



**Minutes of the Governing Body of Great Chart Primary School  
Held at the school on 8<sup>th</sup> December 2023  
Time 8.40am**

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

**In attendance** Mr T Roberts (Item 8)

**Governance Professional** Mrs L Page

**Absent** Mr C Gibbins, Mr Manek, Mr P Mutabaruka

Agenda Item		Action Whom/by When
<b>PROCEDURAL</b>		
1.	<b>Meeting opened &amp; Welcome</b> Meeting opened at 8.42am.	
2.	<b>Apologies for absence</b> Mr Gibbins – work commitments Mr Manek – work commitments Mr P Mutabaruka - unwell Mrs Walsh left at 9.45am for a medical appointment Miss Keen left at 10am for a funeral. Apologies accepted by the governing body.	
3.	<b>Declarations of business interests</b> 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.	<i>All Governors</i>
4.	<b>Quorum</b> Meeting quorate with 8 governors present. 9.45am meeting quorate with 7 governors present. 10am meeting quorate with 6 governors present.	
5.	<b>Constitutional Items/ Governing Membership</b> Terms of office coming to an end within next 6 months – none  Co-opted governor's vacancy – no applications received so far.  Sustainability Link Governor - by 2025 it will be mandatory to have a Sustainability lead and also a governor. This to monitor and look at what school does to promote and educate about climate change, work with Eco warriors. Mrs Windle volunteered to do this.  Governor Self Evaluation – in the Vice Chair's absence this was referred to the next meeting.	
6.	<b>Minutes of the previous meeting</b> It was raised to add the following to the previous meeting's minutes:	

	<p>Item no.12 - under racial incident - <b>Q: Do we continue to monitor that case?</b> A:Yes, but there have been no further incidents.</p> <p>Item no. 13 - policies were agreed by majority and not unanimously.</p> <p>The minutes of the meeting were confirmed and signed as a true representation of the meeting with the above additions.</p>	
7.	<p><b>Matters arising from previous meeting minutes</b></p> <p>None.</p>	
<b>SCHOOL IMPROVEMENT</b>		
8.	<p><b>Site Report</b></p> <p>Site manager reported on the works completed since the last report in July 2023.</p> <ul style="list-style-type: none"> <li>• New fire alarm system</li> <li>• KS1 and KS2 trim trails – this included Site Managers removing both old trim trails</li> <li>• Artificial grass repairs – playgrounds and art area</li> <li>• Toilets maintenance and repairs</li> <li>• Fences and woodwork being treated and re-painted</li> <li>• Carpets and rugs cleaned</li> <li>• Bins and bricks pressure washed</li> <li>• New gate built between EYFS and Y2 area</li> <li>• Cleaners cupboard</li> <li>• Bridge repairs</li> <li>• Boat on KS1 playground repaired</li> <li>• School garden</li> <li>• Hedges cut back</li> <li>• Drains cleared</li> <li>• Gutters cleared</li> <li>• Main gate repairs (after lorry has hit it)</li> </ul> <p>Mr Roberts and Mr Beck were thanked for all their hard work.</p> <p>Governors have asked what's next on the list with regards to works being carried out. Mr Roberts informed - tree work, following the tree survey, Legionella testing was carried out - address any issues arising and Energy lightning survey - looking at quotes to address the feedback provided in the report.</p>	
9.	<p><b>Governor Visits Training &amp; Protocol</b></p> <p>This was deferred to the next meeting once all governors are present. Everyone at the meeting was in agreement with this.</p>	
10.	<p><b>School Development Plan</b></p> <p>Headteacher provided a detailed report to governors that is attached to these minutes.</p> <p><b>Q: What are 'suave' words?</b> A: Suave words are sophisticated words and form part of the Talk Write strategy we are using. The children are also being encouraged to use suave grammar and suave punctuation within their writing.</p> <p><b>Q: FLO uses 'Boxall' to assess pupils. What is Boxall?</b> A: Boxall Profiles are used to assess children's wellbeing and are part of what we are doing for Nurture UK. It is recommended to be the best way to identify and address any hidden issues, to ensure that every child and young person gets the support they need to engage fully with their education.</p> <p><b>Q: STLS involved in Year 1 team and a Year 3 pupil. What does STLS stand for?</b> A: Specialist Teaching and Learning Service.</p> <p><b>Q: Language support. What is NELI?</b> A:Nuffield Early Language Intervention.</p>	
11.	<p><b>Finance Update</b></p> <p><b>Budget monitoring</b> – October, November 2023</p> <p>7 months budget monitoring report for October was emailed to governors. Following questions were raised via email by the finance governors and answers were provided by the School Business Manager.</p> <p><b>Q: I05 Pupil Premium: Please can you explain what 'adjusted to match statement of account £120,300' means?</b> A: Statement of account is the monthly account of income we receive from KCC.</p>	

They base the income on Census pupil numbers. I, for example, budget in May that we will have 70 pupil premium children but in October census we end up with only 68. However, after Census there might be more children added, but will not make it in time for KCC to give us the money for them. I adjust it based on what they say they are giving us as at the time of budgeting is a guess and local knowledge.

**Q: I10 Supply Teacher: Income is zero, which is less than the £500 expected. Is this because we haven't made any claims?** A: We haven't had anyone ill (fingers crossed) for us to make a claim. This can change, difficult to guess.

**Q: I note that we are now looking at a carryover of nearly £5K, no longer a deficit.** A: There is an in year deficit of £14,216. Page one on the bottom Revenue Balance This Year and you need to look at Expected Outturn Column.

8 months budget monitoring for November was shared with governors prior to the meeting. No questions were raised.

**6 months monitoring feedback from KCC** - governors noted the feedback from KCC and SBM explanations and were happy with these.

**Finance Governors Report** - this part is confidential.

Mrs Walsh left at 9.45am during item 11.  
Miss Keen left at 10am during item 11.

12.

**Safeguarding**

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 (27.11.23)**

Type of support	Number of pupils
Social Services - Child Protection	0
Social Services - CHIN	4
Social Services - Child and Family Assessment	2
CAFCASS	3
Early Help Intervention	2
Family Liaison support	46

**Training**

A new member of staff has completed the following training:

- Safeguarding awareness
- KCSIE check 2023
- PREVENT
- Low Level Concerns

They have also received Induction Training in all other relevant policies and procedures.

**Stranger Danger**

Staff have reminded children about keeping themselves safe outside of school and stranger danger. This was due to a Y6 child being approached by a stranger on their walk home from school.

**Designated Safeguarding Leads meetings and supervision**

DSL meetings continue monthly with supervision sessions offered to staff. EYFS supervision is offered termly.

**Governor Monitoring**

Mr Manek met with Mrs Ostridge and Miss Adams 06.11.23 (Mr Manek to report back)

**Online Safety Act**

The online safety act has now been given royal assent. The Act imposes obligations on those services within its remit to deliver additional protections for children accessing these services. Education and childcare providers subject to existing legal duties and statutory guidance (such as KCSIE 2023) to safeguard and protect children are not within the Act's remit. All schools should continue to adopt a whole school approach to online safety and safeguard children from potentially harmful and inappropriate online material.

**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 20.11.22. Two members of staff have been removed (left employment on the 3rd and 17th Nov 2023. 1 new member of staff was added - all checks completed. 1 member of staff is still highlighted (ex Wyvern member of staff).

**Online filtering & monitoring**

The SLT and DSLs are satisfied that our filtering and monitoring provider, Lightspeed, is fully compliant with the expectations to ensure appropriate filtering and monitoring systems are in place. (Governors can view the expectations and the RAG rating for Lightspeed in the Safeguarding folder).

Lightspeed monitoring is in place via broadband 4. Alerts are sent to the Headteacher, SBM and the DSL's joint email account. All alerts are actioned and recorded using CPOMs.

**Filtering and Monitoring Standards:**

- Identify and assign roles and responsibilities to manage filtering and monitoring systems:
  1. Governing bodies are responsible for filtering and monitoring systems
  2. HT/SLT and a member of the Governing body (Ronnie Manek) is responsible that the standards are met including procurement and documentation (i.e. why decisions have been made relating to managing systems). Ensure all staff know their role and have received training, understand and follow policies and procedures.
  3. DSLs oversee and act on filtering and monitoring concerns
  4. IT technical support providers maintain the systems and provide reports
- Review filtering and monitoring systems at least annually:
  1. Involve SLT, DSLs, IT support and a Governor
  2. At least annually or when a concern has been raised or any change to the processes in the school
  3. Risks and effectiveness of the system and processes should be discussed and this must be clearly documented
  4. The review should relate to all devices (include any device on the asset register)- <http://testfiltering.com>
- Filtering system should block inappropriate content without unreasonably impacting T&L
- Effective monitoring strategies that meet the needs of your school or college

**Behaviour (12.10.23- 27.11.23)**

Bullying allegations	1	1 x Y3 - parents accused a child of bullying their son. This was investigated. There had been some unpleasant behaviour but the school does not feel this was bullying. All procedures followed.
Racist incidents	1	1x Y3 - a child used an unkind word. Both sets of parents were spoken to and follow up with both children took place.
Online Safety Incidents Term 2	2	1x our filtering system blocked a website when a Y5 child googled something quite innocent. The child then said, 'Is it because it's porn?' Parents were spoken to. 1x Y5 pupil being very unkind on Fortnite to another Y5 pupil. Parents informed and both pupils took part in a session with Miss Adams about being safe and kind online.

13.	<p><b>Health &amp; Safety</b></p> <p>Health &amp; Safety governor visit took place on 22<sup>nd</sup> November. Full written report was shared with governors prior to the meeting and is filed with these minutes. H&amp;S governor provided the following feedback: There is a huge increase in pupils with food intolerances and Mr Hughes reported how well the school is managing this. He also reported there was a large decrease in flu vaccines for children this year. He was pleased to see no accidents caused by pupils against teachers. He thought that was positive, as previously when he attended H&amp;S visit, there was a number of accidents caused by children to staff.</p>	
14.	<p><b>Review of policies</b></p> <p>The following policies were reviewed. Governors discussed and reported on changes within different policies. Complaints policy Grievance Pay policy Redundancy Policy – Governors discussed Appendix 2 and have amended the policy for option 2 which allows for a fairer process by creating a panel of one or more governors. Uniform Policy - amendment made Proposal: To agree the updated policies. The changes were highlighted for governors and they were happy with these. Proposer: Mr Parish Seconded: Mr Fitch These were unanimously approved.</p> <p>Also the following Health &amp; Safety policies were reviewed and updated by the H&amp;S leader. These were shared with governors for information only. Administration of medicines policy Accidents and Medical</p>	
15.	<p><b>Governing Body reports</b></p> <p>Received reports from governors' statutory visits as per the visit schedule, these are filed with the minutes:</p> <ol style="list-style-type: none"> <li>1. Finance (covered in item 11)</li> <li>2. Health &amp; Safety (covered in item 13)</li> <li>3. Safeguarding (covered in item 12)</li> <li>4. Curriculum</li> <li>5. EYFS</li> <li>6. Inclusion</li> </ol> <p>Also a Year group report for Year 3 was shared with the governing body. <b>All governors are reminded to check the Governors' Visit schedule and book their visits.</b></p>	
<b>OTHER</b>		
16.	<p><b>Chair's Actions / Correspondence</b></p> <p>A catch up meeting with HT and Chair of governors took place in November.</p>	
17.	<p><b>Training</b></p> <p>The Training and Development governor's report was referred to the next meeting.</p> <p>Some reports from recent training and PowerPoints are included for all to read in the training folder on the shared google drive.</p>	
18.	<p><b>Confidentiality / Publication of Minutes</b></p> <p>The governors considered that all parts of the proceedings could be released for communication apart part of item 11.</p>	
19.	<p><b>Any Other Urgent business</b></p>	
20.	<p><b>Dates and times of future meetings and other events</b></p> <p>New Parents Tours 13- December 3.30-5pm – attendance optional Wednesday 7<sup>th</sup> February 5pm – <b>Governing Body Meeting</b> Wednesday 27 March 8.40am – <b>Governing Body Meeting</b> Wednesday 22<sup>nd</sup> May 5pm – <b>Governing Body Meeting</b> Saturday 22<sup>nd</sup> June – School's Summer Fete – help welcome</p>	

	Friday 5 <sup>th</sup> July 8.40am – <b>Governing Body Meeting</b>	
21.	Meeting closed at 10.30am	

Signed ..... Chair of Governors

Date .....