£500.00	£500.00	£363.00	£500.00	
Federation Curriculum Support	£16000.00	£17000.00	£16719.15	£20000.00	Now including swimming lessons.
Access Art Subscription		£170.00		£175.00	
Civic Award	£20.00	£20.00		£20.00	
Devon Library Service	£7136.00	£7136.00	£7136.00	7665.02	
IDLs Literacy	£299.00	£500.00	£548.00	£550.00	
Language Angels			£244.00	£250.00	
Literacy Tree			£695.00	£700.00	
MyMaths Tipton	£400.00	£420.00	£325.50	£350.00	
NATRE	£378.00	£370.00	£370.00	£370.00	
Nessy Tipton	£165.00	£165.00	£255.00	£255.00	
Number Sense Maths	£274.00	£280.00	£300.00	£320.00	
Number Stacks			£150.00	£150.00	
PE Planning		£238.00	£214.00	£220.00	
Picture News	£150.00	£150.00		£150.00	
Sing up	£364.50	£375.00	£420.00	£450.00	
Spelling Frame	£250.00	£250.00	£240.00	£250.00	
Swimming Lessons				£2000.00	
TES Provision Mapping & My Concern	£2700	£3500.00	£3500.00	£4200.00	
TT Rockstars Tipton	£150.00	£110.00	£113.15	£120.00	
Twinkl	£1423.50	£1470.00	£1498.00	£1500.00	
White Rose Maths	£2500.00	£780.00		£250.00	Subscription only
Federation Dedelegated	£26785.00	£27888.00	£28159.00	£26315.00	
Federation Governor Contributions	£10000.00	£10000.00		£10000.00	
Federation Grounds Maintenance	£1600.00	£1700.00		£2050.00	
Pro Lawn Garden Services	£1540.00	£1700.00		£1925.00	10 cuts across the year at each school
EDDC Green Bins	£110.00			£110.00	
Federation Insurances	£26000.00	£27000.00		£30000.00	

DCC Insurance	£5500.00	£6125.00	£6566.40	£7750.00	Based on increase last year.
Exeter Diocese for Education Insurance	£4684.40	£4914.51	£4914.51	£5240.04	
Promis	£6160.00	£6500.00	£3355.00	£3732.00	Based on £12 per pupil (25/26 cost was £11)
Redundancy				£7190.00	This will come out of Teachers Pay
School Journey Transport Insurance	£150.00	£150.00	£170.00	£175.00	
Schools Mutual (Staff Absence)	£4974.18	£4940.80	£4940.80	£2908.99	Savings due to cost comparison and loyalty negotiation.
School Property Insurance (Zurich)	£2400.00	£2501.00	£2801.00	£3000.00	5% increase assumed
	£1900.00	£1777.48	£2080.00	£2200.00	5% increase assumed
Separate Emergency Fund (Internal)			n/a	£5000.00	No longer able to claim through Promis
Federation IT	£30000.00	£25000.00		£30000.00	
Smart Support (Feniton)	£3240.00	£3560.00	£3560.00	£1400.00	New provider
Smart Support (Tipton)	£1460.00	n/a	£1890.00	£1400.00	New provider
CSP Licencing (Faculty - Microsoft)	£1471.08	£1966.64	£1839.70	£1900.00	Allowing for 3% inflation.
Salamander	£495.00	£495.00	£395.00	£790.00	Tipton is now also using Salamander instead of microsoft support
Cloud 2 Cloud Backup	£392.00	£420.00	£392.00	£405.00	Allowing for 3% inflation.
VOIP Telephones	£1876.80	£1876.80	£1876.92	£1876.92	Agreement until October 2027
Antivirus	£392.00	£392.00	£392.00	£405.00	Allowing for 3% inflation.
Microsoft Agreement	£422.00	£422.00	£422.00	0	No longer needed due to Salamander.
Printix	£602.64	£770.00	£572.5	£740.00	Requested information from Commputeam about cancelling this.
Room Twelve Smartboard Lease	£4471.22	£4471.22		£5000.00	Estimated - getting new quotes
Federation IT Expenses	£15000.00	£10000.00		£16000.00	Two class sets of laptops required
Federation office costs	£3200.00	£3000.00	£3000.00	£3200.00	
New Lanyards & Staff ID				£500.00	
ICO Data Protection Payements	£120.00	£120.00	£156.00	£160.00	
Sign In App	£350.00	£360.00	£405	£1600.00	Sign in app at both schools (including set up at Tipton)
Egress			£90.00	£100.00	
Stock				£400.00	
ParentPay Migration		£600.00		n/a	
ParentPay	£1198.00	£1420.00		£850.00	Cancelling Feniton's contract. Tipton's contract ends in October 2027
Federation other staff costs	£4100.00	£4500.00	£2360.00	£4500.00	
Advertising	£750.00	£750.00	0	£500.00	Saved money by advertising on Facebook, newsletters and websites.
DBS Checks	£1000.00	£750.00	£190.00	£500.00	Saved money be changing our policy on staff rechecks from 3 years to 5 years
Eyecare Vouchers			0	£200.00	
Occupational Health	£1000.00	£1200.00	0	£1200.00	
School's Mutual Wellbeing for all staff	£1326.00	£1462.00		£1326.00	This has been accessed by staff this year.
Staff Thank you Lunch				£500.00	
Federation Premises Staff	£41777.00	£46064.00		£46405.00	
Federation SEN	£500.00	£500.00	£728.00	£750.00	
Federation Support Services & Expenditure	£69000.00	£71500.00		£27500.00	
HR One Service	£2755.25	£2869.40	£2896.40	£2951.06	
H&S Basic Service	£774.44	£789.94	£789.94	£829.44	
Payroll	£3968.20	£4282.08	4282.08	£4249.6	
Legal Services	£550.00	£570.00	£570.00	£600	
Media & PR	£736.00	£760.00	£760.00	£760	
Payments & Revenue	£706.67	£707.31	£707.31	£726.8	
Trade Waste	£240.00	0		£258	
Audit	£792.00	£820.00	£820.00	£849.00	
DES Finance Consultancy	£1380.00	£1421.00	£1421.00	£1449	3 hours consultancy included
DES Finance Support (3 Days)	£1149.00	£1206.00		£830	12 hours consultancy (reduced from 18)
DES Governor Consultancy	£746.00	0		£791	
FSM Eligibility Tracker	£400.00	£400.00		£400	
Headteacher Performance Management	£690.00	£730.00	£733.00	n/a	Not available with DES this year.

Curriculum Initiatives	£10000.00	£10000.00		0	
Access FPS Licence	£470.00	£500.00		£500	
Scomis	£6967.45	£3996.00	£4220	£4828.75	
Bromcom		£1676.59	1676.59	£1676.59	Buyback in place until March 2028
Treetops Speech & Language	£1240.00	£1980.00		0	Using NHS provision
Websites (Mike Leworthy)	£900.00	£2930.00	£2769.00	£500.00	Annual hosting fee
Diocese Services	£500.00	£500.00	0	n/a	
DPO (Devon Moors Federation)	£3630.00	£3740.00	£3860.00	£4485.00	Now including AICO services
Swift	£620.00	£658.00	592.2	£600.00	
Headteacher's Fund	£2000.00	£2000.00		£2500.00	
Crossing patrol	£5000.00	£5000.00		£4500.00	
Feniton Curriculum Development	£3500.00	£3500.00	£3646.00	£3000.00	
Feniton Educational Visits	£500.00	£500.00	£1400	£1000.00	
Feniton MTA	£28985.00	£28470.00		£30469.00	
Feniton Photocopier Costs	£4800.00	£5000.00	£5100.00	£5500.00	
Baytek (Readings)	£2500.00	£3400.00	£3413.42	£3500.00	Printing management software recommended
PEAC Finance (Lease)	£674.76	£727.84	£727.84	£727.84	
Paper	£1550.00	£1800.00	£1100.00	£1200.00	Allowing for inflation and slight increase based on previous years.
Feniton PTA		n/a		n/a	
Hall TV Display				£2500.00	
Crossing Patrol				£5000.00	
Storage for iPads & Headphones				£300.00	
iPads				£3240.00	
Forest School				£2500.00	
Feniton Pupil Premium Expenditure	£9000.00	£9000.00		£14879.00	
Music Lessons			£1395.00	£1500.00	
Play Therapy				£4320.00	
Forest School			£6445.00	£4000.00	£2500 donation from PTA
BASC Subsidy				£1200.00	
Uniform				£500.00	
Feniton Rates and Rents	£5500.00	£5200.00		£5200.00	
East Devon District Council	£4150.00	£3816.35	£3816.35	£4000.00	Estimated
Playing Fields	£1100.00	£1300.00	£1200.00	£1200.00	
Feniton Repairs and Improvements	£14500.00	£16500.00	£15500.00	£16500.00	
4 Seasons Solutions (Air conditioning)	£250.00	£225.00	£215.00	£225.00	
Advanced Security Alarm Protection	£194.25	£205.00	£213.67	£220.00	
Howard Civil Engineering Ltd (Drains)	£1800.00	£1800.00	£1598.00	£1700.00	
Chubb	£300.00	£350.00	£272.41	£300.00	
Thirsty Work	£480.00	£625.00	£668.40	£680.00	
C & M Water Ltd	£1238.00	£1800.00	£1322.00	£1200.00	
Colin & Ryan Smith (Kiln)	£240.00	£250.00	£252.00	£260.00	
Access Doors service	£250.00	£250.00	£250.00	£250.00	
PHS (Sanitary Bins)	£110.40	£148.61	£123.84	£130.00	
Sovereign (Playground maintenance)	£798.00	0	0	£2500.00	Possible repairs
JNG Surveys (Energy Certificate)	£100.00	£190.00		£200.00	
G & S Steeplejacks	£180.00	£180.00	£175.00	£180.00	
SIS (Pat Tester calibration)	£70.00	£80.00	£89.00	£95.00	
Feniton Residential Visits	£1000.00	£1000.00	£2055.00	£1000.00	
Feniton Sports Premium Expenditure	£11000.00	£11000.00	£8427.00	£13500.00	£2500 rolled over from last year
Kings Partership				£5000.00	
Coach Transportation				£2000.00	

Top Up Swimming				£500.00	
CPD				£1000.00	
Equipment				£500.00	
Inter-School Competitions				£200.00	
Balanceability				£1800.00	
Feniton Stock	£4500.00	£4500.00	£4270.00	£4500.00	
Feniton Supply	£9000.00	£9000.00	£10000.00	£10000.00	
Feniton TA	£260832.00	£224168.00		£240146.00	
Feniton Teachers	£736859.00	£810311.00		£802276.00	
Feniton Utilities	£38000.00	£31000.00	£20467.00	£28500.00	
Biffa (Refuse)	£2000.00	£2000.00	£1364.00	£1800.00	
Kent County Council (Gas)	£5000.00	£5000.00	£3100.00	£4000.00	£3200 projected with £800 buffer
Kent County Council (Electric)	£20000.00	£15000.00	£11500.00	£15000.00	£13000 projected with £2000 buffer
South West Water	£3500.00	£4200.00	£2703.00	£3500.00	
Oil	£5000.00	£4500.00	£1800.00	£4000.00	
Tipton Curriculum Development	£2500.00	£2500.00	£2071.00	£2000.00	
Tipton Educational Visits	£200.00	£200.00	£212.25	£250.00	
Tipton MTA	£14896.00	£28434.00		£19759.00	
Tipton Photocopier Costs	£2300.00	£2500.00	£2465.00	£2500.00	
Baytek (Readings)	£1000.00	£1700.00	£1296.27	£1400.00	
Grenke (Lease)	£574.08	£640.00	£814.33	£643.92	
Paper	£450.00	£600.00	£400.00	£450.00	Allowing for inflation and slight increase based on previous years.
Tipton PTA		n/a		n/a	
Tipton Pupil Premium Expenditure	£3000.00	£6000.00		£11270.00	
Forest School			£4415.00	£4500.00	
Music Lessons			£485.00	£500.00	
Uniform				£100.00	
Play Therapy			£1950.00	£4320.00	
BASC Subsidy				£500.00	
Tipton Rates and Rents	£11000.00	£11200.00		£11500.00	
East Devon District Council	£700.00	£778.00	£778.00	£800.00	Estimated
Tipton Community Hall	£9000.00	£9000.00		£9000.00	
Tipton Playing Field	£800.00	£850.00		£900.00	
Tipton Hall Committee (Land Rental)	£400.00	£500.00		£650.00	
Tipton Repairs and Improvements	£6000.00	£6000.00	£6157.00	£6500.00	
Vergo	tbk	£403.60	£399.36	£425.00	
SICO (Table service)	£200.00	£210.00		£250.00	
PHS (Sanitary Bins)	£27.60	£37.15	£30.96	£35.00	
Thirsty Work	£264.00	£335.00	£357.00	£365.00	
C & M Water Ltd	£1008.00	£1600.00	£1298.00	£1050.00	
Sovereign (Playground maintenance)	£798.00	0		£1250.00	Possible repairs
Advanced Security Alarm Protection	£304.00	£325.00	£319.20	£330.00	
Tipton Residential Visits	£500.00	£500.00	£417.25	£500.00	
Tipton Sports Premium Expenditure	£9000.00	£9000.00	£8762.00	£9650.00	No longer including Alex Clements
Kings Partnership				£5000.00	
Tennis Court				£150.00	
Coach Transportation				£1500.00	
Top Up Swimming				£500.00	
CPD				£1900.00	
Equipment				£500.00	
Inter School Competitions				£100.00	

Tipton Stock	£2250.00	£2250.00	£1950.00	£2250.00	
Tipton Supply Costs	£9000.00	£9000.00	£9900.00	£10000.00	
Tipton TA	£100954.00	£180288.00		£167136.00	
Alex Clements				£2500.00	
Tipton Teachers	£312789.00	£335749.00		£362887.00	
Redundancy				£7190.00	Possible redundancy costs.
Tipton Utilities	£11000.00	£11000.00	£8664.00	£11050.00	
Biffa (Refuse)	£1000.00	£1000.00	£700.00	£1000.00	
South West Water	£1400.00	£1600.00	£1970.00	£2050.00	
Kent County Council (Gas)	£8000.00	£3000.00	£2494.00	£3000.00	£2200 projected cost with £800 buffer
Kent County Council (Electric)	£8000.00	£5000.00	£3500.00	£5000.00	£4300 projected cost with £700 buffer
Federation FSU CPD	£600.00	£800.00	£365.00	£500.00	
Feniton FSU Income Funded	-£90000.00	-£86000.00		-£65000.00	Fewer children than previous years
Feniton FSU Income Paid	-£6000.00	0	£3991.00	-£1500.00	£1452 still owed
Tipton FSU Income Funded	-£16000.00	-£18000.00		-£6000.00	Based on 1 child attending the preschool - we have none on the waiting list.
Tipton FSU Income Paid	-£750.00	0	£2355.00	-£1800.00	£825 still owed
Tipton FSU rent	£11000.00			n/a	
Feniton FSU Curriculum	£2000.00	£2000.00	£1740.00	£2000.00	
Feniton FSU rent	£20000.00			£10000.00	
Feniton FSU Staffing Costs	£77800.00	£68509.00	£92342.00	£88267.00	£88267 core staff contracted hours - staffing might need to increase in Spring and Summer terms to allow for higher attendance rates.
Tipton FSU Curriculum	£800.00	£800.00	£720.00	£500.00	
Tipton FSU Staffing Costs	£16654.00	£137.00		n/a	
B/After School Club Income	-£30000.00	-34000		£30000.00	Based on current average numbers and charges. Increasing the charges by 5p & 10p per hour would generate roughly £600 more income. Increasing the cost for siblings by 25p would increase the income by almost £1000 per year.
B/After School Club Expenditure	£1000.00	£1500.00		£1500.00	
B/After School Club Rent	£7613.03	n/a	£5000.00	£5000.00	
B/ After School Club Staffing	£21999	£24889.00		£27844.00	

Name**Annual cost Renewal Due Cancel/Renew**

Name	Annual cost	Renewal Due	Cancel/Renew
Access Art	£166.00	March 27	
Civic Award	£20.00	September 26	
EDDC (Green Waste)	£110.00	January 27	
Egress	£100.00	March 26	
Geographical Association	£56.00	May 26	Not renewing
IDLS Literacy (Feniton)	£299.00	Jan 27	
IDLS Literacy (Tipton)	£249.00	Jan 27	
Language Angels (Feniton)	£244.00	Nov 26	
Literacy Tree (Feniton)	£695.00	Jan 27	
Maths Circle (TT Rockstars) (Tipton)	£113.15	Jan 27	
MyMaths (Tipton)	£325.50	Dec 26	
National College	£1852.50	Nov 26	
NATRE	£370.00	Mar 26	
Nessy (Tipton)	£255.00	Feb 27	
Number Sense Maths (Feniton)	£175.00	Jun 26	
Number Sense Maths (Tipton)	£125.00	Oct 26	
Number Stacks (Feniton)	£75.00	Jan 27	
Number Stacks (Tipton)	£75.00	Oct 26	
PE Planning (Feniton)	£214.00	Dec 26	
Picture News	£210.00	April 26	
Real PE	£695.00	Jul 26	
School Literacy Network	£395.00	March 26	
SingUp (Feniton)	£250.00	Jan 27	
SingUp (Tipton)	£170.00	April 26	
Somerset Primary Network	£320.00	May 25	Lapsed
Speechlink Junior	£277.10	April 26	Not renewing
SpellingFrame (Tipton)	£90.00	Jan 27	
SpellingFrame (Feniton)	£150.00	Jan 27	
Swift	£592.00	Sept 26	
Tapestry	£412.50	Jul 26	
TES Provision Mapping & My Concern	£3500.00	Jan 27	
Twinkl	£1498.00	May 26	
White Rose Maths	£315.00	March 27	

Pupil numbers Forecast for The Otter Valley Federation

October Census 2025

Reception Admissions 2026

F/Y 2026/2027

F/Y 2027/2028

F/Y 2028/2029

F/Y 2029/2030

F/Y 2030/2031

3312

3319 Total

3312

3319 Total

3312

3319

3312

3319

3312

3319

Reception	19	11	30	27	8	35	21	4	25	16	10	26	27	8	35
Year 1	28	8	36	20	11	31	28	9	37	22	5	27	17	11	28
Year 2	29	16	45	28	9	37	21	12	33	28	10	38	22	5	27
Year 3	26	7	33	30	15	45	28	10	38	22	12	34	28	10	38
Year 4	32	13	45	24	6	30	30	15	45	28	10	38	22	12	34
Year 5	30	16	46	31	13	44	25	6	31	30	15	45	28	10	38
Year 6	57	13	70	30	17	47	31	13	44	25	6	31	30	15	45
	221	84	305	190	79	269	184	69	253	171	68	239	174	71	245

Otter Valley Federation Forecasted Costs with Educatering (With Awliscombe and Payhembury)			
		Meals	
Feniton	UIFSM	9,950	£33059.00
Tipton	UIFSM	5020	£16323.25
Feniton (not included)	FSM	2420	£6534
Tipton (not included)	FSM	1550	£4185
Feniton	Staff	190	£665.00
Tipton	Staff	0	
Feniton	FSU	1330	£2660.00
Tipton	FSU	190	
Feniton	Paid Meals	6900	£18630.00
Tipton	Paid Meals	3750	£10125
Payhembury & Awliscombe	Charged	21470	£49807.50
Total Income			£130969.75
Staff costs (without overtime)			£69388.00
Meal Cost	52580 meals		£68354.00
Additional Hours			£3500.00
Materials/Uniform			£3000
Equipment Maintenance			£1500
Educatering Management Fee			£1500
Total Spend			£147242.00
Surplus/Shortfall			-£16272.25

Otter Valley Federation Forecasted Costs with Educatering (With Awliscombe and Payhembury)			
Feniton	Staff	190 x £3.55	674.5
Tipton	Staff		
Feniton	FSU	1330 x £2.05	2726.5
Tipton	FSU	190 x £2.05	389.5
Feniton	Paid	6900 x £2.80	19320
Tipton	Paid	3750 x £2.80	10500
Payhembury & Awliscombe		21470 x £2.30	49381
			<u>82991.5</u>

Increasing all charges by 5p generates a total of £2494.00 annually.

(Including maintenance charge)

Based on £1.30 per meal (current costs £1.25)

Notes

The UIFSM allowance has increased from £2.58 to £2.61 (September 2025).
The loss of a cohort at Feniton in July 2026 has been factored in to the projected numbers.
Annual price increases will be needed to keep the defecit down to a minimum.
Meal costs have been based on our current average meal cost, which is £1.25 per meal.
Changes to NJC Pay bands have been factored in - this affects 3 out of 4 members of staff.
I am recommending a 5p increase to all meal charges from September 2026.

2026/2027 Budget Notes

Staffing

Pay grades for NJC workers are changing to align with the expected changes to minimum wage. This will affect all staff on grades A-C and result in an increase in staffing c

Due to the known fall in pupil numbers in September, a teacher's fixed term contract will be coming to an end in August. We will be going ahead with this plan to reduce costs, however - we may be liable for redundancy costs of up to £8000.

Pension rate for NJC staff (all support staff) is decreasing from 21.8 to 19.8%, which is why all the support staff costs have decreased.

Teacher's pay award as well as the NJC pay award have both been set at 3%, as per DCC recommendation.

Cost Centres

Federation Insurances has been created to separate these from the Devon Education Services that we buy. All our insurances are now in one place and we have included an amount to cover equipment repairs that used to be covered by VA Promis.

Separate Emergency Fund has been created in the Insurances cost centre - to provide for emergency repairs as we can no longer claim through Promis.

Federation Contingency has been created to provide clarity around this spend. This has previously been included in Federation curriculum.

Curriculum cost centres have been combined into one Federation Curriculum Development Cost Centre. Swimming lessons are also now included.

Savings

Our ParentPay contract at Feniton comes to an end in June and we will not be renewing. We have been working hard to move all our systems over to Bromcom and make use of all the features and functionality included in the subscription. This has resulted in a saving of £1000 this year and £1400 next year.

We have cancelled our Smart Support with Computeam and will be contracting this with Purple Dog IT (Recommended to us by other federations) - saving £2850 per year.

We are looking at cancelling our use of Printix software - saving £740 per year.

We have reduced our paper costs - The cost of paper has also come down from £15.99 per box in 2023 to £9.95 per box in 2025. Our paper costs were £1800 in 23/24, £1650 in 24/25 and £1300 in 25/26.

Our staff absence Insurance is £2000 cheaper this year. Through cost comparison and negotiation, a better deal has been offered by our current provider.

Charges

We recommend the following increases to our charges:

School Dinners - 5p on all charges, generating £2494 per year.

Preschool - Funded rates are going up to £7.80 for 2 year olds and £5.80 for 3&4 year olds, we recommend putting our paid charges up from £6 to £7 for 2 year olds and from £5 to £5.50 for 3&4 year olds. This should generate an estimated £450 additional income annually.

Breakfast & After School Club will be affected by the change to NJC Pay bands, as all casual staff will be increasing from scale point 2 to 3. If we do not increase the charges, there will be no allowance for decreased numbers or higher food costs. We recommend leaving the main charge as it is, but reducing the discount for siblings by 25p per hour, which will generate roughly £1000 of additional income.

Important Information

We are now seeing the drop in pupil numbers that we have been forecasting for the last couple of years and this is having an impact on our budget. We are making savings where we can, including ending fixed term contracts. We still have a high level of SEN need at both schools and staffing costs reflect this. The drop in pupil numbers is not just down to losing our double cohort in August, but the number of children in the area has also decreased, resulting in low admissions across the next 5 years.

We are not predicting to be at PAN in Reception over the next 5 years, due to the decline in pupil numbers in the area (Information taken from DDC)

This budget includes £10000 from the governor's fund rolling into our school budget.

Whilst we are making a saving by not renewing ParentPay, I would like to use this saving to improve our GDPR, Health & Safety, Professional Image and efficiency by introducing Electronic sign in at Tipton and MIS integration at both schools.

We would also like to invest in professional lanyards and ID cards for staff, as this will increase awareness of our federation and enhance our professional image to parents and visitors.

We are looking into the use of printing management software to monitor the printing, as our levels are still quite high and we would like to reduce the wasted printing.

We are increasing our CPD budget to include training for Forest school and HLTAs. This should reduce our costs for Forest School and Supply in subsequent years.

The utilities have been costed based on forecasts provided by Laser Energy and I have included a slight buffer to allow for inflation and the uncertainty of the market. There is no way to predict the possible increase to charges this year and this is something we will monitor.

Catering - We are currently producing an average of 171 meals per day for the two schools in our federation and 114 meals per day for FORT federation. Our meal uptake in 23/24 with South West Norse was averaging at 145 meals per day across the federation, so there is a noticeable difference in the uptake. This year, we are expecting our catering budget to be in a deficit by £13500. For 26/27, we are forecasting a deficit of £16000, with the planned increase in charges bringing that down to below £15000. This is in line with the cost of providing meals to children in receipt of benefits related Free School Meals.

The Government have introduced free school meals for all families in receipt of Universal Credit, from September 2026. Currently, only children in families that have an annual household income of less than £7400 are receiving free school meals. This will mean that children who are not on our Pupil Premium list might become eligible for free school meals and we will not receive funding for them. There is no way to gauge the impact of this, as we do not know which families are on Universal credit and earning above the threshold.

We would like to arrange a staff lunch on non-pupil day to thank all staff for their hard work and dedication. Educatering will be providing this for us at a reduced cost.

School Name: Otter Valley Federation
 School Number: 3312
 Fund Number: 4
 Fund Name: G121
 Date: 17/03/2026
 Budget Name: -

Opening (Surplus)/Deficit: (27,896)

In Year (Surplus)/Deficit: 4,415

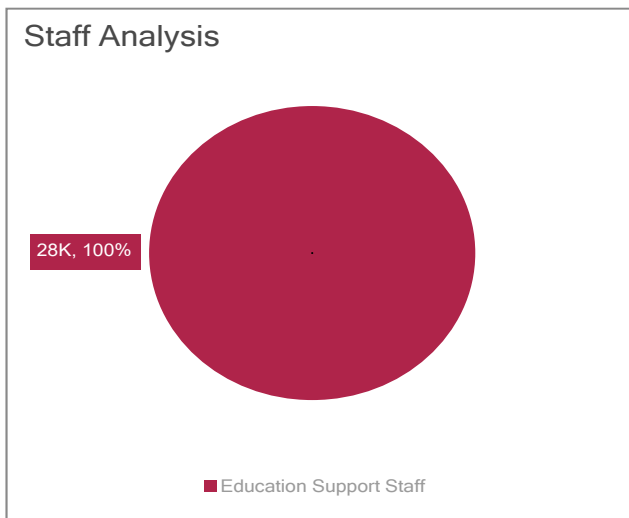
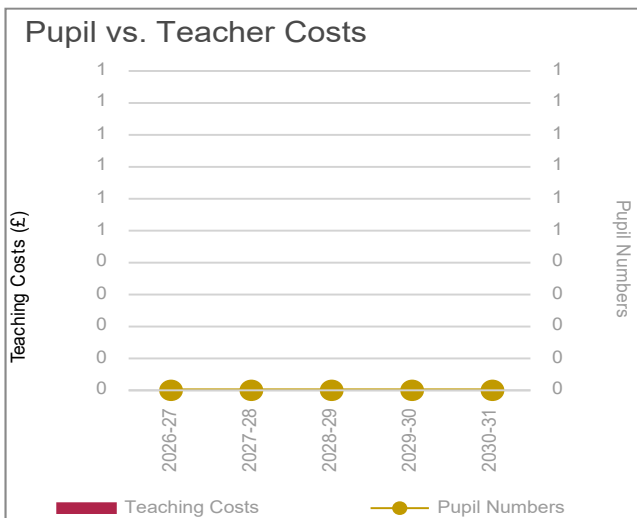
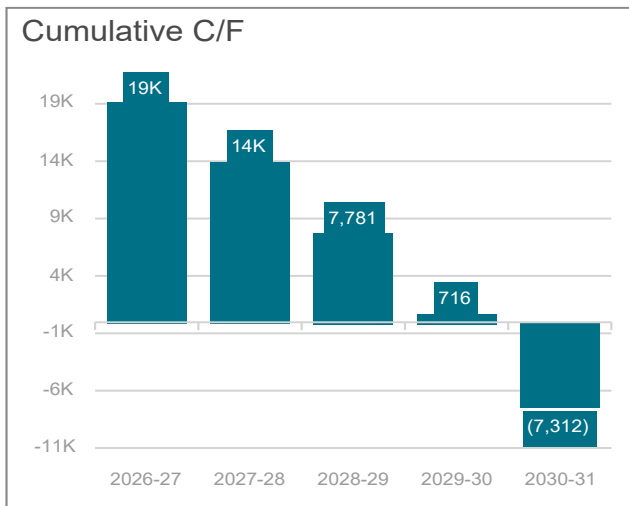
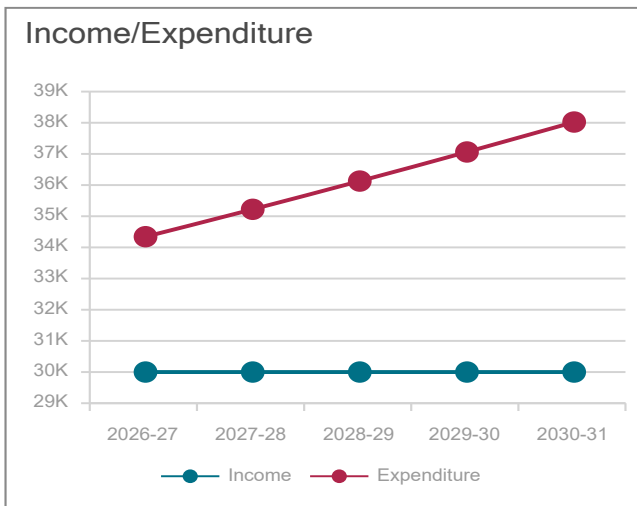
Closing (Surplus)/Deficit: (23,481)

Cost Centre Group	Cost Centre Description	Annual Budget (E)	Commitments (F)	Annual Actuals (G)	Central Invoiced or Expenditure (H)	Estimated Future Income (I)	Forecast (E)	Forecast Variance (E)	Notes
007 G121 BASC	G121 BASC Charges Total	5,000	-	-	-	5,000	5,000	-	
007 G121 BASC	G121 BASC Expenditure Total	1,500	-	1,143	-	150	1,293	(207)	
007 G121 BASC	G121 BASC Income Total	(34,060)	-	(21,957)	-	(3,800)	(25,758)	8,232	
007 G121 BASC	G121 BASC settling cost Total	24,890	579	20,911	86	2,400	23,890	(1,000)	
007 G121 BASC Total		(2,610)	579	86	-	3,750	4,415	7,025	
Grand Total	Grand Total	(2,610)	579	86	-	3,750	4,415	7,025	

The Otter Valley Federation - Budget Dashboard

Scenario: Breakfast & After School Club

Date: 24/03/2026

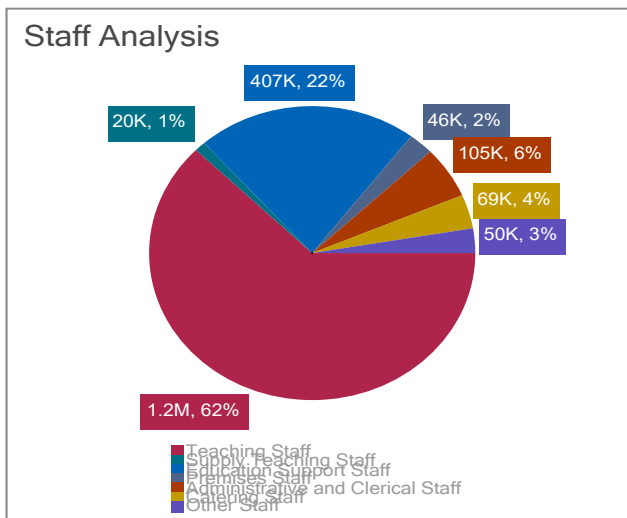
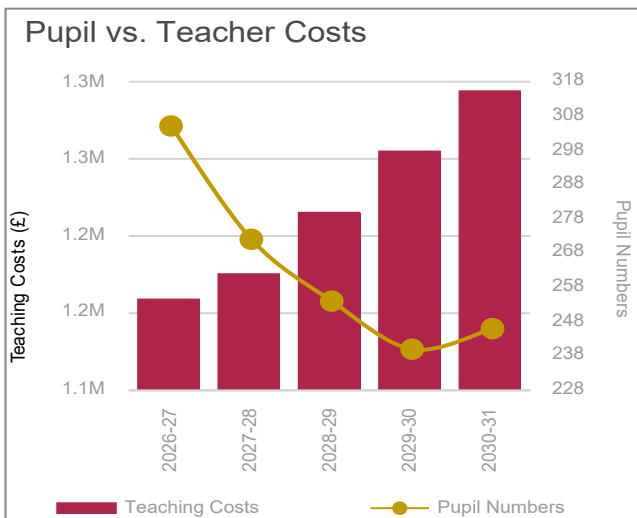
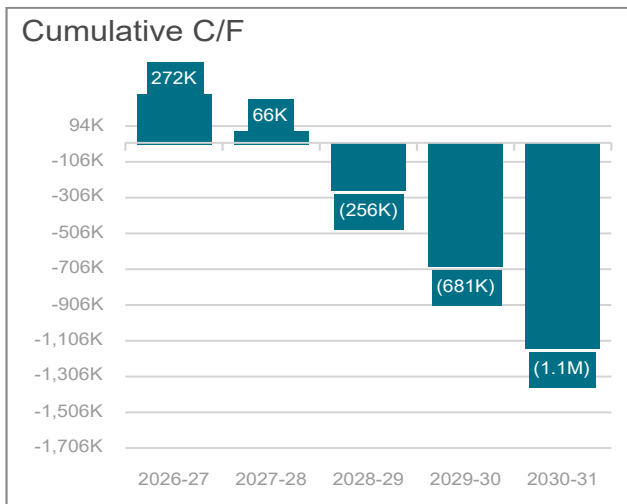
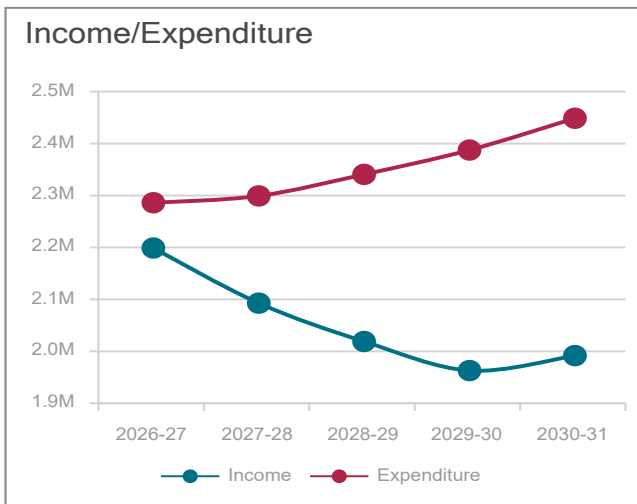


Forecast Balances	2026-27	2027-28	2028-29	2029-30	2030-31
In Year Surplus / (Deficit)	(4,344)	(5,225)	(6,131)	(7,065)	(8,027)
Surplus / (Deficit) Brought Forward	23,481	19,137	13,912	7,781	716
Cumulative Surplus / (Deficit) Carried Forward	19,137	13,912	7,781	716	(7,312)
Revenue CFwd as a % of Budget Share	0	0	0	0	0

The Otter Valley Federation - Budget Dashboard

Scenario: Otter Valley Federation

Date: 25/03/2026

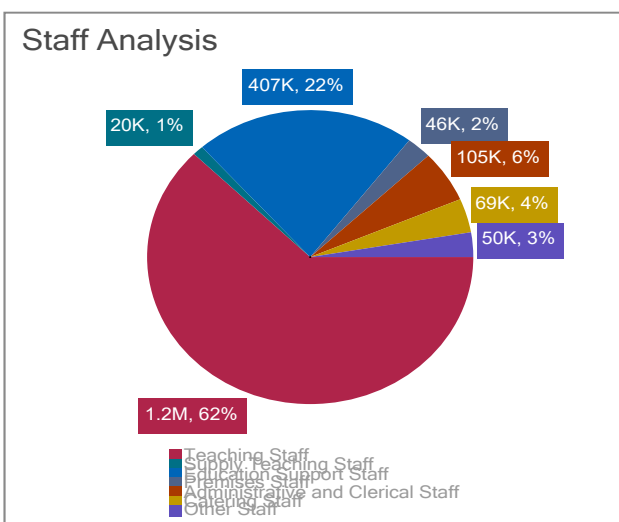
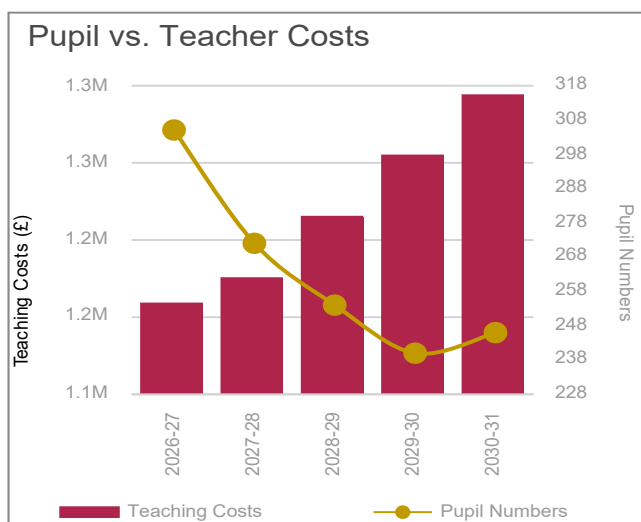
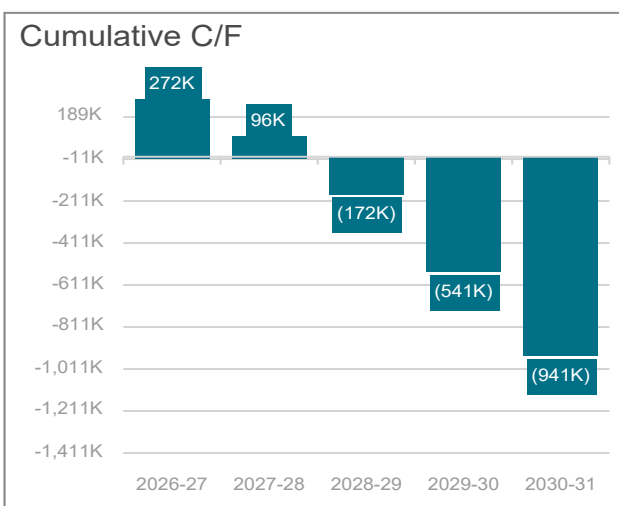
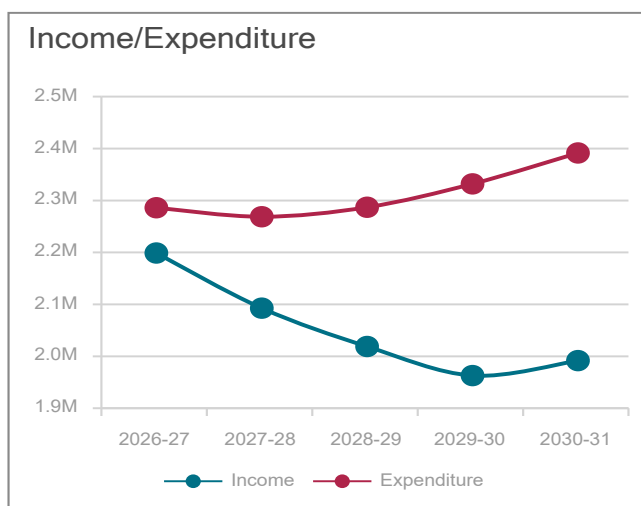


Forecast Balances	2026-27	2027-28	2028-29	2029-30	2030-31
In Year Surplus / (Deficit)	(87,202)	(206,615)	(321,762)	(424,543)	(456,934)
Surplus / (Deficit) Brought Forward	359,433	272,231	65,616	(256,146)	(680,690)
Cumulative Surplus / (Deficit) Carried Forward	272,231	65,616	(256,146)	(680,690)	(1,137,623)
Revenue CFwd as a % of Budget Share	18	5	(20)	(54)	(89)

The Otter Valley Federation - Budget Dashboard

Scenario: Fixed Terms 1 Year - Otter Valley Federation

Date: 25/03/2026

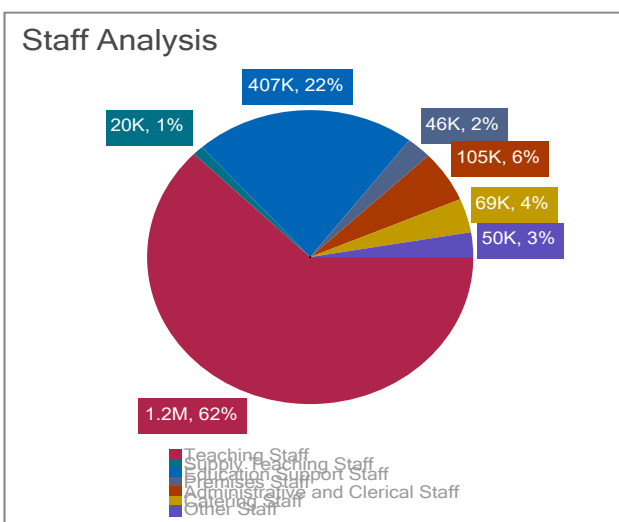
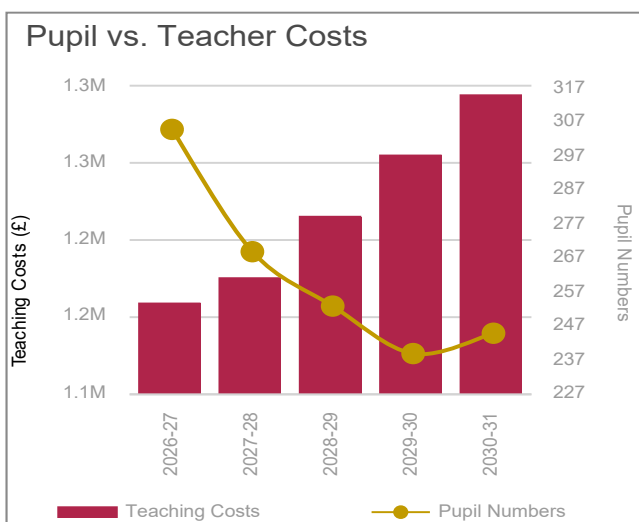
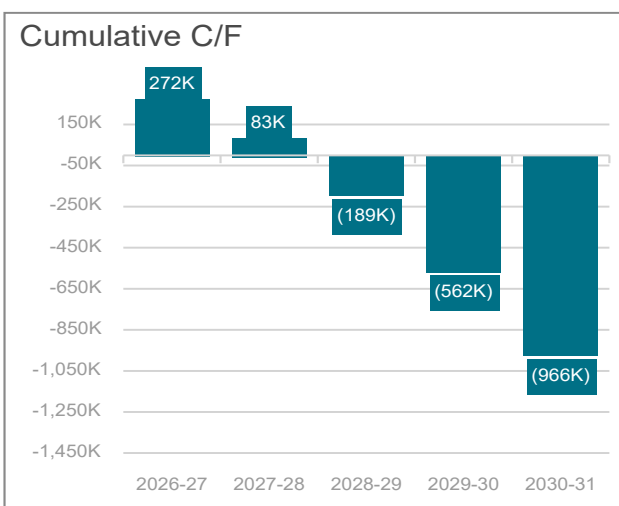
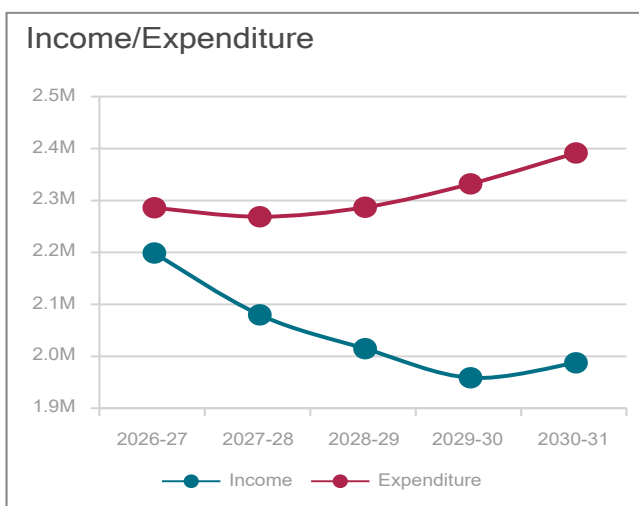


Forecast Balances	2026-27	2027-28	2028-29	2029-30	2030-31
In Year Surplus / (Deficit)	(87,202)	(176,229)	(268,042)	(369,144)	(399,783)
Surplus / (Deficit) Brought Forward	359,433	272,231	96,002	(172,040)	(541,184)
Cumulative Surplus / (Deficit) Carried Forward	272,231	96,002	(172,040)	(541,184)	(940,967)
Revenue CFwd as a % of Budget Share	18	7	(13)	(43)	(74)

The Otter Valley Federation - Budget Dashboard

Scenario: Fixed Terms 1 Year - Otter Valley Federation

Date: 24/03/2026



Forecast Balances	2026-27	2027-28	2028-29	2029-30	2030-31
In Year Surplus / (Deficit)	(87,202)	(188,934)	(272,277)	(373,379)	(404,018)
Surplus / (Deficit) Brought Forward	359,433	272,231	83,297	(188,980)	(562,358)
Cumulative Surplus / (Deficit) Carried Forward	272,231	83,297	(188,980)	(562,358)	(966,376)
Revenue CFwd as a % of Budget Share	18	6	(14)	(45)	(76)

School Name: Otter Valley Federation
 School Number: 3312
 Fund Number: 3
 Fund Name: G122 Pre School
 Date: 17/03/2026
 Budget Name:

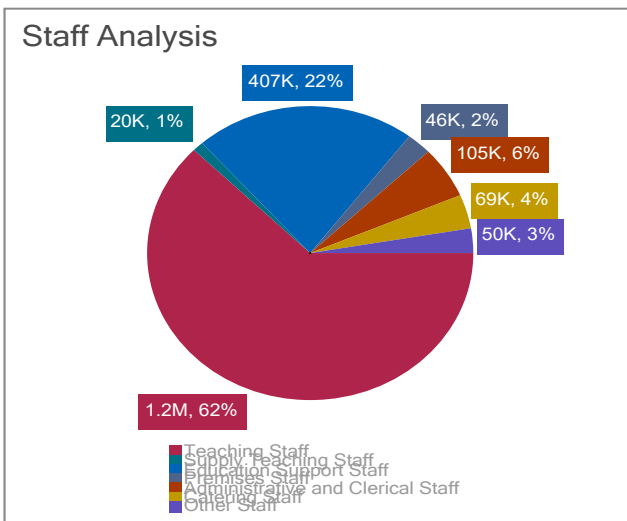
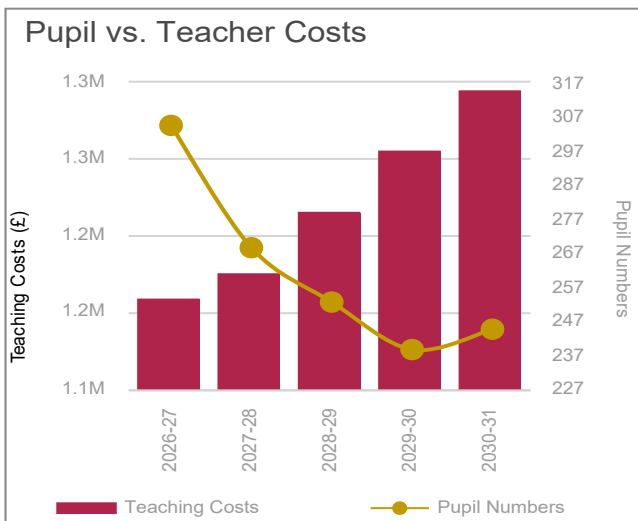
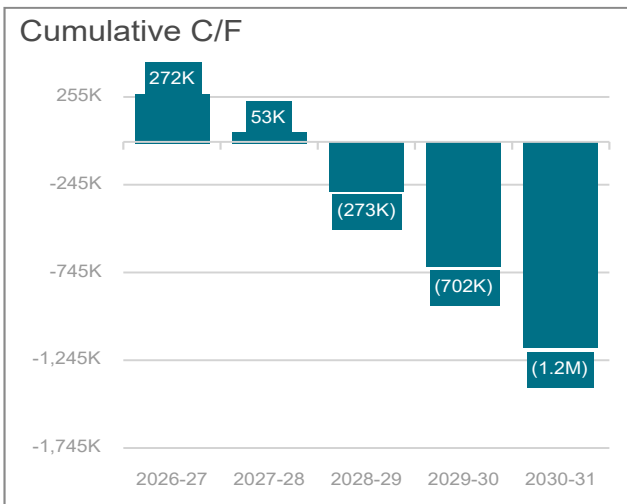
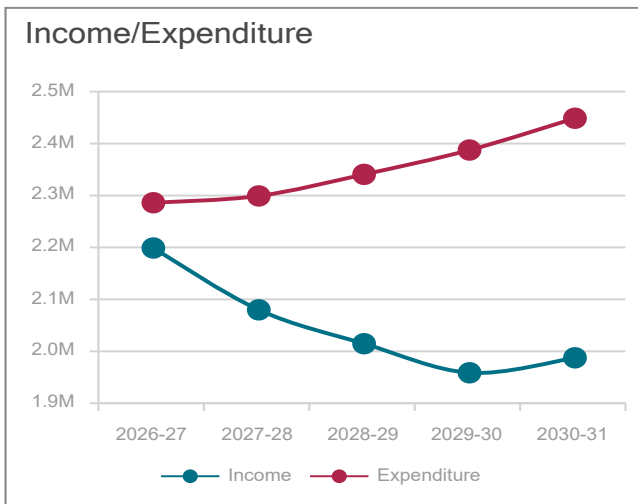
Opening (Surplus)/Deficit: (68,160)
 In Year (Surplus)/Deficit: (16,355)
 Closing (Surplus)/Deficit: (84,515)

Cost Centre Group	Cost Centre Description	Annual Budget (£)	Commitments (£)	Annual/Actuals (£)	Central Invoiced (£)	Estimated Future Income or Expenditure (£)	Forecast (£)	Forecast Variance (£)	Notes
Fenilton Premises Staff	Federation Premises Staff Total	-	186	2,201	-	-	2,387	2,387	
Fenilton Premises Staff Total		-	186	2,201	-	-	2,387	2,387	
G122 FSU Expenditure	G122 Fenilton FSU Curriculum	2,000	780	953	-	-	1,734	(266)	
G122 FSU Expenditure	Total	2,000	780	953	-	-	1,734	(266)	
G122 FSU Expenditure	G122 Fenilton FSU Premises	10,000	-	5	-	10,000	10,005	5	
G122 FSU Expenditure	Costs Total	10,000	-	5	-	10,000	10,005	5	
G122 FSU Expenditure	G122 Fenilton FSU Staffing costs	69,900	6,984	85,359	-	-	92,342	22,442	
G122 FSU Expenditure	Total	800	-	290	-	-	290	(510)	
G122 FSU Expenditure	G122 Tipton FSU Curriculum	800	52	435	206	-	693	(107)	
G122 FSU Expenditure	Total	800	52	435	206	-	693	(107)	
G122 FSU Expenditure	G122 Tipton FSU Staffing Costs	137	-	671	-	-	671	534	
G122 FSU Expenditure Total		83,637	7,817	87,713	206	10,000	105,735	22,098	
G122 FSU Income	G122 Fenilton FSU Income	(86,000)	-	(73,624)	-	(26,240)	(99,864)	(13,864)	
G122 FSU Income	Funded Total	(86,000)	-	(73,624)	-	(26,240)	(99,864)	(13,864)	
G122 FSU Income	G122 Fenilton FSU Income Paid	-	-	(4,174)	-	(1,897)	(6,011)	(6,011)	
G122 FSU Income	Total	(86,000)	-	(73,624)	-	(26,240)	(99,864)	(13,864)	
G122 FSU Income	G122 Tipton FSU Income Funded	(18,000)	-	(11,623)	-	(3,541)	(15,164)	2,836	
G122 FSU Income	Total	(18,000)	-	(11,623)	-	(3,541)	(15,164)	2,836	
G122 FSU Income	G122 Tipton FSU Income Paid	-	-	(3,189)	-	(240)	(3,439)	(3,439)	
G122 FSU Income Total	Total	(104,000)	-	(92,620)	-	(31,858)	(124,478)	(20,478)	
Grand Total	Grand Total	(20,363)	8,003	(2,706)	206	(21,858)	(16,355)	4,006	

The Otter Valley Federation - Budget Dashboard

Scenario: Otter Valley Federation

Date: 24/03/2026



Forecast Balances	2026-27	2027-28	2028-29	2029-30	2030-31
In Year Surplus / (Deficit)	(87,202)	(219,320)	(325,997)	(428,778)	(461,169)
Surplus / (Deficit) Brought Forward	359,433	272,231	52,911	(273,086)	(701,864)
Cumulative Surplus / (Deficit) Carried Forward	272,231	52,911	(273,086)	(701,864)	(1,163,032)
Revenue CFwd as a % of Budget Share	18	4	(21)	(56)	(91)

School Name: Otter Valley federation
 School Number: 3312
 Fund Number: 1
 Fund Name: School Budget Share
 Date: 17/03/2026
 Budget Name: -

Opening (Surplus)/Deficit: (342,681)

In Year (Surplus)/Deficit: (16,751)

Closing (Surplus)/Deficit: (359,433)

Cost Centre Group	Cost Centre Description	Annual Budget (£)	Commitments (£)	Annual Actuals (£)	Central Invoiced (£)	Estimated Future Income or Expenditure (£)	Forecast (£)	Forecast Variance (£)
001 Federation Income								
001 Federation Income	Federation SBS Income Total	(1,820,076)	-	(1,837,103)	-	-	(1,837,103)	(17,027)
001 Federation Income	Feniton Pupil Premium inc Total	(46,050)	-	(47,565)	-	-	(47,565)	(1,515)
001 Federation Income	Feniton Sports Premium Total	(18,020)	-	(16,540)	-	-	(16,540)	1,480
001 Federation Income	Tipton Pupil Premium Income							
001 Federation Income	Total	(15,035)	-	(16,550)	-	-	(16,550)	(1,515)
001 Federation Income	Tipton sports Premium Total	(16,810)	-	(15,330)	-	-	(15,330)	1,480
001 Federation Income Total		(1,915,991)	-	(1,933,088)	-	-	(1,933,088)	(17,097)
002 Federation Other income								
002 Federation Other income	Feniton Catering Income Total	(102,371)	-	(97,190)	-	(9,100)	(106,290)	(3,919)
002 Federation Other income	Feniton PTA Total			3,681			3,681	3,681
002 Federation Other income	G120 Recharge income from							
002 Federation Other income	G121 Total	(5,000)	-	-	-	(5,000)	(5,000)	-
002 Federation Other income	G120 Recharge from G122 FSU							
002 Federation Other income	FEN Total	(10,000)	-	-	-	(10,000)	(10,000)	-
002 Federation Other income	Tipton Catering Income Total	(19,924)	-	(22,514)	-	-	(22,514)	(2,590)
002 Federation Other income	Tipton PTA Total			17			17	17
002 Federation Other income Total		(137,295)	-	(116,006)	-	(24,100)	(140,106)	(2,811)
Crossing Patrol								
Crossing Patrol	Feniton Crossing Patrol Total	5,000	-	1,708	-	3,292	5,000	(0)
Crossing Patrol Total		5,000	-	1,708	-	3,292	5,000	(0)
Federation Admin Staff								
Federation Admin Staff	Federation Admin Staff Total	102,527	8,453	93,722	-	-	102,175	(352)
Federation Admin Staff Total		102,527	8,453	93,722	-	-	102,175	(352)
Federation Assessment								
Federation Assessment	Federation Assessment Total	2,500	-	1,235	-	-	1,235	(1,265)
Federation Assessment Total		2,500	-	1,235	-	-	1,235	(1,265)
Federation Broadband								
Federation Broadband	Federation Broadband Total	3,200	-	2,345	-	-	2,345	(855)
Federation Broadband Total		3,200	-	2,345	-	-	2,345	(855)
Federation Catering Staff								
Federation Catering Staff	Federation Catering Staff Total	74,930	5,283	62,576	-	970	68,829	(6,101)
Federation Catering Staff Total		74,930	5,283	62,576	-	970	68,829	(6,101)
Federation Cleaning Costs								
Federation Cleaning Costs	Federation Cleaning Costs Total	6,250	-	5,319	-	250	5,569	(681)

Federation Cleaning Costs								
Total		6,250	-	5,319	-	250	5,569	(681)
Federation CPD Governors								
Federation CPD Governors	CPD Governors Total	500	-	363	-	-	363	(137)
Federation CPD Governors								
Total		500	-	363	-	-	363	(137)
Federation CPD Staff								
Federation CPD Staff	CPD Staff Total	8,500	945	4,021	-	-	4,966	(3,534)
Federation CPD Staff Total		8,500	945	4,021	-	-	4,966	(3,534)
Federation Curriculum Support								
Federation Curriculum Support	Federation curriculum support Total	17,000	-	16,575	560	-	17,135	135
Federation Curriculum Support Total		17,000	-	16,575	560	-	17,135	135
Federation De Delegated								
Federation De Delegated	Federation Dedelegated Total	27,888	-	27,889	-	-	27,889	1
Federation De Delegated Total		27,888	-	27,889	-	-	27,889	1
Federation Grounds Maintenance								
Federation Grounds Maintenance	Federation grounds Maintenance Total	1,700	-	1,323	-	250	1,573	(128)
Federation Grounds Maintenance Total		1,700	-	1,323	-	250	1,573	(128)
Federation IT								
Federation IT	Federation IT Total	25,000	166	22,775	-	-	22,931	(2,069)
Federation IT Total		25,000	166	22,775	-	-	22,931	(2,069)
Federation Office Costs								
Federation Office Costs	Federation Office Costs Total	3,000	-	2,393	53	-	2,446	(554)
Federation Office Costs Total		3,000	-	2,393	53	-	2,446	(554)
Federation Other Staff Costs								
Federation Other Staff Costs	Federation Other Staff Costs Total	4,500	-	2,370	-	-	2,370	(2,130)
Federation Other Staff Costs Total		4,500	-	2,370	-	-	2,370	(2,130)
Federation SEN								
Federation SEN	Federation SEN Total	500	140	589	-	-	729	229
Federation SEN Total		500	140	589	-	-	729	229
Federation Services & Expendi								
Federation Services & Expendi	Federation Services & Expenditur Total	71,500	660	59,831	-	-	60,491	(11,009)
Federation Services & Expendi Total		71,500	660	59,831	-	-	60,491	(11,009)
Feniton Catering Expenditure								
Feniton Catering Expenditure	Federation Catering Expenditure Total	68,000	-	64,979	3,693	5,000	73,672	5,672
Feniton Catering Expenditure Total		68,000	-	64,979	3,693	5,000	73,672	5,672
Feniton Curriculum Developmen								
Feniton Curriculum Developmen	Feniton Curriculum Development Total	3,500	76	3,572	11	-	3,659	159
Feniton Curriculum Developmen Total		3,500	76	3,572	11	-	3,659	159
Feniton Educational Visits								

Feniton Educational Visits	Feniton Educational Visits Total	500	835	581	280	-	1,696	1,196
Feniton Educational Visits Total		500	835	581	280	-	1,696	1,196
Feniton Mealtime Assistants								
Feniton Mealtime Assistants	Feniton Mealtime Assistants Total	28,470	3,186	32,225	-	-	35,410	6,940
Feniton Mealtime Assistants Total		28,470	3,186	32,225	-	-	35,410	6,940
Feniton Photocopier Costs								
Feniton Photocopier Costs	Feniton Photocopier Costs Total	5,000	-	4,490	50	400	4,939	(61)
Feniton Photocopier Costs Total		5,000	-	4,490	50	400	4,939	(61)
Feniton Premises Staff								
Feniton Premises Staff	Federation Premises Staff Total	46,064	3,655	42,397	-	-	46,052	(12)
Feniton Premises Staff Total		46,064	3,655	42,397	-	-	46,052	(12)
Feniton Pupil Premium Expenditur								
Feniton Pupil Premium Expenditur	Feniton Pupil Premium Expenditu Total	9,000	-	9,497	-	-	9,497	497
Feniton Pupll Premium Expenditur Total		9,000	-	9,497	-	-	9,497	497
Feniton Rates and Rents								
Feniton Rates and Rents	Feniton Rates and Rents Total	5,200	-	4,717	300	-	5,017	(183)
Feniton Rates and Rents Total		5,200	-	4,717	300	-	5,017	(183)
Feniton Repairs & Improvement								
Feniton Repairs & Improvement	Feniton Repairs and Improvement Total	16,500	6,306	9,109	155	-	15,570	(930)
Feniton Repairs & Improvement Total		16,500	6,306	9,109	155	-	15,570	(930)
Feniton Residential Visits								
Feniton Residential Visits	Feniton Residential Visits Total	1,000	-	2,414	-	-	2,414	1,414
Feniton Residential Visits Total		1,000	-	2,414	-	-	2,414	1,414
Feniton Sports Premium Expenditu								
Feniton Sports Premium Expenditu	Feniton Sports Premium Exp Total	11,000	-	8,357	70	-	8,427	(2,573)
Feniton Sports Premium Expenditu Total		11,000	-	8,357	70	-	8,427	(2,573)
Feniton Stock								
Feniton Stock	Feniton Stock Total	4,500	141	4,055	83	-	4,279	(221)
Feniton Stock Total		4,500	141	4,055	83	-	4,279	(221)
Feniton Supply								
Feniton Supply	Feniton Supply Costs Total	9,000	-	9,171	-	1,625	10,796	1,796
Feniton Supply Total		9,000	-	9,171	-	1,625	10,796	1,796
Feniton Teachers								
Feniton Teachers	Feniton Teachers Total	810,311	79,316	782,723	-	-	862,039	51,728
Feniton Teachers Total		810,311	79,316	782,723	-	-	862,039	51,728
Feniton Teaching Assistants								
Feniton Teaching Assistants	Feniton Teaching Assistants Total	226,176	22,564	244,115	-	800	267,480	41,304
Feniton Teaching Assistants Total		226,176	22,564	244,115	-	800	267,480	41,304
Feniton Utilities								
Feniton Utilities	Feniton Utilities Total	30,700	-	18,075	358	3,310	21,743	(8,957)
Feniton Utilities Total		30,700	-	18,075	358	3,310	21,743	(8,957)

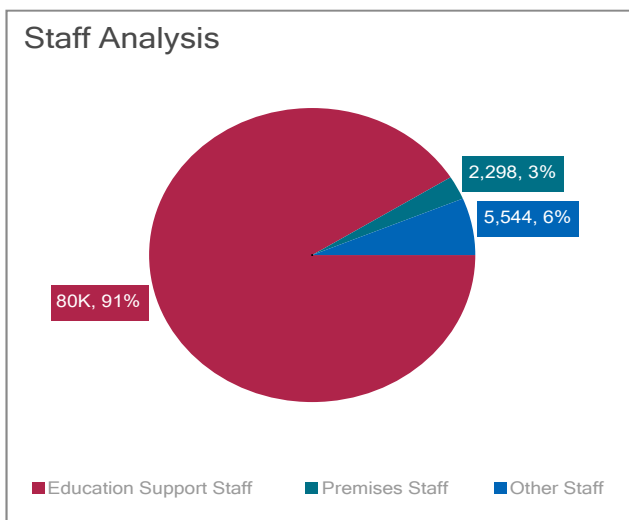
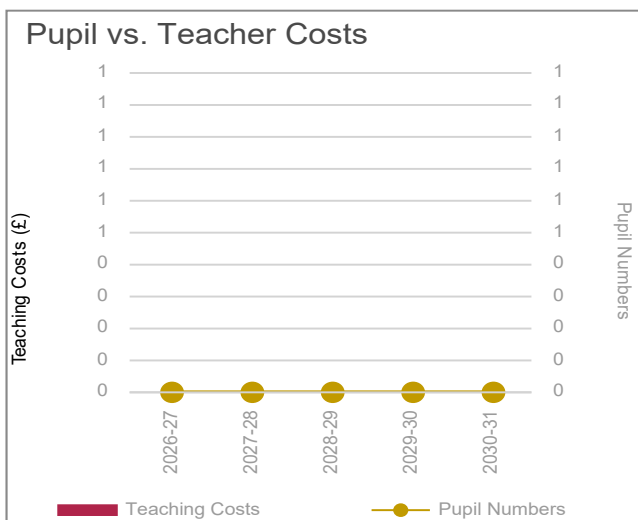
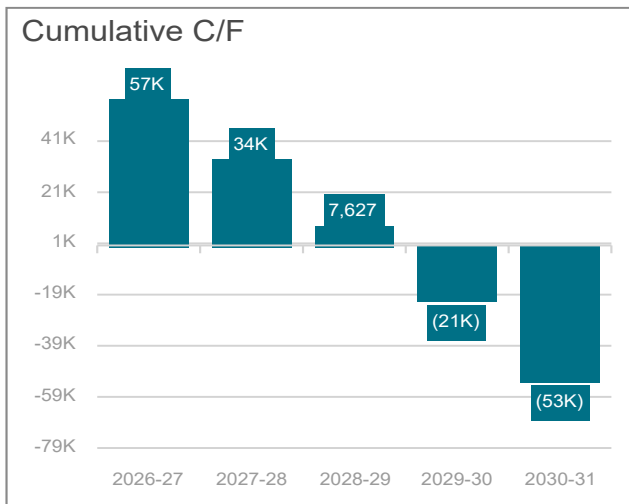
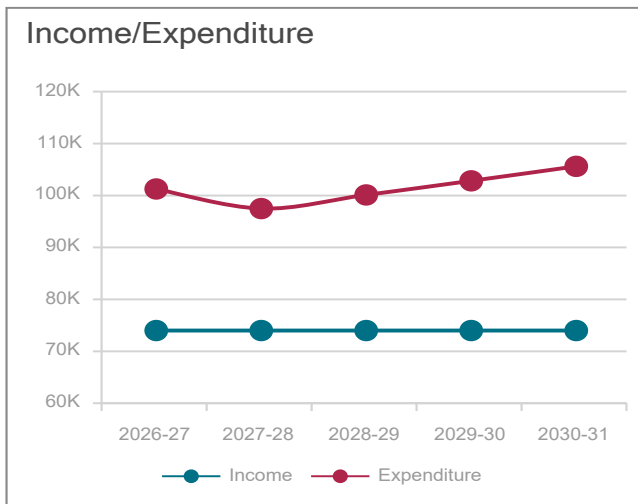
Governors Contributions								
Governors Contributions	Federation Governors' Contributions							
Governors Contributions	Total	10,000	5,317	8,027	-	-	13,344	3,344
Governors Contributions Total		10,000	5,317	8,027	-	-	13,344	3,344
Headteachers Fund								
Headteachers Fund	Federation Headteacher's Fund							
Headteachers Fund	Total	2,000	-	(868)	-	-	(868)	(2,868)
Headteachers Fund Total		2,000	-	(868)	-	-	(868)	(2,868)
HNB								
HNB	HNB Feniton Total	(40,351)	-	(49,774)	-	(4,427)	(54,201)	(13,850)
HNB	HNB Tipton Total	(65,390)	-	(93,806)	2,570	(4,696)	(95,932)	(30,542)
HNB Total		(105,741)	-	(143,580)	2,570	(9,123)	(150,133)	(44,392)
Tipton Curriculum Development								
Tipton Curriculum Development	Tipton Curriculum Development							
Tipton Curriculum Development	Total	2,500	4	1,721	315	-	2,041	(459)
Tipton Curriculum Development Total		2,500	4	1,721	315	-	2,041	(459)
Tipton Educational Visits								
Tipton Educational Visits	Tipton Educational Visits Total	200	-	79	420	-	499	299
Tipton Educational Visits Total		200	-	79	420	-	499	299
Tipton Mealtime Assistants								
Tipton Mealtime Assistants	Tipton Mealtime Assistants Total	28,433	736	12,760	-	-	13,496	(14,937)
Tipton Mealtime Assistants Total		28,433	736	12,760	-	-	13,496	(14,937)
Tipton Photocopier Costs								
Tipton Photocopier Costs	Tipton Photocopier Costs Total	2,500	-	2,337	50	100	2,487	(13)
Tipton Photocopier Costs Total		2,500	-	2,337	50	100	2,487	(13)
Tipton Pupil Premium Expenditure								
Tipton Pupil Premium Expenditure	Tipton Pupil Premium Expenditure Total	6,000	-	5,151	-	670	5,821	(179)
Tipton Pupil Premium Expenditure Total		6,000	-	5,151	-	670	5,821	(179)
Tipton Rates and Rents								
Tipton Rates and Rents	Tipton Rates and Rents Total	11,200	-	9,162	732	732	10,626	(574)
Tipton Rates and Rents Total		11,200	-	9,162	732	732	10,626	(574)
Tipton Repairs and Improvements								
Tipton Repairs and Improvements	Tipton Repairs and Improvements Total	6,000	1,389	4,655	114	-	6,158	158
Tipton Repairs and Improvements Total		6,000	1,389	4,655	114	-	6,158	158
Tipton Residential Visits								
Tipton Residential Visits	Tipton Residential Visits Total	500	-	1,459	-	-	1,459	959
Tipton Residential Visits Total		500	-	1,459	-	-	1,459	959
Tipton Sports Premium Expenditure								
Tipton Sports Premium Expenditure	Tipton Sports Premium Expenditure Total	9,000	95	7,983	780	240	9,098	98
Tipton Sports Premium Expenditure Total		9,000	95	7,983	780	240	9,098	98
Tipton Stock								
Tipton Stock	Tipton Stock Total	2,250	-	1,855	86	-	1,941	(309)
Tipton Stock Total		2,250	-	1,855	86	-	1,941	(309)

Tipton Supply								
Tipton Supply	Tipton Supply Costs Total	9,000	-	8,509	-	1,000	9,509	509
Tipton Supply Total		9,000	-	8,509	-	1,000	9,509	509
Tipton Teachers								
Tipton Teachers	Tipton Teachers Total	335,749	16,962	265,865	-	-	282,826	(52,923)
Tipton Teachers Total		335,749	16,962	265,865	-	-	282,826	(52,923)
Tipton Teaching Assistants								
Tipton Teaching Assistants	Tipton Teaching Assistants Total	180,288	8,814	131,550	-	300	140,664	(39,624)
Tipton Teaching Assistants Total		180,288	8,814	131,550	-	300	140,664	(39,624)
Tipton Utilities								
Tipton Utilities	Tipton Utilities Total	10,600	-	6,864	1,025	850	8,739	(1,861)
Tipton Utilities Total		10,600	-	6,864	1,025	850	8,739	(1,861)
Grand Total	Grand Total	86,609	166,031	(180,036)	11,705	(13,434)	(16,751)	(105,660)

The Otter Valley Federation - Budget Dashboard

Scenario: Preschool

Date: 24/03/2026



Forecast Balances	2026-27	2027-28	2028-29	2029-30	2030-31
In Year Surplus / (Deficit)	(27,267)	(23,498)	(26,123)	(28,827)	(31,612)
Surplus / (Deficit) Brought Forward	84,515	57,248	33,750	7,627	(21,200)
Cumulative Surplus / (Deficit) Carried Forward	57,248	33,750	7,627	(21,200)	(52,811)
Revenue CFwd as a % of Budget Share	0	0	0	0	0

Otter Valley Federation
Personnel Lead Portfolio Governor Spring Report 2026

Believing & Achieving Together to be the Best We Can Be

Name of Governor/s	Portfolio/s	Type of event: FGB Termly report; monitoring; fact finding; planning.	Date of meeting / visit
Daphne Sherwood	Personnel	Termly report	17th March 2026
Key personnel consulted / present:	Amanda Fulford		
Statutory Lead Roles duties covered: <i>(from annual cycle of business)</i>	<ul style="list-style-type: none"> • Review current staffing structure & staffing needs for the next financial year • Monitor staff absence • Ensure that the school has appropriate policies in place related to the conduct of staff. Monitor that the school’s approved policies and procedures are followed by staff. • Review of working conditions and wellbeing of staff. • Complete and evaluate responses to the annual staff survey and identify areas where action may be needed to address any concerns raised. • Policy Check <p>Recruitment: 1 new cleaner has joined Feniton and settled well. 1 new MTA has joined Feniton and settled well.</p> <p>Currently no vacancies.</p> <p>1 TA has requested a reduction of hours at TSJ.</p> <p>The requirements for Safer Recruitment are in place.</p> <p>The Business Manager has confirmed that there is an up-to-date single central record of recruitment and vetting checks held in school, which is regularly checked for accuracy by the Safeguarding Lead Governor. Last checked by M Humphries on 10/3/26.</p> <p>Our federation is continuing to support new teachers entering their careers to childcare and teaching. We have two Exeter College trainees working in our EYFS at TSJ and a regular flow of trainee teachers working on placement at Feniton.</p> <p>Staff Absence: Staff absence has been better in the spring term than the autumn term and levels of absence improved on the last 2 years.</p> <p>Staff Appraisal / Professional Growth: Mid year reviews are in the process of being completed.</p>		

The Executive Head Performance Management Mid-Year Review has been completed by Daphne Sherwood and Jamie Lawrence.

Staffing Structures for 2026/2027:

Mr McKenzie's fixed term contract will be coming to an end at the end of this academic year due to the forecasted reduction in pupil numbers. Mrs Olim and Mrs Crawford will be based at TSJ from September 2026.

4 teaching assistants have fixed term contracts which end in August 2026 and these are currently under review to determine whether we can afford to renew their contracts.

Staff Training:

A comprehensive CPD planner is being implemented by the Heads of Schools. Staff have been introduced to Zones of Regulation which is a part of our mental health plan and is already having a positive impact on pupil and staff wellbeing. This has been monitored by staff and Mark Humphries on 10th March 2026.

Curriculum Action Teams are focusing on improvements in Writing, Maths, Geography and French.

SMT are planning to restructure the CATs in the summer term. When the teams were established a few years ago they were organised with subject leaders working in teams to take advantage of their subject specialisms. This has become less focused in the last couple of years and as a result leadership capacity within the CAT and across subjects has been less. The SMT are currently surveying the staff to establish a clear understanding of what they would like to lead and in the summer new subject domain teams will be established ready for a relaunch in September.

January Inset – AI training provided by Computeam.

A new Curriculum, Teaching & Learning Policy has been adopted and is being referred to in staff meeting training to further build consistency and high expectations.

SMT have met with the SMT of Fort Federation to begin to discuss opportunities for working together in the future and have discussed key issues such as assessment of SEND and Inclusion practices.

School are funding one TA at Feniton to complete Early Years NVQ3 which is on track. Pete Button is on track to complete his NPQ SEND in the summer term. Y6 teacher Mrs Critcher has postponed starting her NPQ SEND.

Ms Mansfield new Head of School has been fully inducted into her role.

Staff Wellbeing & Working Conditions:

Staff at both schools continue to manage a high level of SEND and this term we have supported staff with training using a new online portal with training materials – SEND Station which staff are enjoying. SMT are also continuing with their monitoring activities to ensure that there is ambition for all pupils, including the most able. Activities have included a book scrutiny and a closer look at medium term planning and teachers have received feedback. In staff meetings

	<p>areas for development have been addressed including how we show we are meeting the needs of all pupils through medium term planning and our expectations for marking.</p> <p>The flood at TSJ in January has placed staff under additional pressures and although they have coped extremely well, the disruption of moving classes and managing children who are unsettled in new spaces is significant and does impact on the time we can dedicate to school improvement, as we prioritise the wellbeing of staff and children.</p> <p>Teaching staff are being surveyed this term to gauge their interest in leading a new subject area.</p> <p>Further surveys will be sent out to staff/ pupils and parents in the summer term.</p>	
Policies allocated to Staffing Lead Governor	Policies: <ul style="list-style-type: none"> • Staff Capability Policy (Statutory) - Review Spr 2027 • Staff Discipline Policy (Statutory) (To be ratified by the FGB) - Review Spr 2028 • Staff Grievance Policy (Statutory) (To be ratified by the FGB) – Review Sum 2028 • Pay Policy (Statutory) (To be ratified by the FGB) – Review Aut 2026 • Teachers’ Appraisal Policy (Statutory in maintained schools) – Review Aut 2026 • Whistleblowing Policy (Statutory) – Review Aut 2026 • Central record of recruitment and vetting (DBS) checks – up to date • Contract of Employment for each member of staff – up to date 	
Recommendations for the FGB linked to statutory requirements:	<p style="text-align: center;">None</p>	
Next step(s) / action points:	Finalising staffing structures	
Date of next visit/meeting:	<p>July 2026</p>	Actions to be completed by (personnel & date):
Items from this report to be reviewed at the next visit / meeting:	<ul style="list-style-type: none"> • Pay Policy (Statutory) (To be ratified by the FGB) – Review Aut 2026 • Teachers’ Appraisal Policy (Statutory in maintained schools) – Review Aut 2026 • Whistleblowing Policy (Statutory) – Review Aut 2026 	
Additional notes (to include reflections on how visit / meeting has benefited pupils and contributed to the Christian Distinctiveness of the schools):		

The schools financial value standard (SFVS) helps to provide schools with assurance that they are meeting the basic standards necessary to achieve a good level of financial health and resource management.

The SFVS checklist asks a number of questions of governing bodies in six areas of resource management to provide assurance that the school is managing its resources effectively. This can be used to identify possible areas for change to ensure that resources are being used to support high-quality teaching and the best education outcomes for pupils.

The checklist was formerly part of a tool that also contained a dashboard. This is now available on the schools financial benchmarking website. It shows how a school's data compares to thresholds on a range of statistics that have been identified as indicators for good resource management and outcomes, which will help you to complete your checklist.

Introduction to the schools financial value standard (SFVS) checklist

Summary of agreed action and timetable for reporting back:

Outcome of schools financial value standard (SFVS)

Signature: (Chair of governing body / management committee)	Click or tap here to enter text.
Full name of signatory:	Sarah Walls – Chair of the Governing Board – Otter Valley Federation
Date SFVS agreed by full governing body / management committee:	30/03/2026
Date SFVS submitted to local authority for review:	31/03/2026

The schools financial value standard (SFVS) helps to provide schools with assurance that they are meeting the basic standards necessary to achieve a good level of financial health and resource management.

The SFVS checklist asks a number of questions of governing bodies in six areas of resource management to provide assurance that the school is managing its resources effectively. This can be used to identify possible areas for change to ensure that resources are being used to support high-quality teaching and the best education outcomes for pupils.

The checklist was formerly part of a tool that also contained a dashboard. This is now available on the schools financial benchmarking website. It shows how a school's data compares to thresholds on a range of statistics that have been identified as indicators for good resource management and outcomes, which will help you to complete your checklist.

Schools financial value standard (SFVS) checklist

School name:	Otter Valley Federation
School LAEstab number:	8783312

Answer

Comments, evidence and proposed actions

A. Financial Management and Governance

1	Does the governing body have adequate and up-to-date financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money? Is there a plan in place to address any gaps?	Q1 guidance	Yes	The lead Governor for finance is experienced in dealing with accounts on a day to day basis. There is also reasonable financial awareness amongst the rest of the governing body. The Federation Business Manager and Executive Headteacher have completed the budget which is then challenged by the lead Governor, and then subsequently the entire governing board.
2	Does the governing body have a finance committee, or equivalent, with clear terms of reference and a knowledgeable and experienced chair?	Q2 guidance	Yes	Since Sept 2017 the OVF governors have met as a Full board without committees. Each Governor holds a lead role covering a key aspect of our responsibility and reports directly to the Full Board. Terms of reference have been developed for each lead role and were approved by the FGB on 08.09.2025. These identify those aspects

				that are delegated to the Lead Governor and the statutory responsibilities for which recommendations must be made to the Board for decision. The TOR include the annual cycle of business for the role and a list of policies and documentation that need to be reviewed. Governors meet once a term with the Executive Headteacher and Federation Business Manager. The SMT also have regular meetings with an external Finance Officer
3	Does the governing body receive clear and concise monitoring reports of the school's budget position at least 6 times a year?	Q3 guidance	Yes	<p>Monitoring report received and analysed by Finance Lead Governor. The Federation Business Manager, finance lead governors and Exec Head meet ahead of second FGB meeting of each term to discuss in detail and identify any issues and actions being taken. These discussions are summarised in the Finance Lead Governor report and the pdf is distributed as one of the FGB documents and the FGB have the opportunity to ask additional question (see FGB minutes and Finance Lead Governor Reports).</p> <p>The terms of reference of the lead governor for Finance also includes monitoring the budget in the first half terms of each term. These budgets are prepared and sent to the Finance Lead Governor in accordance with the TOR.</p>
4	Are business interests of governing body members and staff properly registered and taken into account so as to avoid conflicts of interest?	Q4 guidance	Yes	See minutes of every FGB meeting and are reviewed and re-signed at the AGM each September.
5	Does the school have access to an adequate level of financial expertise, including when specialist finance staff are absent, for example, on sick leave?	Q5 guidance	Yes	There is mutual support within the federation, Local Learning Community Administrators groups, helping to back-up in the event of extended absence. Specialist finance support is purchased from DCC to support the OVF Admin Manager plus support with monitors, returns procedures, closing financial year

and setting next year.

B. Strategy

6	Does the school have a realistic, sustainable and flexible financial strategy in place for at least 3 years, based on realistic assumptions about future funding, pupil numbers and pressures?	Q6 guidance	Yes	See minutes of FGB meetings and lead governor reports. Each term there is a discussion with governors to review strategic outlook and assess the needs of the federation. Pupil numbers are regularly reviewed. The Federation has a realistic, sustainable and flexible strategy for the next 3 years.
7	Does the school take an integrated approach to curriculum and financial planning?	Q7 guidance	Yes	The Governors identify the priorities for the next year and the Executive Head then takes these into the budget which is scrutinised by Finance Lead Governor who recommends to FGB for approval.
8	Does the school have an appropriate business continuity or disaster recovery plan, including an up-to-date asset register and adequate insurance?	Q8 guidance	Yes	<p>Both schools have emergency plans and business continuity plans:</p> <ul style="list-style-type: none"> • for school trips • for reporting of accidents involving children or adults • snow closure plan • in event of loss of utilities children would be sent home as for snow closure until problem rectified. • supply teaching in event of temporary loss of teaching staff • pandemic has been dealt with in accordance with guidance from health authority <p>TSJ has emergency plan for:</p> <ul style="list-style-type: none"> • flooding of lower site or road between

				<p>schools both in and out of school hours</p> <p>Flood of TSJ lower school site at the end of January 2026 is currently being dealt with until lower site can be re-opened with support from community on use of village hall and church, enabling school to function over February & March 2026. YS2 has been housed in the village hall for approximately 2 months.</p> <p>DCC and Diocese would be looked to for assistance if major loss of premises occurred beyond ability of local community to cope.</p> <p>Asset register in place covers all equipment and contents. Diocese deals with premises. Register reviewed annually by Executive Head.</p> <p>Insurance in place and reviewed annually. Includes business interruption cover following</p> <p>It is part of terms of reference of Finance Lead governor to Review School Emergency Plan and Business Continuity Plan in conjunction with Executive Headteacher and make changes as appropriate</p>
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C. Setting the annual budget

9	Does the school set a well-informed and balanced 3-year budget and has this been submitted to the local authority?	Q9 guidance	Yes	See plans and budgets for last three years and action taken. See FGB minutes for approval of annual budget - budget will be approved for this year at the FBG on 30 th March 2026
10	Does the budget setting process allow sufficient time for the governing body to scrutinise and challenge the information provided?	Q10 guidance	Yes	The planning of the budget is incorporated as part of the annual cycle of business and work on developing the draft budget begins in January. At the meeting in February there is agreement on the

					strategic aim prior to the review and approval of the draft budget at the March FGB meeting. The draft budget is circulated prior to the FGB meeting in March to allow time for consideration.
11	Is the school realistic in its pupil number projections and can it move quickly to recast the budget if the projections and the reality are materially different?	Q11 guidance		Yes	Pupil numbers and predicted admissions are tracked throughout the academic year. Finance FGB Meeting held in November can reforecast budget and resource allocation should admissions numbers fall below those predicted.
12	Is end year outturn in line with budget projections, or if not, is the governing body alerted to significant variations in a timely manner, and do they result from explicitly planned changes or from genuinely unforeseeable circumstances?	Q12 guidance		Yes	Finance Governor leads scrutiny of Monitor, reporting expected outturn and variances at second FGB every term. Action taken where a significant deviation from budget occurs and any ongoing impact adjusted in next three year plan.
13	Are balances at a reasonable level and does the school have a clear plan for using the money it plans to hold in balance at the end of each year?	Q13 guidance		Yes	Finance lead reviews projected balance in budget monitor discussions each term. Use of balance is evidenced in five year budget.

D. Staffing

14	Does the school review its staffing structure regularly to ensure it is the best structure to meet the needs of the school whilst maintaining financial integrity?	Q14 guidance		Yes	See TOR Staffing lead governor- part of annual cycle of Business spring and summer terms. Staff structure reviewed annually during formulation of budget (see FGB minutes) Additionally considered when any staff change / hand in their notice.
15	Has the use of professional independent advice informed part of the pay decision process in relation to the head teacher and is it tightly correlated to strong educational outcomes and sound financial management?	Q15 guidance		Yes	Executive Headteacher's Performance Management Committee with Terms Of Reference. Meet twice a year (start and end are in one meeting) and are supported by advisor from DCC.

16	Has the school published on its website the number of employees (if any) whose gross salary exceeded £100k?	Q16 guidance	Yes	There are no employees whose gross salary exceed £100k.
17	Does the school benchmark the size of its senior leadership team annually against that of similar schools?	Q17 guidance	Yes	Benchmarking carried out by the Executive Headteacher, Federation Administration manager and Finance Lead Governor in Autumn term to compare against similar schools. Benchmarking is carried out as part of the Annual Cycle of Business

E. Value for money

18	Does the school benchmark its income and expenditure and investigate further where any category appears to be out of line?	Q18 guidance	Yes	A benchmarking review was carried out in the Spring of 2025.
19	Has the school leadership team considered the results of the DfE benchmarking tools?	Q19 guidance	Yes	This has been discussed at FGB which has been feedback into school leadership planning and budget research
20	Does the school have procedures for purchasing goods and services that both meet legal requirements and secure value for money?	Q20 guidance	Yes	Federation follows DCC finance manual and its Finance policy. External specialist advice sought on new contracts.
21	Is the governing body given the opportunity to challenge the school's plans for replacing contracts for goods and services that are due to expire shortly?	Q21 guidance	Yes	Contracts and Service Level Agreements are reviewed as part of the budget setting process each year and this is included in the Annual Cycle of Business. Planned replacement or changes of contract or purchasing is discussed initially with the Lead Finance Governor prior to being taken to the FGB for approval as agreed by delegated responsibilities in the Terms of Reference and the Finance Policy
22	Does the school consider collaboration with others for example, on sharing staff or joint purchasing, where that would improve value for money?	Q22 guidance	Yes	OVF is part of Local Learning Community (LLC) which investigated joint purchasing potential. Federation between Feniton and TSJ provided opportunity for joint purchasing of school meals service. Federation keeps under review opportunities for sharing staff (SENCo,

					H&S Co-ord, Admin Support) and joint purchasing.
23	Does the school seek to use DfE approved frameworks, where applicable, to ensure procurement compliance and value for money?	Q23 guidance		Yes	A benchmarking review was carried out in the Autumn of 2024 and reported to the FGB. However, in the last few years there has been no high level expenditure which necessitates comparison against the DfE recommended national deals. In the event that high level expenditure was planned, a comparison would be undertaken.
24	Does the school maintain its premises and other assets to an adequate standard and make best use of capital monies for this purpose?	Q24 guidance		Yes	Annual physical inspection and update of asset management plan by diocesan surveyor. Asset management and use of DFC/LCVAP monitored by Finance and Premises Lead who monitor and recommends need for expenditure on premises. SDP contains plan for future maintenance of premises and other assets. The TSJ site is maintained to an adequate standard to maintain functionality until relocation which is an ongoing project

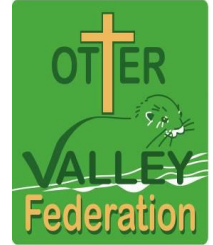
F. Protecting public money

25	Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body?	Q25 guidance		Yes	See latest audit report: Otter Valley Federation in 2025. Minimal actions required, all of which have been implemented.
26	Are there adequate arrangements in place to manage related party transactions and has a complete list of related party transactions been appended to the checklist document (see template for recording related party transactions)?	Q26 guidance		Yes.	Authorisation limits (see Finance policy) approved by FGB, circulated to staff and enforced by Executive Head. Two signatures on all cheques. No instances of fraud over last three years. Advice from diocesan surveyors in dealing with maintenance contractors. Business interests declared at all FGB and committee meetings Federation had an audit in Autumn 2025

					as part of Devon Audit Partnership review
27	Are there adequate arrangements in place to guard against fraud and theft by staff, contractors and suppliers?	Q27 guidance		Yes	<p>Authorisation limits (see Finance policy) approved by FGB, circulated to staff and enforced by Executive Head. Two signatures on all cheques. No instances of fraud over last three years. Advice from diocesan surveyors in dealing with maintenance contractors. Business interests declared at all FGB and committee meetings</p> <p>Federation had an audit in Autumn 2025 as part of Devon Audit Partnership review</p>
28	Are all staff aware of the school's whistleblowing arrangements and to whom they should report concerns?	Q28 guidance		Yes	<p>OVF Federation - policy is emailed to all staff on a yearly basis it is also available to all staff on school network and website, copies also available from the office. Policy reviewed November 2025.</p>
29	Does the school have an accounting system that is adequate and properly run and delivers accurate reports, including the consistent financial reporting return?	Q29 guidance		Yes	<p>School uses standard accounting system and has migrated to using BromCom financial software under the guidance and recommendation of DCC. It produces financial reports as required by DCC. See earlier on budget monitoring.</p>
30	Does the school have adequate arrangements for audit of voluntary funds?	Q30 guidance		Yes	<p>Annual cycle of business includes yearly external audit of account. Clerk prepares the accounts for audit with oversight from the Finance Lead Governor</p>

Safeguarding Lead Portfolio Governor Spring Report 2026

Believing & Achieving Together to be the Best We Can Be



Name of Governor/s	Portfolio/s	Type of event: FGB Termly report; monitoring; fact finding; planning.	Date of meeting / visit
Mark HUMPHRIES	Safeguarding Lead Governor	FGB Spring 2026 Monday 30th March	Tuesday 10 th March 2026, Tipton St John + Feniton Primary Schools (Report completed Tuesday 17 th March 2026)
Key personnel consulted / present:	Amanda FULFORD (Exec Head, OVF), Mark HUMPHRIES (Lead Governor Safeguarding), Nikki MEYER (Federation Administrator)		
Statutory Lead Roles duties covered: (from annual cycle of business)	<p>Annual Cycle of Business for Lead Safeguarding Governor(s)</p> <p>Spring 2 (FGB Monday 30th March 2026)</p> <ol style="list-style-type: none"> 1. Scrutiny of Termly Safeguarding Collection Sheet 2. Monitor Action Plan Staff and Pupil Talk to monitor and evaluate the school's application of the agreed child protection policy and procedures, including the staff behaviour policy/code of conduct. 3. Receive annual report from designated teacher for looked after children 4. Review road safety 5. Ensure Single Central Record and vetting checks up to date 6. To monitor the staff training requirements for all staff and volunteers, including the Headteacher and ensure these meet statutory requirements. Check that all staff receive information on induction about the school's safeguarding arrangements, staff behaviour policy or code of conduct and the role of the DSL. 7. Ensure DSL training is up to date 8. To monitor and evaluate the school's effective application of the online safety policy. 9. To ensure that the school follows all current online safety advice and keeps the children and staff safe. 10. To support the school in encouraging parents and the wider community to become engaged in online safety activities. <p>Carried over from Autumn 2025 – due to DCC deferred publication</p> <p>3. Complete and Return Annual Safeguarding Audit (S175) with DSL and agree Action Plan.</p>		

	<p>Policies allocated to Lead Safeguarding Governor (TOR)</p> <p>Low Level Concern Policy (new policy) Code Conduct Policy (review)</p> <p>Road Safety Policy (review)</p>
<p>SDP priorities covered:</p>	<p><u>Scrutiny of Termly Safeguarding Collection Sheet: (1. ACB)</u> <u>Receive annual report from designated teacher for looked after children (3.ACB)</u></p> <p><u>Safeguarding Data Collection: (1.ACB)</u> Exec Head reported as at 10th March 2026</p> <p>The report covered topic areas which have been discussed: 'Childrens Front Door' (Referrals/Enquiries), Child protection, Child in Need, Children in Care/Adopted from care, Early Help (Right for Children), Part-time (Flexible) Timetables, Exclusions, Bullying incidents, Behavioural Care Plans, Attendance, Education Welfare Officer contact, My Concern (replaces Safeguard my School <i>formerly Purple Forms</i>), Positive Handling, Allegations against staff, PPN's (<i>*reports from police</i>), Encompass Reports, Safeguarding Incidents (<i>reportable</i>);</p> <p><u>Report for looked after Children (by exception): (3. ACB)</u></p> <p>Autumn 25 Dec - A rare data breach was recorded at Feniton Primary School – it was identified that two children Individual Education Plan, were placed in incorrect envelope for the parents. Parents if child one immediately notified FPS. Second family returned unopened envelope Actions - email was sent to all staff explaining that this document should be emailed home and paper copies not sent. Reported to Data Protection Officer – who responded (linked to 8/9/10/ACB) there is no further action that needs to be taken at this stage. <i>Parent(s) of the children – understand human error, and recorded/reported as appropriate. N Meyer is looking at options for sending reports via Bromcom from the summer term.</i></p> <p>Spring 26 Completed by each HoS up to end of Spring 1,</p> <p>No trends of concern to report.</p> <p>A low number of reports at TSJ, this is being monitored to ensure we are capturing data.</p> <p>Improved attendance at Feniton, this is related to support in place for vulnerable families, this has included staff attending a home address to ensure attendance. Partner agencies are engaged in the recording of this, and ongoing concerns.</p> <p>Spring 26</p> <p>My Concern: Why the change? This change is a system change by TES and will align with the current platform we are using.</p> <p>TES Safeguard My School data has been transferred to TES My Concern. Exec head has overseen the transfer of data and setting up new accounts for staff. System is Now live. (03 March)</p> <p>What's the impact? <i>So far it seems to be working for those who have reported a concern.</i></p>

Purple Forms made available as contingency where access issues identified
However due to transfer there is difficulty with the new provision to collate (figurative) results.

Remains under review, and it is hoped that greater detail will be available to report by Summer 2, when the process has been embedded, and transfer/teething issues resolved.
Exec Head reports, NO data has been lost, and safeguarding recording remains in place.

Need to monitor any ongoing costs implications.

Other available systems C-POMS – this is a much more expensive systems, which governors have historically previously investigated as an alternative provision for electronic recording.

Part-time Timetable:

Two children continue to be supported through a flexible timetable due to their health needs. This continues to be monitored and adapted throughout the year.

One other child attends Forest School one afternoon a week who now has an EHCP in place.

One child who is on roll at DCC request is accessing alternative provision and does not attend an OVF setting – all safeguarding and attendance responsibilities remain with the OVF and Mrs Hanna monitors both education provision, safeguarding and attendance – no concerns raised to date.

Suspensions/Exclusions:

There have been none reported Autumn 2025/Spring 2026

Behavioural issues:

Year Five at Tipton proving to be a challenge in the management of behaviour and engagement in learning, continual monitoring, SLT supporting interventions and staff team working extremely hard to maximise engagement and meet the needs of each individual pupil.

On Governor Monitoring visit (10th March 2026) the behaviours of one child, and interventions put in place were witnessed first hand. The child represents a potential risk of abscond from school, at both start of school when accompanied by parent(s), and also during school. Child was observed challenge boundaries scaling lower site fence, however has clear boundaries as did NOT progress onto roadway, or way from school. Since this observation SMT have met with parents and a risk assessment has been shared. Parents are supportive of school.

Child is subject to 'positive handling' as a result of potential to leave the school site, and the highly disruptive influence that they can have on the other pupils if left within the classroom environment.

The child is verbally challenging/boarding abusive towards authority, this is NOT OK, and should be acknowledged by FGB, and we must be mindful of potential for this to escalate to a physical response from child. Parent(s) are supportive of school actions in dealing with child.

Positive Handling:

A member of staff at TSJ has been trained in positive handling to particularly support the needs of one KS2 pupil.

1 positive handling report in this academic year. Parents informed.

Bullying:

No reports of bullying have been raised during this reporting period.

Attendance:

Attendance had dropped for several 'spotlight' pupils, during Autumn Term, there has been some improvement due to interventions, and continued monitoring, engagement with parents(s)/carers, and measure in place at schools to ensure we minimise EBSA.

(Emotionally Based School Avoidance) training completed 2025 by Head of School (LM) which will inform actions this year particularly focussing on removing the barriers to attending school.

Regular attendance meetings took place with families of children and strategies were put in place to support children.

Persistent absence at both schools continues to be below National. No OVF pupils with severe absence below 50%. In most cases absences are authorised due to illness but there is significant incidences of unauthorised absence amongst a number of individuals. OVF continues to follow Devon agreed policy on this.

Attendance penalty notices – 1 this year to date.

Reflections: (Spring 26)

A number of families/children continue being supported by the school, that are experiencing some challenging times, attendance has improved

Tipton St.John SLT and teachers continue to manage particularly difficult cohorts with additional need, requiring continued careful intervention and management

Road Safety: (4. ACB)

I have reviewed the Road Safety Policy (Sharepoint) this is NOT published on website – non statutory, there are no material changes since last review spring 2025 – recommend retained in present format.

Tipton St.John – (Parents Bulletin 30th January)

Parking A reminder please to park safely and sensibly and avoid the road below Willow steps (upper site). We had had several mornings where this has caused some problems for other road users. Please use the car park, or find another safer spot in the village. I do appreciate it is difficult especially at busy times, but hope you appreciate the safety of our children (and others) is more important!

We are expecting Highways to be painting Double Yellow Lines on the road outside Tipton St John school within this academic year, date TBC, and has likely been delayed by weather and other pressures on road improvements across the county.

Feniton

We have received approval from Diocese on capital funding projects for summer 2026 to add a footpath between the main gate and double gate

Complete and Return Annual Safeguarding Audit (S175) with DSL and agree Action Plan: (carried over Autumn 3. ACB)

S175 update

This year's Devon County Council S175/157 Safeguarding Audit 2026, was made available to DSLs at the start of the Spring term.

I can confirm I have reviewed the answers submitted and that these represent a true reflection on safeguarding practices within the OVF.

I can confirm this was completed/submitted electronically 20th January 2026.

**Action carried over (1) from Autumn 25*

Education Safeguarding Partner, Devon Education Services: Safeguarding Team; provided some really great feedback received (17 Feb 26) following Safeguarding Audit

- Robust safeguarding systems and practice: Your safeguarding files are well maintained, regularly audited, and clearly evidencing decisions, rationales and outcomes,

which is excellent practice.

- Strong understanding of safer recruitment and SCR requirements, which not only ensures compliance but also strengthens the school's overall safeguarding culture.

Safeguarding Action Plan (SAP) 2025/26:

The SAP has been commenced despite the S175 being delayed, this being the primary feeder document, along with locally identified actions, of which there are 16 to be completed before end of Summer (2) 2026, and they have been allocated lead responsible person, resources, and proposed date for completion

There are NO area's of concern **RAG Rated Red**
ie: Statutory responsibilities that would flag for Ofsted/DCC Devon Safeguarding

8 principle actions have already been completed, to include; **RAG Rated Green**
Introductory AI Training for staff (Completed)
In-vacuation Procedures (Emergency Plans)(Completed)
All DSL's have completed Level3 Safeguarding Refresher training (Completed)
Additionally training for DSLs on Devon Neglect Toolkit and GCP2 - *haven't needed to use this since we became aware in January 2025, so need a refresher.*

Graded Care Profile 2 (GCP2) helps professionals measure the quality of care provided by a parent or carer in meeting their child's needs. [Multi-agency child neglect guidance and toolkit for practitioners - Devon Safeguarding Children Partnership](#) (although actual links to actual tools not working)

3 principle actions are ongoing, to include; **RAG Rated Amber**
Implementation of Zones of Regulation to improve pupils regulation of behaviours (* see additional Governor Monitoring report
All governors to complete safeguarding module on National College - see actions carried forward (4)

Areas for identified training by end of academic year include:
Fortnightly emails - Indicators of mental health, Prevent refresher training (summer), Incel, ACES, Exploitation
PSHE Curriculum Review (Summer) check coverage of teaching about British Values, racial prejudice and celebrating racial diversity to support children who have joined the school in year from different countries.

(protected characteristics) Incidents of sexual orientation prejudice and plan for actions of awareness.

The Safeguarding Action Plan, should be viewed as a living/working document, legislative and administrative/staffing changes, at any point will direct any changes to the document.

Ensure Single Central Record and vetting checks up to date: (5. ACB)

SCR there have been THREE additional changes in staffing since Autumn 2025 (last check completed 26th November)

Two new appointments at Feniton, started Spring 26
Miss Attack
Mrs Beddows (MTA)

Single new appointment at Tipton (started after review Autumn 25)
Mrs Kerr

**Files/SCR checks completed Tuesday 10th March 2026*

All employee files are accurately reflected in the SCR, and there are no omissions of concern.

NM is chasing a 'Second' Reference for Mrs A - *see actions carried forward (1)*

KCSiE 2025 (ACB 5.)

All employed staff have completed Part One and SCR accurately reflects this.

Headline SCR (10th March 2026) accurately reflects staffing/personnel files/status of training/qualifications, and DBS status.

DBS checks:

None outstanding.

To monitor the staff training requirements for all staff and volunteers, including the Headteacher and ensure these meet statutory requirements. Check that all staff receive information on induction about the school's safeguarding arrangements, staff behaviour policy or code of conduct and the role of the DSL: (Spring ACB)

Staff Training:

Autumn 25

- Level 2 Quiz, KCSiE 2025 and early years food safety – InSeT Sept 2025
- KCSiE 2025 and logging behaviours – Sept 2025.

- Whole School Food & Nutrition Policy - Oct 2025
- Whistle Blowing – Nov 2025
- Domestic Abuse Nov 2025

- Staff Code of Conduct Nov 2025
- Introduction of Zones of Regulation

Since last Report completed 8th Dec 2025

(Autumn 25)

9th December

Otter Valley Safeguarding & Child Protection Policy has been updated in light of KCSiE 2025 and has been approved by governors.

Spring 26

An SMT training session in December took place to review OVF Online Safety Policy 5th January – all staff Computeam Online training session - a whole staff input on the January InSeT to train all staff in implementation of the policy.

equipped staff with an understanding of the exciting opportunities of artificial intelligence as well as an understanding of the GDPR risks and need to understand 'bias' and 'hallucinating'. It is essential for all staff to question online content and continue to prioritise their professional judgement.

6th January

OVF Online Safety Policy. (9. ACB)

A new section on AI has been added (pgs18-20) in response to Computeam's training.

26th January

Sexting (OMG No 5) [\(see attached appendix\)](#)

Government strengthened guidance on the use of mobile phones in all schools:

'...all schools should be phone-free environments for the entire school day. That includes lessons, time between lessons, breaktimes and lunchtime. It means, for example, it is not appropriate for phones to be used as calculators, or for research during lessons.' Bridget Phillipson

This is more relevant to secondary schools, but we also have pupils who choose to bring phones to our schools. These children should hand their phones, turned off, to the school office /class teacher for secure storage during the day and not keep their phones in their bags.

Staff, volunteers and visitors can use their mobile phones in the staffroom and office at anytime of day. Phones can also be used in classrooms before 8.30am and after all children have left at the end of the day. They should not be visible to any children during the school day and should be turned off/switched to silent.

Within our federation we have dealt with pupils sharing inappropriate texts and images outside of school. Following our AI training, we are all more aware of how images can be manipulated and can create indecent images that pupils are exposed to.

W/C 26th January

Emergency Procedures (*reported parents bulletin 30 January*)

Annually we review all of our Emergency procedures at Feniton and regularly practice our Evacuation Procedure in the event of a fire with the children. Also this term, as staff, we have reviewed our Invacuation Procedure. This is something we don't practice with the children to avoid causing alarm however is important for us to do as a staff should an unlikely event unfold where we need to keep the children safe inside the building from a threat outside.

9th February

Remember TED!

A reminder that when a child appears to be making a possible disclosure or has a suspicious injury, it is reasonable to ask open, non-leading questions in order to establish the child's story.

If it is necessary to seek further clarification, staff should keep to open questions such as What? When? Who? How? Where? It is important to remember that questions should only be asked to help clarify whether the child is at risk of harm. Once clarification is achieved, no further questions need to be asked.

T – Tell "Tell me what happened"

E – Explain "Explain what he/she did"

D – Describe "Describe the 'room' to me"

3rd March

My Concern

replaces Safeguard My School

link to a general training video which may be helpful.

[MyConcern - Reporting a Concern \(2024\) on Vimeo](#)

16th March

County Lines (OMG28)

[\(see attached appendix\)](#)

Governor Safeguarding Training:

MH: [Professional Development \(CPD\) for Primary Schools](#) completed online the below, certificates online/provided to OVF Admin/Clerk to Governors

14th December 2025

- i. Certificate in Safeguarding Students with Mental Health Needs
- ii. The Future of AI and Pastoral Care
- iii. What Parents Need to Know About Toy Scalping, Fakes and Scams

19th February 2026

- i. KCSiE 2026: Major Safeguarding Shifts for Primary Schools
- ii. KCSiE 2026: Major Safeguarding Shifts for Nurseries and EYFS Settings
- iii. Top-Up Certificate in AI Safeguarding for Staff

21st February 2026

- i. Top-Up Certificate in AI Safeguarding for DSLs
- ii. Certificate in Safeguarding for Non-Pupil-Facing Staff

CPD:

Safer Recruitment status needs review/renewal Spring 2026
Clerk to Governors JB to be completed end March 2026

**see actions carried over (2)*

Ensure DSL training is up to date (7. ACB)

Safeguarding Level 3 all DSL's now confirmed as having completed Level 3 Safeguarding Refresher training

KCSiE Sept 2025: (5. ACB)

Part One is for all staff, volunteers, and governors to read, at least annually on publication – once read and understood, a record of this is kept by Clerk to Governors.

FGB 20 Oct – ALL Governors present signed to say they have read Part One

Trg 10 Nov – AF confirmed all staff now signed to confirm read Part One

Confirmations awaited – Governors Rev LC + New Governor CG **see actions carried over*

(3)

Part 1. All to read	KCSiE (full 185-page document)
Keeping children safe in education 2025: part one information for all school and college staff	Keeping children safe in education 2025

KCSiE (Keeping Children Safe in Education) Sept 2025 precis of updated information

Key updates were, reflecting the evolving digital landscape and the rise of AI in child exploitation and online safety. The guidance clarified the Designated Safeguarding Lead (DSL) role, address out-of-hours safeguarding flags from filtering systems, and provide more comprehensive guidance on managing digital safeguarding, including mobile phone usage and AI's impact.

.....
Updates 2026;

[Government to publish new gender guidance for schools - GOV.UK](#) (link)

Schools and colleges will soon have clear and pragmatic guidance instructing them that they must take a very careful approach when a child asks to socially transition.

Legal duties will be absolutely clear after government embeds guidance within Keeping children safe in education, the established statutory safeguarding framework schools are expected to follow.

[Keeping children safe in education: proposed revisions 2026 - GOV.UK](#) (link)

Consultation for changes Sept 2026 – open to all – closes midnight 22 April 2026, is for

- School and college staff
- Designated safeguarding leads and their deputies
- Governing bodies of maintained schools (including maintained nursery schools)

[Keeping children safe in education: 2026 proposed revisions - Department for Education - Citizen Space](#) (page with the below links)

[Keeping children safe in education 2026: government consultation](#) (Question Set – quite weighty 46 pages)

[Keeping children safe in education 2026: summary of part one](#) (link) proposed

[Keeping children safe in education 2026: draft for consultation](#) (link) 201 pages proposed Sept 2026 version

To monitor and evaluate the school's effective application of the online safety policy: (8. ACB)

To ensure that the school follows all current online safety advice and keeps the children and staff safe: (9. ACB)

To support the school in encouraging parents and the wider community to become engaged in online safety activities: (10. ACB)

Otter Valley Federation, School Online Safety Policy: (8. ACB)

reviewed in accordance with KCSiE Sept 2025 guidance, significant updates around;

.....
i. The use of Artificial Intelligence (AI) systems in School

ii. The use of personal mobile devices/laptops in school

This policy was shared with all staff Spring

**actions carried over 4(i) from Autumn 25 report - completed*

Online Safety Monitoring

Securely IT Filtering and Monitoring: A Fulford monitored system records Nov 2025 and Mar 2026 – no concerns this term to report regarding pupil or staff usage.

Daily notifications of blocked activity is also active and monitored by A Fulford – nothing to report.

AI Training: (9.ACB)

An introduction to our school AI policy was led by Computeam at the January InSeT.

The training covered bias and inaccuracies that need to be considered in the use of AI material.

Staff considered the opportunities of AI too support their teaching and create resources and also the pitfalls.

Currently staff and governors are only authorised to use the Copilot AI Platform as part of our Microsoft subscription.

Parental Engagement: (10. ACB)

Both school websites are now live,

[Tipton St John - Believing & Achieving Together to be the Best We Can Be](#)

[Feniton Church of England Primary School - Believing & Achieving Together to be the Best We Can Be](#)

along with the Otter Valley Federation website [Otter Valley Federation - Believing & Achieving Together to be the Best We Can Be](#)

Q – for FGB do we want to link a Pen picture to each Governor, as this has not carried over from previous version?

Focus on support for parents this Spring Term 2 with weekly information in bulletins using posters from National College and in the summer term parents are being provided with their own link to National College to access an online safety webinar.

Examples

1. Violent Content Online [Spring-2-week-2-032026-1.pdf](#)
2. Group Chats [Spring-2-week-3-2026.pdf](#)
3. Mental Health Misinformation Online
4. Digital Device
5. Memes (example)



Internet Safety www.iwf.org.uk - Autumn Week 7 bulletin - There are a number of useful websites for supporting parents with managing technology in the home and making sure it is as safe as it can be for children. We will continue to signpost these. Sadly, as we know, abuse of all forms can happen and terrible images and content can be posted online. A charity that works to bring this to an end is called Internet Watch Foundation. It's worth looking at the work they do—it includes creating a space to report anonymously concerning images that you may come across. And in this age of AI, should you or someone you know be victim to having your own image used inappropriately, they offer service to work to take these down.

<https://nationalcollege.com/enrol/otter-valley-federation-2>

Course title:

Award in Online Safety for Parents of Children 3-7

Or

Award in Online Safety for Parents of Children 7-11

Parents advised of above in newsletter [Spring-2-week-2-032026-1.pdf](#)
Documents being sent as part of weekly Parent Bulletins

Staff and Pupil Talk to monitor and evaluate the school's application of the agreed child protection policy and procedures, including the staff behaviour policy/code of conduct. (2. ACB)

Staff Knowledge Check Tuesday 10th March:

MH visited Tipton Primary School and Feniton Primary School on Tuesday 10th March – Pupil Talk/Learning Walk completed concentrating on the implementation and impact of 'Zones of Regulation' & 'Christian Distinctiveness' with School Council

**please see separate Governor Monitoring report*

Pupil Talk Tuesday 10th March:

MH visited Tipton Primary School and Feniton Primary School on Tuesday 10th March – Pupil Talk completed 'Zones of Regulation' & 'Christian Distinctiveness' with School Council

**please see separate Governor Monitoring report*

Miscellaneous updates:

As reported above transfer of data to My Concern from Safeguard My School
i. Reported Autumn 25, that historic records had been transferred to electronic format, due to delivery/training of new system, paper based/purple forms have been made available as an interim measure, until all staff have their accounts confirmed.

ii. Pre-schoolers will also continue to be recorded on MyConcern

New Websites are all now LIVE! (*reported to Parents Bulletin 30th January*)
Our new Feniton website is now active online for you to view at your leisure. This remains a work in progress but we hope that in time it will provide a 'window into our school' and be extremely useful in giving information and sharing the wonderful things that we do at Feniton.

Otter Valley Federation website also live at the same time, Tipton St John website had a soft launch end of Autumn 25

*Websites 'Governor Monitoring' – Safeguarding reviews (19.02.26)
Tipton St John - Believing & Achieving Together to be the Best We Can Be and Feniton Church of England Primary School - Believing & Achieving Together to be the Best We Can Be
both schools details pages are accurate, however some links were identified as being broken (both school websites), these have now been rectified, by Exec Head.*

Actions carried Forward (from Autumn 25)

-
4. HoS names updates on policies
 - ii. Self Harm Guidance (Spring 25) not published on website – removal of previous HoS, has now been replaced with Mrs Louisa Mansfield

Flooding

As has been well reported Tipton St John school lower site was subject of flooding incident again (last was 2023). This time caused by rising of River Otter, this has caused huge disruption, the school closing for a number of days, and lower site children being displaced, using village hall. A blessing was this occurred overnight, whilst no children were present.

A huge thanks from the governing body, to all the staff, parents and children, and the wider

	<p><i>community affected by this weather event, and especially all those who assisted in the clear up.</i></p> <p>.....</p>	
<p>Delegated decisions made on behalf of the FGB (as agreed in the terms of reference):</p>	<p>Otter Valley Federation, School Online Safety Policy (9. ACB) <i>(reviewed Autumn 2025) published Spring 2026 (available) <u>OVF - Governors - Policies - Current Policies (Word Versions) - All Documents</u></i></p> <p>Otter Valley Federation, Low Level Concerns Policy <i>(Autumn 2025) published Spring 2026</i> <i>Ofsted recommendation for a separate low level concern policy. (Previously this has been referred to in our main safeguarding policy)</i> <i>*non-statutory, to be reviewed tri-annual review schedule (see above link)</i></p> <p>Code Conduct Policy (Staff) <i>(Autumn 2025) published Spring 2026 (see above link)</i></p> <p><i>I questioned whether we needed this and Behaviour & Relationships Policy (published on OVF website) if they could/should be combined, but it was agreed the Behaviour & Relationships Policy is very comprehensive and worthy of separate policy, so we will have both.</i> <i>Code of Conduct Policy is NOT required on website. Available to staff on sharepoint.</i></p> <p>Otter Valley Federation, Road Safety Policy (4. ACB) <i>Non-Statutory Policy – recommendation is to retain in current format (see above link) – no requirement to publish on OVF/School websites.</i></p>	
<p>Recommendations for the FGB linked to statutory requirements:</p>		
<p>Next step(s) / action points:</p>	<p>For consideration;</p> <p><i>1. Reference (second) for Mrs A</i></p> <p><i>2. Safer Recruitment – continued health check to maintain staff/governors accreditation – Clerk to Governors to renew training</i></p> <p><i>3. KCSiE 2026 (part One) - Confirmation sought from Governors Rev LC, CG (new) + any other new governors appointed 2025/26 that they have read.</i></p> <p><i>4. All governors to complete safeguarding module on National College</i></p>	<p>Actions to be completed by (personnel & date):</p> <p><i>MH/NM (Summer 26)</i></p> <p><i>MH/NM (Summer 26)</i></p> <p><i>MH/JB (Summer 26)</i></p> <p><i>MH/NM Summer 26</i></p>
<p>Date of next visit/meeting:</p>	<p>Summer Term 2 (week commencing 15th June TBC) for FGB Monday 6th July 2026</p>	

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Premises and Health & Safety Lead Portfolio Governor Autumn



Report

Believing & Achieving Together to be the Best We Can Be

Name of Governor/s	Portfolio/s	Type of event: FGB Termly report; monitoring; fact finding; planning.	Date of meeting / visit
Claire Polverino	Premises and Health and Safety	Termly Report	11/03/26
Key personnel consulted/present:	Amanda Fulford, Executive Headteacher OVF		
Statutory Lead Roles duties covered: <i>(from annual cycle of business)</i>	<p>1. Building & Maintenance Plans</p> <p>Feniton Works planned for 2025-26 Replace lighting for LED – about 50% remaining – SCA capital project run by diocese in summer holiday 2026 (10% contribution from governors). Fix gutters on playground classroom. Replace 2 heaters in staffroom / Year 1. Cut back trees on main playground over adventure playground.</p> <p>Tipton St John Works for 2025-26 New summerhouse learning space on lower site – kit out Upgrading of staffroom building – relocation still in consideration and decision by diocese not to proceed with this project.</p> <p>OVF priorities 2026-27 Remove and dispose of wall apparatus in the Hall. Flooring review – replacement carpets in offices at Feniton and Oak class TSJ. (SCA project) New hall floor replacement at Feniton. (SCA project) Replacement external door into Oak classroom TSJ. Replacement staffroom furniture. Investment in Microsoft laptops – class set for each school.</p> <p>Power surging on upper site in February 2026.</p> <p>Replace Feniton Boiler (SCA 2027) Upgrade Feniton Electrics (SCA 2027) Keeping an eye on these with diocese. Aware they are likely to be needed in next 5 years.</p> <p>2.</p> <p>Schools Condition Allocation (SCA) Capital Grant (Diocese) At Feniton a bid has been submitted to replace Lighting for LED and for a footpath to be installed at the front of the school to connect the main gate and front double gate. This has been agreed and diocese are currently managing the tender process.</p> <p>Devolved Formula Capital (DFC) DFC is funding held on our behalf by the diocese that can be spent on building projects and maintenance (including IT infrastructure). Money currently available in our DFC accounts is £9,755 for Feniton and £14,415 for TSJ. These funds need to build up to fund possible boiler replacement at Feniton and school rebuild furniture at TSJ.</p>		

3. Schools Rebuilding Project

On 27th January 2026 Tipton St John lower site was flooded due to the River Otter breaking its banks in severe wet weather. Just 2 years and 8 months since the last significant flood, Maple class was once again devastated and the class have been moved to the lower classroom on uppersite. Willow Class have moved to the back of the village hall. Due to the extent of the damage and repairs needed this classroom is out of action until the summer term.

An insurance claim for repairs and lost equipment has been submitted. It is likely that the school will see a significant rise in its insurance premium.

By March 2026 governors expect to receive an update from Karen Worthington, DCC on the next steps in the SRP. Hurdle to overcome is the purchase of multiple pieces of third party land. If this can be agreed then DCC think a site within Tipton might be deliverable. If not governors will request that DCC move to a formal consultation on a site in Ottery at the end of March 2027. DCC have reported that DfE want a final decision on the site by June 2027.

4 Catering

We are on track with what we have budgeted to spend in 2025/26.

However, food costs continue to rise and Afu has met with Miss Rowe, our Kitchen Manager and Educatering to come up with solutions to save money.

Additional staff hours have been reduced as much as possible and fortunately meal numbers have remained good particularly at TSJ and Awliscombe.

In 2024 we were forecast an overspend of £54,000 if we had stayed with our previously provider. With the change to Educatering and careful monitoring we are hopeful we will have reduced this to less £10,000 in 2027.

Challenges

Food costs are continuing to rise. £1.67 per meal in September and averaging £1.25.

OVF Target £1.10-£1.18

Number of pupils on school roll has dropped significantly at Feniton and will drop by 30 again in September 2026. Falling roll nationally – fewer meals.

5 Risk Assessments

All Risk Assessments up to date – March 2026

Invacuation procedures have been practiced with staff at both schools.

6 Training

Mrs Biddle has completed portable appliance testing for both schools for the first time following completion of her training in November. This was successful and is saving the federation by not having to employ an external contractor.

Artificial Intelligence training and policy update completed with all staff.

Anaphylaxis (OVF) and Epilepsy (Feniton) training completed.

7 Policies

- Accessibility Plan - Reviewed March 2026.
- School Emergency Plan / Business Continuity Plan - Reviewed June 2025. Next review June 2026.
- Health and Safety Policy - Reviewed March 2026
- Lettings Policy – Reviewed March 2026
- Food & Nutrition Policy – written autumn 2026. Next review autumn 2028.

From September 2026 there is a national expectation that all school staff undertaken annual anaphylaxis training. OVF have had this in place for many years, but will review the expectations and ensure we are aligned.

The Accessibility Plan has been cross referenced with Our Equality Policy and Objectives 2025 and has the following priorities:

	2025-2026
Gathering Information	<ul style="list-style-type: none"> • Launch new websites • Launch MCAS through Bromcom • Monitor participation and achievements of those on the SEND register. • Inclusion Governor increases knowledge of SEND through meeting with SENDCo once a term to evaluate pupil progress and provision. • Planned CPD – zones of regulation. • Building a Sharepoint SEND hub of resources to support assessment and identification of need. • Have a clear policy for AI and how this information can be effectively and safely used.
Increasing Access to School Curriculum	<ul style="list-style-type: none"> • On going staff training plus specific issues if pupils with disability start. • Continue access to Google Classroom TSJ. • Personalising curriculum and ensuring EHCP targets are met. Rhan and RHats
Improving written information	<ul style="list-style-type: none"> • Use of ICT Whiteboards to be evaluated and equipment for dyslexia. • Ensure that parents have the option of getting information in appropriate ways – e.g. large text, simple format. • Redesign of Federation and School Websites for ease of access of information.
Improving Physical Access	<ul style="list-style-type: none"> • Ensure consideration given to proposed future development of school – Liaise with LA and Diocese. • Furniture survey. • New summerhouse at TSJ to provide additional learning space on lower site.

8 H&S / Accident - Information Trends

Information trends for both schools reviewed by Afu and no significant patterns or themes requiring action were observed or reported.

One incident involving staff member falling awkwardly on a toy on the floor and fracturing her foot. Reported to Riddor.

Incident x 2 relating to behaviour of one child – throwing objects which hit a staff member – Behaviour is being well managed but is very challenging. In communication with DCC.

	<p>One child chipped a tooth on sack trolley for lunch chairs after being asked stop using it incorrectly - Tooth fixed and clear rules in place for equipment.</p> <p>9 School Emergency Management Plan / Business Continuity Plan is up to date.</p>
SDP priorities covered:	<p>School Rebuilding Programme for TSJ</p> <p>Quality of Education – focus budget on computing resources and supporting the needs of SEND – construction of summerhouse.</p> <p>Completing Climate Action Plan – education and premises</p>
Delegated decisions made on behalf of the FGB (as agreed in the terms of reference):	<p>To monitor and report on health & safety concerns.</p> <p>Annual Fire Risk Assessments are up to date for both schools.</p> <p>To consider and agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.</p>
Recommendations for the FGB linked to statutory requirements:	
Next step(s) / action points:	<p>To complete flood damage works for children to return to their classes asap.</p> <p>DCC to update governors on school rebuild programme.</p> <p>Investment in computers to replace those damaged in power surging at TSJ.</p>
Date of next visit/meeting:	July 2026
Items from this report to be reviewed at the next visit / meeting:	
Additional notes (to include reflections on how visit / meeting has benefited pupils and contributed to the <u>Christian Distinctiveness</u> of the schools):	

November 2025 – Strategic Premises Development Plan 2025/26 and 2024-2028

“Believing & Achieving Together to be the Best We Can Be”

The Otter Valley Federation focuses on creating school premises which are safe, inspiring, and sustainable learning environments in which all pupils and staff can believe and achieve together to be the best they can be. We prioritise essential maintenance, enhance accessibility, and invest in modern facilities that support teaching and wellbeing. A key goal is to embed environmental sustainability by reducing energy consumption and incorporating renewable energy solutions where possible. We will also promote green spaces and biodiversity to enrich outdoor learning. We draw upon the support of our school and local communities wherever possible to deliver phased improvements that balance immediate needs with long-term development and environmental responsibility.

Feniton Church of England Primary School

Key Issues: Premise Maintenance plus Health and Safety Audit/ Quintennial Buildings Condition Report (May 2023)

	Action	Action – By When	Action – By Whom	Costs	Success Criteria
1	<u>Long term future development of the school</u> Consideration to proposed developments around Feniton Village and within catchment	Ongoing	Exeter Diocese in association with EXHT, FGB		FGB is briefed, understands possibilities and plans are drawn up when feasible.
2	<u>General</u> Remove and dispose of wall apparatus in the Hall. Fix gutters on playground classroom.	Spring 2026 Summer 2026 Spring 2026	Exec Head Exec Head	£500 (needs to come out of next budget)	Apparatus no longer in use and needs to be disposed of. Resolve ongoing issue of gutters leaking down the wooden cladding.

	<p>Replace 2 heaters in staffroom / Year 1.</p> <p>Cut back trees on main playground over adventure playground.</p> <p>Invest in upgrading computers.</p>	<p>Autumn 2025</p> <p>January 2026</p> <p>Summer 2026</p>	<p>Exec Head</p> <p>Exec Head</p> <p>Exec Head / M Lampey / L Mansfield</p>	<p>DFC – awaiting quote</p> <p>£5,000 SBS</p> <p>£1,000</p> <p>£10,000</p>	<p>Adequate heating in these areas. Comfortable learning environment.</p> <p>Enable better maintenance of adventure playground and accessibility for children.</p> <p>Securing high quality teaching and learning</p>
	Audit LED lighting and fluorescent tubes which still need replacing	Summer 2026	Exec Head and L Biddle	£10,000 - £15,000 SCA	All lighting LED upgraded – energy efficiency improved
3	<p>Health and Safety - Security / access to school</p> <p>Replace door seals on fire door in practical area</p> <p>Finger guards on Y6 toilets?</p> <p>Cleaning of WC extractor fans</p>		<p>Exec Head/L Biddle</p> <p>Exec Head/ L Biddle</p> <p>L Biddle</p>	<p>£80</p> <p>£100</p> <p>£400</p>	Safety improved
4	<p>Environmental</p> <p>Investigate the installation of Solar Panels</p>	Spring 2026	Executive Headteacher & Portfolio lead	£ 600 Planning fee	Information / plan received

Evaluation: Green = Completed / Yellow = Amber, underway / White = Not Started / Red = Not Possible

Future Developments - Strategic Plan 2026 – 2028

2026/27		
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	Consider need to replace Boiler.	SCA
	Replacement Electrics across the school main building – replacement wiring and distribution boards and switchgear.	SCA - £36,500
	Pavement Change between main gate and double gate, improved access and road safety	£20,000+ SCA
2027-28	Upgrade fire alarm system	£3,382 in ICT block £23,000 in main school
	Replacement of Hall Lino Refurbishment	£5,000 +SCA

November 2025 – Strategic Premises Development Plan 2025/26 and 2024-2028

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Tipton St John Church of England Primary School

Key Issues: Premise Maintenance plus Health and Safety Audit

	Actions in 2025 - 2026	Action – By When	Action – By Whom	Costs	Success Criteria
1	<u>Long term future development of the school</u> Phase 1 of School Rebuild Programme. DCC are investigating a TSJ site and Governors will decide whether to move to TSJ site or Thorne Farm OSM.	Ongoing	Exeter Diocese in association with EXHT, FGB Executive Headteacher, Chair of Gobs, and OVF Governors	DCC for beyond red line services and highways and DfE SRP for build.	FGB is briefed, understands possibilities and plans are drawn up when feasible.
2	<u>General</u> New seating in staffroom Fund Saver Work Day	Spring/summer 2026 September 2025	Exec Head Exec Head and Caretaker	£1,000 £200	Old tatty furniture replaced School tidy and general maintenance is updated.

	<p>6x Chromebooks and 2 Teacher laptops</p> <p>To erect a summer house in the lower playground as a temporary tutorial space.</p>	<p>November 2025</p> <p>Autumn 2025</p>	<p>Exec Head and PB</p> <p>Exec Head and PB</p>	<p>£5,000</p> <p>£3,000 (£1k from locality fund and £1k from PTA)</p>	<p>Improved computing provision for children to support curriculum.</p> <p>Additional learning space to support SEND learners.</p>
3	<p>Health and Safety - Security / access to school Keep staffroom wall under review. If rebuild uncertain then this should be reviewed for a more permanent solution. AFu and Richard Power discussed in Nov 2025.</p> <p>Roof tiles on upper site. 2 have slipped. (asbestos tiles). Not causing water ingress that we can see or a risk to fall, but will monitor.</p>	<p>Autumn 2025</p> <p>Identified in Dec asbestos report and discussed with Diocese.</p>	<p>Exec Head and Diocese</p> <p>Exec Head</p>	<p>Unknown</p>	<p>Provision of a staffroom / teaching space.</p> <p>Maintenance of upper site.</p>
4	<p>Environmental</p> <ul style="list-style-type: none"> Writing of Climate Action Plan 	<p>Summer 2025</p>	<p>Executive Headteacher & Portfolio lead</p>	<p>£ unknown</p>	<p>Information / plan received</p>

Future Developments - Strategic Plan 2024 – 2028

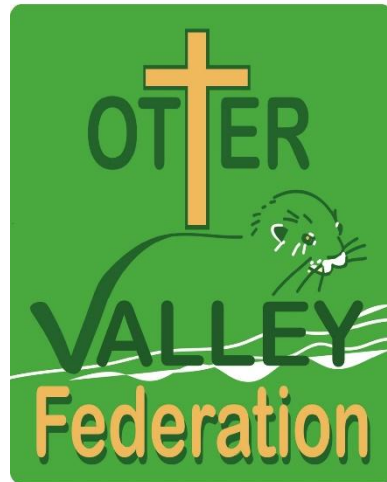
Priority	Future Actions	Estimate £
2026-27	<p>(dependent on Rebuild plan)</p> <p>Replace carpets. Oak and Hazel as priority.</p> <p>Completion of Heating</p>	<p>£3,000</p> <p>DFC</p>
2027- 2028	<p>Toilet Refurbishment on lower site</p> <p>Replacement of Staffroom building & furniture</p>	<p>£1,500</p> <p>£20,000</p>

	Adventure Playground Replacement	£10,000
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Future Project considerations

<p><u>Condition</u> Development when considering the relocation or the rebuilding the school in case of flooding or a required expansion to meet basic need in Ottery Learning Community, due to significant building work in Learning Community. Condition is poor, especially of the lower site</p>	<p><u>Suitability</u> Development when considering the relocation or the rebuilding the school in case of flooding or a required expansion to meet basic need in Ottery Learning Community, due to significant building work in Learning Community. There are significant issues with suitability, lack of space e.g. for intervention work, size and layout of classrooms, TAF meetings etc becoming an increasing challenge with rising numbers of SEND pupils.</p>
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Believing and Achieving Together to be the Best We Can Be



*We aim to reflect God's love, " I have come that they may have life, and have it to the full."
John 10:10*

Accessibility Plan

November 2025

Otter Valley Federation Accessibility Plan

In the Otter Valley Federation, Feniton and Tipton St. John Church of England (VA) Primary Schools, we aim to provide a welcoming environment which values diversity, promotes equal opportunities and has an ethos of inclusion to enable everyone to live out the school vision **'Believing and Achieving to be the Best we Can Be.'**

Through living out our HEART Values, Otter Valley Federation strives to ensure that the culture and ethos of the schools are such that, whatever the abilities and needs of members of the schools' community, everyone is equally valued and treats one another with respect. Pupils should be provided with the opportunity to experience, understand and value diversity.

The Governing Board is committed to meeting its public sector duties and acknowledges that we have a statutory duty to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to differences and good relationships between people with different backgrounds, genders, cultures, faiths, abilities and ethnic origins.

This plan should be read in conjunction with the Federation Development Plan, Equality Objectives and Equality Policy. A person is regarded as having a disability under the Act where the person has a physical or mental impairment that has a substantial and long term adverse effect on their ability to carry out normal day to day activities.

Aims of this plan:

- Increase the extent to which pupils with disabilities can participate in the school curriculum.
- Improve the environment of the school to increase the extent to which pupils with disabilities can take advantage of the education, benefits, facilities and associated services provided.
- Improve the availability of accessible information, which is readily available to other pupils, to pupils with disabilities.

The Governing Board will recognise its responsibilities towards employees with disabilities and will:

- Monitor recruitment procedures to ensure that persons with disabilities are provided with equal opportunities.
- Provide appropriate support and provision for employees with disabilities to ensure that they can carry out their work effectively without barriers.
- Undertake reasonable adjustments to enable staff to access the workplace.

The plan will be resourced, implemented, reviewed and revised regularly in consultation with: The families of pupils, the Executive Headteacher and other relevant members of staff, and governors.

This plan is reviewed at least every 3 years to take into account the changing needs of the schools and its families, and where the school has undergone a refurbishment.

Access at Tipton St John Church of England Primary School

The school is housed in 2 separate buildings with a public road running between the two. Entrance to the lower site is via a set of steps. We do have a ramp into one of the classrooms, making the lower site accessible to wheelchair users. Also, on the lower site we have access to the village hall for collective worship, lunchtimes and school events. This is fully accessible with a ramp and accessible toilet. The upper site is an old Victorian 2 storey building and can only be accessed via steps. Whilst we acknowledge that the school site could potentially present challenges when moving between buildings, we make reasonable adjustments as the need arises. The school does not have any dedicated visitor parking. Visitors to the school use on-street parking, however suitable arrangements for disabled visitors are made when appropriate. There are disabled toilet facilities available in the village hall only. These are fitted with a handrail and a pull emergency cord. The school has internal emergency signage and escape routes are clearly marked. Personalised evacuation plans are put in place as required.

Management, coordination and implementation and review

- We consult with other professionals and services when new situations regarding pupils with disabilities are experienced.
- The Governors and Senior Leadership Team work closely with the Local Authority.
- We work closely with parents to consider their children's needs.
- The policy is reviewed annually and/or as children's needs change.
- We make links with other schools to share best practice through regular SENCo network meetings and other communications as needed.

Access at Feniton Church of England Primary School

Feniton is a one storey school with a ramp onto the playground enabling wheelchair access throughout, although some door thresholds can be a challenge. There are 2 disabled toilets fitted with a handrail and emergency cord. The school does not have dedicated parking. The school has internal emergency signage and escape routes are clearly marked. Personalised evacuation plans are put in place as required.

Scope of the Plan

This plan covers all three main strands of the planning duty:

1. Improving the physical environment of school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and associated services.

This strand of the planning duty covers aids to improve the physical environment of the school and physical aids to access education. The physical environment includes things such as steps, stairways, kerbs, exterior surfaces and paving, parking areas, building entrances and exits (including emergency escape routes), internal and external doors, gates, toilets and washing facilities, lighting, ventilation, lifts, floor coverings, signs and furniture. Aids to

physical access include ramps, handrails, lifts, widened doorways, electromagnetic doors, adapted toilets and washing facilities, adjustable lighting, blinds, induction loops and way-finding systems.

Physical aids to access education cover things such as ICT equipment, enlarged computer screens and keyboards, concept keyboards, switches, specialist desks and chairs and portable aids for children with motor coordination and poor hand/eye skills, such as extra robust scientific glassware and specialist pens and pencils.

In maintained schools the provision of a special piece of equipment or extra assistance will be made through the SEND framework and to a lesser extent through the planning duty which applies to all schools. The distinction between auxiliary aids and services provided through the SEND route and those provided under the planning duty is that the SEND duties relate to the individual, whereas the planning duty relates to the provision of aids or services in terms of the population (and future population) of the school. For example, a pupil with visual impairment might have low vision aids provided through the statement of SEND but the school might as a general measure provide blinds and adjustable lighting through the planning duty.

2. Increase the extent to which disabled pupils can participate in schools' curriculums.

This strand of the planning duty will help to improve access to a full, broad and balanced curriculum. It covers a range of elements including ensuring that teaching and learning is accessible through school and classroom organisation and support, especially deployment of staff, timetabling, curriculum options and staff information and training.

Schools will be expected to plan to improve progressively access to the curriculum for all disabled pupils although many adjustments to access will be dependent on individual needs and may be provided through the SEND framework. The accessibility strategies and plans will help to ensure that schools are planning and preparing to respond to the particular needs of individual pupils.

3. Improving the delivery of information to pupils with disabilities.

This part of the duty covers planning to make information normally provided by the school in writing to its pupils – such as handouts, timetables, textbooks, information about school events – available to disabled pupils. This will include alternative formats such as Braille, audio tape and large print and also the provision of information orally, through lip speaking or sign language, through a recognised symbol system or ICT. This information should also be made available within a reasonable time frame and take account of the pupils' disabilities and pupils' and parents' preferred formats.

Otter Valley Federation Accessibility Plan 2024 - 2027

Aims:

- 1 To gather and use information
- 2 To increase access to the school curriculum

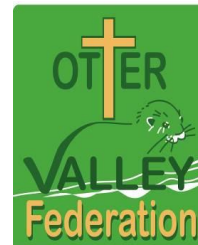
- 3 To improve the delivery of written information to all
- 4 To improve access to the physical environment of the school.

	2024-2025	2025-2026	2026-2027
Gathering Information	<ul style="list-style-type: none"> • Monitor participation and achievements of those on the SEND register. • EYFS SENDCo at Feniton to support gathering of SEND info and improved communication. • Medical Health Care Plans in place and reviewed regularly by SENDCo. • Inclusion Governor increases knowledge of SEND through meeting with SENDCo once a term to evaluate pupil progress and provision. • TSJ Schools Rebuilding Programme – provide all information. • Ensure high quality CPD is provided across the federation to further improve our understanding of equality and diversity and strengthen our provision. (Adaptive Teaching CPD for all teachers / TAs) 	<ul style="list-style-type: none"> • Launch new websites • Launch MCAS through Bromcom • Monitor participation and achievements of those on the SEND register. • Inclusion Governor increases knowledge of SEND through meeting with SENDCo once a term to evaluate pupil progress and provision. • Planned CPD – zones of regulation. • Building a Sharepoint SEND hub of resources to support assessment and identification of need. • Have a clear policy for AI and how this information can be effectively and safely used. 	<ul style="list-style-type: none"> • Monitor participation and achievements of those on the SEND register. • Inclusion Governor increases knowledge of SEND through meeting with SENDCo once a term to evaluate pupil progress and provision. • Survey the needs of all those with a disability. • CPD
Increasing Access to School Curriculum	<ul style="list-style-type: none"> • Consider opportunities to promote diversity through all aspects of the curriculum, e.g. resourcing, study of historical figures, choice of quality reading books etc • On going staff training plus specific issues if pupils with disability start. • Ensure all spaces promote an inclusive classroom and independence for the pupils. 	<ul style="list-style-type: none"> • On going staff training plus specific issues if pupils with disability start. • Continue access to Google Classroom TSJ. • Personalising curriculum and ensuring EHCP targets are met. Rhan and RHats 	<ul style="list-style-type: none"> • On going staff training plus specific issues if pupils with disability start at Feniton • Undertake Autism Sensory Audit • Review hearing loops, provision in classroom and

	<ul style="list-style-type: none"> • Visual timetables and icons are used to support understanding & independence in all classrooms. • Evaluate effectiveness of visualisers to model learning. • Adaptive Teaching CPD for all teachers / TAs • SEND NPQ / Masters completion / Mental Health Lead Training for SMT 		investigate facilities for partially hearing (e.g. Hall). Training for use of microphone
Improving written information	<ul style="list-style-type: none"> • Ensure that the web site explicitly gives SEND information and welcomes a child/ren with SEND needs. • Complete Inclusive Classroom audit of classroom environments. • Introduce a termly SENDCo Bulletin for parents. • Support available for parents to complete forms when there are literacy and sensory difficulties. 	<ul style="list-style-type: none"> • Use of ICT Whiteboards to be evaluated and equipment for dyslexia. • Ensure that parents have the option of getting information in appropriate ways – e.g. large text, simple format. • Redesign of Federation and School Websites for ease of access of information. 	
Improving Physical Access	<ul style="list-style-type: none"> • Ensure consideration given to proposed future development of school – Liaise with LA and Diocese. • Review Personal Emergency Evacuation Plans. • All areas to be kept tidy to ensure physical access is not impeded (e.g coats on floor in cloakroom.) 	<ul style="list-style-type: none"> • Ensure consideration given to proposed future development of school – Liaise with LA and Diocese. • Furniture survey. • New summerhouse at TSJ to provide additional learning space on lower site. 	<ul style="list-style-type: none"> • Ensure consideration given to proposed future development of school – Liaise with LA and Diocese.

Admissions Lead Portfolio Governor Spring (2) 2026 Report

Believing & Achieving Together to be the Best We Can Be



Name of Governor/s	Portfolio/s	Type of event: FGB Termly report; monitoring; fact finding; planning.	Date of meeting / visit Online/Egress
Mark HUMPHRIES	Admissions (Chair)	FGB Mon 30.03.2026	Report completed 25.03.2026
Key personnel consulted / present:	Exec Head, Admissions Panel (AF/LM/PB – MH/SW/SR/JL) Currently 7 (2025/2026)		
Membership	Membership shall consist of not less than four governors plus the Executive Head teacher.		
Quorum	Two governors and the Exec Head Teacher. NB Head teacher can send 'substitute' to present information with the agreement of governors, but 'substitute' may not vote		
The Governing Body's responsibilities for admissions	The Governing Body is the admission authority for the school and is therefore responsible for ensuring that the admission arrangements are fully compliant with the law and codes. The Governing Body recognises that it is accountable for the way in which admissions are dealt with and is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the Governing Body to fulfil the responsibilities of the Governing Body as specifically itemised below.		
Applications received	<p>Since last report submitted for FGB 09.02.2026.</p> <p>FPS</p> <p>1x Yr? – Cohort 30 (PAN) REFUSE as No Governor Places available - likely subject of FAP request from DCC – child moving from overseas</p> <p>TSJ</p> <p>1x Yr2 – Cohort 15 (PAN) REFUSE as No Governor Places available 2x Yr4 – Cohort 13 (PAN-2) OFFER as spaces available 1x Yr5 – Cohort 17 (PAN+2) REFUSE as No Governor Places available</p>		
Miscellaneous	<p>1. Request received for Authorised Absence, One Family/One Child – total Six days (12 Sessions), Spring Term (2) the panel reviewed the application and agreed that there was no evidence presented that this would meet our criteria for granting all/partial period, under our 'Exceptional Criteria'.</p> <p>Panel in agreement with Exec Head recommendation Not to Authorise.</p> <p>2. Request received for Authorised Absence, One Family/One Child – total 15 days (30 Sessions), Spring Term (2) the panel reviewed the application and agreed that there application presented provided sufficient evidence that this would meet our criteria on educational/cultural grounds for granting, under our 'Exceptional Criteria'.</p> <p>Panel in agreement with Exec Head recommendation to Authorise Absence.</p>		
Next step(s) / action points:			Actions to be completed by (personnel & date):

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