



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 8th February 2023
Time 5.00pm**

Present Mrs S Windle, Chair, Mrs W Pang, Headteacher
Mrs P High, Mr M Hughes, Miss J Keen, Mr Manek, Mr P Mutabaruka,
Mr A Parish, Mrs B Walsh

In attendance N/A

Governance Professional Lucia Page

Absent Mr S Fitch, Mr C Gibbins

Agenda Item		Action Whom/by When
PROCEDURAL		
1.	Meeting opened & Welcome Meeting opened at 5.00pm.	
2.	Apologies for absence Mr S Fitch - holiday, Mr Gibbins - work commitments Apologies accepted by the governing body. Mrs Walsh - arrived at 5.25pm due to traffic.	
3.	Declarations of business interests Governors had no business interests to declare against the agenda items. Governors were reminded to consider anything that may have changed for them and to keep their business interests declaration up to date on the Governorhub.	All Governors
4.	Quorum Meeting quorate with 8 governors present. Mrs Walsh joined the meeting at 5.25pm after item 8. Meeting quorate with 9 governors present. Mr Mutabaruka left at 6.30 after item 12. Meeting remained quorate with 8 governors present.	

5.	<p>Constitutional Items/ Governing Membership</p> <p>Mrs Walsh's term of office is coming to an end within the next 6 months and is due to end on 31st March 2023.</p> <p>The Governing Body's proposal was to re-appoint her for a further term from 1st April 2023 until 31st March 2027.</p> <p>Proposer: Mrs Windle Seconded: Miss Keen The decision was unanimously agreed.</p> <p>Authority Governor Chair has confirmed with Mr Hughes that none of the Governor Qualifications & Disqualifications (regulation 17 & schedule 4 to the Regulations) apply and that he has read the Guidelines for the Nomination of Local Authority Governors. Mr Hughes confirmed this is correct.</p> <p>Therefore, the full board formally appointed Mr Hughes as an Authority Governor and Chair has formally welcomed him to the governing body. Mr Hughes' four-year term of office starts immediately on 8th February 2023 until 7th February 2027.</p> <p>Governor Self Evaluation – Part 2 - Question 1 The second section about governors' vision, ethos and strategy was discussed in depth at this meeting. The Chair covered this in the Vice Chair's absence. The answers to the document question will be added to the shared drive.</p> <p>Skills Audit Governance Professional advised that now new governors have been appointed, the skills audit will be carried out. Governors are asked to complete skills audit form and will need to return to the governance professional asap. Skills Audit will then be discussed in depth at the next meeting.</p>	<p><i>Chair/Vice</i></p> <p><i>Gov Prof & All Governors</i></p>
6.	<p>Minutes of the previous meeting</p> <p>The minutes of the meeting were confirmed and signed as a true representation of the meeting.</p>	
7.	<p>Matters arising from previous meeting minutes</p> <p>None.</p>	
SCHOOL IMPROVEMENT		
8.	<p>Ofsted</p> <p>Governors attended recent Ofsted training last term.</p> <p>Next training is on 22nd February for those who might want to attend. The school is in the Ofsted window so all governors are encouraged to complete this session.</p> <p>Governors are aware that the next inspection will be graded, over two days with more inspectors present.</p>	<p><i>All Governors</i></p>
Mrs Walsh joined the meeting at this point at 5.25pm.		
9.	<p>Headteacher Report</p> <p>The Headteacher's report and related documents were available to all governors prior to the meeting. Following questions were raised:</p> <p>Q: Leadership and Management: It states that by the end of term 4 we should be ready for Ofsted. What happens if Ofsted carry out a visit before then? Do we have a plan in place to cover this if it occurs? We would be ready for Ofsted at any point in the year but in terms of curriculum development and having time to embed what we have developed, a little more time would be useful. However, if an inspection was to happen earlier, subject leaders would be very clear about what they are doing to 'strengthen' curriculum development.</p> <p>Q: Admissions: One child left to be educated at home. Does the school need to notify a department/authority for such events? If so, have we complied? The school followed all processes and contacted the local authority immediately to notify them.</p> <p>Q: Achievement: Reading: Year 5 are underperforming in reading and it states this will be monitored. i) Please can you explain what does continue to monitor mean? ii) Are we taking steps to address this now? The reading results are taken from the Headstart tests the children</p>	

	<p>completed at the end of term. Some aspects within the tests had not been covered so this is something which needs to be taken into account. Monitoring within the school is very robust: Pupils are identified during PPM meetings and then they will become focus pupils moving forward. Year 5 staff have organised extra support in guided reading sessions for these children by ensuring children have additional time with the TA and teacher. The majority of these pupils are Boys who are also SEN.</p> <p>Q: Attendance: It's good to see that overall attendance is improving 95.1% to 96.69% and nearing the 2020/21 97.7%. However, I am concerned that PA (persistent absence) has increased to 10.7%. Please can you provide the reason for this? ii) What action(s) have been taken to address the absences?</p> <p>PA is a child's attendance at 90% or below.</p> <p>i) During terms 1-2 that would equate to approx. 7 days off school. We had 3 families (7 pupils) who went on holiday before Christmas. These were families visiting relatives in India and Pakistan. For some, this was agreed depending on the circumstances and for others it was unauthorised. We also had 2 cases of Strep A prior to Christmas and so these children were absent for a longer length of time.</p> <p>ii) Unfortunately we are seeing a number of families who show increasing anxiety when their children show any sign of illness and so keep their children off. We are supporting those families and they now have to demonstrate evidence to show that their child is off poorly. The Attendance Officer is also holding meetings with those families to try to improve attendance by being supportive but at the same time clear about our expectations. These meetings are held with the Attendance Officer, Family Liaison Officer and the Class Teachers. The Attendance Officer will be meeting with the Local Authority with regards to some families.</p> <p>Governors to note - Thursday 15th June - 12pm - SIP to meet with governors.</p>	<p><i>All Governors</i></p>
<p>10.</p>	<p>Assessment</p> <p>Term 2 Governors discussed that writing remains the weakest subject throughout the school. This is the impact of COVID, as it was difficult to teach it via online lessons. This is a national issue. Writing will have to remain as an ongoing priority.</p> <p>EYFS - This is a very challenging year group in terms of pupils with complex needs which will significantly impact our overall results. The school created 'Little Chart' to ensure identified children have an adapted curriculum which they are able to access. Their progress is likely to be in much smaller increments than other pupils. There is already a significant gap between the girls and boys. The majority of the SEN pupils are boys and again will impact the boys results.</p> <p>Year 1- Results are below targets but not significantly. Reading results are higher than writing and maths. Both maths and writing continue to be a focus during the year. There is a gap between girls and boys in all subjects with girls achieving greater. The majority of pupils are on track to achieve their end of year targets. Those pupils who the school is concerned about will be receiving additional support either in class or through targeted interventions. Progress is positive in all 3 subjects but for SEN pupils in maths progress is below expectations. These children are identified for pre teaching interventions and support in class.</p> <p>Year 2 - Results are below targets at this point in the year. However the majority of pupils are on track to achieve their end of year targets. Reading results are higher than writing and maths. Both maths and writing continue to be a focus during the year. Surprisingly in Y2 achievement for boys is greater than girls in reading and writing but girls achievement is greater in maths. Progress in writing for PP and SEN pupils is below expectations and so pupils will be receiving support in class and pre teaching interventions. The pre teaching of vocab is a priority this year.</p> <p>Year 3 - Attainment is on track to meet targets at the end of the year. Writing is lower than maths and reading but remains a focus this year. Some boys who are not making expected progress in writing will be receiving extra support in class and interventions such as pre teaching. Although there is a difference between girls and boys for reading and writing this is not significant. This is similar for maths but with boys achieving higher. Pupil Premium pupils have achieved positively continuing the same pattern as in previous years. The majority of pupils are on track to achieve their end of year targets in writing and maths. However in reading all pupils are on track.</p> <p>Year 4 - Attainment is on track to meet targets at the end of the year. Maths is slightly lower compared to reading and writing. Some boys who are not making expected progress in writing will</p>	

be receiving extra support in class and interventions such as pre teaching. Girls' achievement is higher in reading and writing compared to boys but lower in maths. Pupil Premium pupils are on track to achieve the end of year target. The majority of pupils are on track to meet their own end of year targets.

Year 5 - Results are below targets at this point in the year but Y5 targets are very aspirational. This is a year group with a lower percentage of SEN pupils. Progress is slightly below expectations but teachers have commented that they have been extremely robust in their assessments due to the increased expectations in Year 5. Maths achievement is higher than reading and writing. Although SEN progress in writing is very positive, their progress in reading has been noted and additional support has been put in place. Some girls who are not making expected progress will be receiving extra support in class and interventions such as pre teaching. Pupil Premium results are on track to meet end of year targets.

Year 6 - Attainment is lower than the expected targets but hopefully this will improve as we move through the year. Reading remains the strongest subject in Y6 in terms of attainment and progress, although girls' progress is slightly below expectations. There is not a significant gap between girls and boys attainment in reading and writing but girls are significantly lower in maths. Writing is clearly the subject which will need the biggest focus. Y6 is split 3 ways for maths and English so hopefully the smaller groups will increase the amount of support pupils receive. Y6 staff are also being far more robust in their moderating of pupils' writing. SEN progress, especially in writing is positive whereas Pupil Premium pupils have been identified for increased support with their writing within the smaller groups. Writing will continue to be a focus throughout the school.

11.

Safeguarding

Child Protection Update - Governors - Term 3 2023

The school has a culture of safeguarding that supports effective arrangements to: identify pupils who may need early help or who are at risk; help pupils reduce their risk of harm by securing the support they need or referring them in a timely way to those who have the expertise to help; manage safe recruitment and allegations about adults who may be a risk to pupils.

Open Cases (19.01.23)

Type of support	Number of pupils
Social Services - Child Protection	1
Social Services - CHIN (Child in need)	1
Social Services - Child and Family Assessment	2
Early Help Intervention	2
Family Liaison support	40

Training

Low Level Concerns training took place on the 7th December 2022 and Neglect training has taken place this term. Staff were presented with scenarios to discuss possible action.

All new members of staff have completed the following training:

- Safeguarding awareness
- KCSIE check 2022
- PREVENT

Volunteers have received Induction training and have been given copies of KCSIE 2022 Annex A. They have been made aware of the following policies: Child Protection, Behaviour, Code of Conduct and H&S.

Peripatetic teachers have been made aware of our Safeguarding procedures and have received a copy of KCSIE 2022 Annex A.

Policies

- Child Protection - January 2023
- Volunteer Policy - this includes recruitment processes including the completion of a short application form and induction arrangements

Designated Safeguarding Leads meetings and supervision

DSL meetings continue fortnightly with supervision sessions offered to staff. EYFS supervision is offered termly. DSL meetings are recorded and action followed up.

Governor Monitoring

Mr Manek is now the governor responsible for Child Protection. He will be joining Miss Adams on the 27th February at our Online Safety Parents' Information meeting. A monitoring visit will take place in Term 4.

Governors discussed whether the online safety meeting could be live streamed.

Safeguarding Audit

Peter Lewer will be conducting a whole school safeguarding review 29th March 2023.

Single Central Register

It is not the governors' responsibility to check the single central register themselves. Governors must satisfy themselves that the school's safeguarding policy and procedures are in place and meet requirements.

Headteacher reviewed the SCR on 19.01.23. Job role changed for one member of staff. 1 new member of staff highlighted. All actions from the previous check completed. Member of staff removed from the SCR - left at the beginning of January 2023

Online filtering monitoring

Relay monitoring is in place via broadband 4. Alerts are sent to the IT technician and the DSL's joint email account. All alerts are actioned and recorded using CPOMs.

Behaviour (24.11.22- 23.01.23)

Bullying allegations	1	Name calling - followed up with parents of the victim and perpetrator. Processes were followed by the class teacher.
Racist incidents	0	
Online Safety Incidents Term 2	7	Pupils from Y2-6 <ul style="list-style-type: none"> Concerns about screen time Word identified through our filtering system Inappropriate TV programme Facebook Whatsapp messages Inappropriate language being used whilst gaming All concerns actioned and recorded on CPOMs

12.

Finance Update

Budget monitoring

December 2022 - 9 months' budget monitoring feedback from KCC finance

The monitoring and its feedback was shared with governors. Governors were satisfied with all the comments provided by the SBM (School Business Manager) and didn't raise any further questions. No questions were raised about the budget monitoring.

The 10 months' budget monitoring report for January 2023 was emailed to governors prior to the meeting. Governors were satisfied with comments on the monitoring provided and raised no questions.

SBM advised that the costs for Gas and Electricity have come in from the suppliers. Even though the invoices are incorrect as they are estimating the school's readings, SBM was able to work out the actual spend based on current meter readings. The gas consumption has improved compared to last year, however electricity is about the same. But with the government's help we are looking at lower spending than originally anticipated and SBM was hopeful the school might be able to carry over what was originally budgeted. That will hopefully assist with any rising costs next year as there is no mention of help from the government from April onwards.

Contracts review update

	<p>Utilities Gas contract due to be renewed for 1st April. SBM presented the price of the new 6-month and 12-month contract. Both were considerably cheaper than the current one. Governors discussed these in detail and decided to sign up for the 6 months to bring it in line with the electricity. Both contracts will be fully reviewed in the summer term, giving 3 months notice to Zenergi in June. That way SBM will be able to tender to a wider market. Proposal was to go for a 6 months contract. Proposer: Mr Manek Seconded: Mrs Windle</p> <p>Printers/copiers - For information only Lease contract for printers/copiers was reviewed by the SBM. The most cost effective option was offered by Kyocera. The cost of the new contract including the licence fees will be £5183 per year. The school also took into consideration the cost per print and this was also the most competitive with Kyocera. The new printers will be replaced during February half-term break.</p> <p>Absence Insurance - For information only The staff absence insurance was reviewed and it looks like the current provider, SAS, is still the most competitive at £6215 per year.</p> <p>Parental Debt - this part of the item is confidential. See separate page attached.</p>	
	<p>Mr Mutabaruka left the meeting at this point at 6.30pm</p>	
<p>13.</p>	<p>Review of policies The following policies were reviewed. Governors discussed and reported on changes within different policies. CCTV - addition was made to add a section under storage about CCTV footage being kept longer than a month if an ongoing investigation is in process. Discipline & Conduct Managing Allegations against staff SEN The above policies were updated. The changes were highlighted for governors and they were happy with these. Proposal: To agree the updated policies. Proposer: Mrs Walsh Seconded: Mrs Windle These were unanimously approved.</p>	
<p>14.</p>	<p>Governing Body reports Received reports from governors' statutory visits as per the visit schedule: Finance – School Financial Value Standard Finance governors put together the SFVS document. SBM reviewed the document and made some additions. FGB needs to review this document in detail ready for approval at the next meeting. Maths - report attached.</p> <p>Number of changes were made to the visit schedule as governors requested at the previous meeting to be reporting directly on the School Development Plan progress. All to please look at the schedule and ensure the visits are booked in time to report at relevant FGB meetings. Governors advised to carry out their second Year group visits in Term 5.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits. Governors/Visit Reports/2022-23/Schedule for Governor visits 2022-23</p> <p>Working party feedback – Long Term Strategic Plan SWOT analysis was discussed at the last working party. The long term plan SWOT analysis was open to staff, parents and governors and really good feedback was received.</p> <p>Admission panel - feedback The panel feedback to the rest of governors that an application was made to consider under Health and Special Access Reasons and this was approved.</p>	<p><i>All Governors</i></p>

	OTHER	
15.	<p>Chair's Actions / Correspondence</p> <p>Child protection policy Chair has approved, in discussion with the Safeguarding governor, the new Safeguarding Policy for January 2023. The Governing Body ratified this decision unanimously.</p>	
16.	<p>Strike Action</p> <p>School carried on as normal as no teachers were striking on 1st February. Future dates are coming up (<i>2nd March, 15th & 16th March</i>)</p>	
17.	<p>Training</p> <p>Training & Development governor provided the following report: HT attended a number of governor training sessions. The slides are available in the training folder on google drive. Safeguarding governor reminded to complete the safeguarding webinar.</p> <p>Governors encouraged to attend the following training sessions: Ofsted training - 22nd Feb Governor Conference - 24th March</p>	
18.	<p>Confidentiality / Publication of Minutes</p> <p>The governors considered that all parts of the proceedings could be released for communication apart from a section from item no. 12.</p>	
19.	<p>Any Other Urgent business</p> <p>None.</p>	
20.	<p>Dates and times of future meetings</p> <p>Thursday 30th March - 8.40am – Governing Body Meeting Wednesday 24th May - 5pm – Governing Body Meeting Thursday 15th June - 12pm - SIP to meet with governors Tuesday 4th July - 8.40am – Governing Body Meeting</p>	
21.	<p>Meeting closed at 7.25pm</p>	

Signed Chair of Governors

Date