



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 12th December 2025
Time 8.40am**

Present Mrs S Windle, Chair, Mrs W Pang, Headteacher
Mrs P High, Mr M Hughes, Miss J Keen, Mr T King, Mrs B Matovu-Fontaine,
Mr A Parish, Miss E Steward, Mrs B Walsh

In attendance Mr T Roberts (Item 8)

Governance Professional Mrs L Page

Absent

Agenda Item		Action Whom/by When
PROCEDURAL		
1.	<p>Meeting opened & Welcome Meeting opened at 8.45am. Mr T King and Miss E Steward were formally welcomed by the governing body.</p>	
2.	<p>Apologies for absence None.</p>	
3.	<p>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.</p>	<i>All Governors</i>
4.	<p>Quorum Meeting quorate with 10 governors present.</p>	
5.	<p>Constitutional Items/ Governing Membership Terms of office coming to an end within next 6 months – none</p> <p>Co-opted governors' vacancies – no applications received so far. Governors to approach members of the community to try to fill the 2 remaining vacancies.</p> <p>Following the appointment of the two new governors the board looked at the roles and responsibilities. Terms of reference updated accordingly. The roles delegated and agreed as follows (changes in bold): HT PM Group – Mr Hughes (Chair), Mrs Windle, Miss J Keen Pay Panel – Mr Parish (Chair), Mrs Walsh, Miss E Steward</p> <p>Statutory roles: Safeguarding (including Child Protection) – Mr A Parish, Miss E Steward SEND - Miss J Keen</p> <p>LA required roles: Health and safety - Mr M Hughes Finance governor - Mr A Parish, Mr T King</p> <p>Non Statutory/best practice:</p>	<i>All Governors</i>

	<p>Training and development governor - Miss J Keen Pupil premium/recovery/other targeted funding - Miss J Keen Whole school wellbeing - Mrs B Walsh Early Years – Mrs B Matovu-Fontaine Attendance – Mrs B Walsh Cyber Security – Mr A Parish Sustainability – Mrs S Windle</p> <p>School priorities monitoring roles: Writing - Miss J Keen Mathematics - Mrs S Windle, Mrs B Matovu-Fontaine Curriculum - Mrs S Windle Empowerment Approach – Mrs B Walsh, Mr M Hughes EYFS – Mrs B Matovu-Fontaine</p>	
6.	<p>Minutes of the previous meeting 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 None.</p>	
SCHOOL IMPROVEMENT		
8.	<p>Site Report Site manager reported on the works completed since the last report in July 2025.</p> <ul style="list-style-type: none"> ● Trim trail on field - repaired ● Playground apparatus on KS2 - repaired ● Constant leave blowing to keep the playgrounds tidy, branch clearing ● Toilet issues caused by pupils ● Drains cleared ● Front door to school reception repaired ● Spot lights repaired ● Roof leaks repaired in reception and back of the school where solar panels are ● General repairs around the school. <p>Governors were advised that the Assistant Site Manager is leaving in December. The school will not advertise for now. We are covering for the time being with borrowing a Site Manager from Ashford Oaks from 1-4pm. One of the cleaners will cover the evening lettings and lock ups.</p>	
9.	<p>School Development Plan Headteacher provided a detailed report to governors that is attached to these minutes.</p>	
10.	<p>Pupil Premium Report This report was shared with governors for information and is published on the school's website.</p>	
11.	<p>Ofsted Training Headteacher provided a training session on the new Ofsted Framework. Our Ofsted window starts next academic year. Huge focus on inclusion and SEN.</p> <p>Summary of main changes: New report card, new toolkits, five point grading scale, renewed focus on inclusion, new inspection methodology, new online insights platform, a new approach for monitoring schools where improvement is needed, all school inspections led by HMI, an additional team inspector on day 1 of every inspection New Ofsted Grades:</p> <ul style="list-style-type: none"> ● Urgent Improvement ● Needs attention ● Expected standard ● Strong standard ● Exceptional <p>Plus Safeguarding - Met/Unmet</p> <p>Meeting with governors would be during the 2nd day of the inspection.</p>	

	<p>All Governors are encouraged to attend governor training provided by GovernorHub plus any training linked to Inclusion. Slide presentation added to the Governor Drive: Ofsted: Ofsted Information 2025: Training</p>													
12.	<p>Finance Update Budget monitoring – October, November 2025 also Budget recast 3 year plan. 7 months budget monitoring report for October was emailed to governors. No questions were raised. Recast of 3 year plan was also shared with updated figures. Following questions were raised via email by the finance governor and answers were provided by the School Business Manager. Q: Income for 2027/28 is down mainly due to HNF however teaching and support staff costs are a lot higher. If pay increases have been budgeted for, how come income for this hasn't? The Income is not based on staff payrises. Income is given by DfE and then delegated by KCC. High Needs Funding is still going through their new model and the Year 2 and Year 3 I03 HNF income is a complete guess. KCC finance are not giving the schools any guidance on what to budget. DfE are still to issue the white paper on this. We have budgeted on hopefully realistic worst case scenario that is looking more positive for Y2 at this point than at the time of budgeting when we met in May. Q: I am very concerned about the 2027/28 figures, how realistic are these (we have a £90K variance between income and expenditure, this can't be sustained)? As per the above comment, we are not at present very concerned over Y3 in the budget as we are waiting direction from DfE and KCC. Year 1 and year 2 have been updated more realistically as we had staff who left recently and were not replaced. Also we had higher pupil number following the recent October census so the I01 in Y2 is higher. If you look at the original budget submitted in May, you'll be able to compare these variances. We were potentially going to discuss some drastic changes in staffing for the year 2 figures but as these have improved we no longer have to. We will look at year 3 once the budget figures are confirmed by DfE and KCC. We don't expect to have any updates on these until budgets are issued to school at the end of February/beginning of March. 8 months budget monitoring for November was shared with governors prior to the meeting. School Business Manager also met with the finance governor to discuss it in detail. Full report is filled with these minutes. The main point for governors to note is that the predicted rollover is higher than originally budgeted, currently expected at £52,598. Staff will be asked to save their budget if possible, so hopefully we can end up with even higher rollover come March 2026. 6 months feedback from KCC finance – School Business Manager provided comments to the feedback from KCC finance. Governors were happy with these. The full document is filed with these minutes.</p>													
13.	<p>Safeguarding Report from the Monitoring day visit was shared with the board and is filed with these minutes. Safeguarding governor has talked through the report. Busiest term one with regards to safeguarding issues. Termly report provided by HT. 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 (27.10.25- 08.12.25)</p> <table border="1" data-bbox="220 1668 1126 2029"> <thead> <tr> <th>Type of support</th> <th>Number of pupils</th> </tr> </thead> <tbody> <tr> <td>Social Services - Child Protection</td> <td>0</td> </tr> <tr> <td>Social Services - CHIN (Children in need)</td> <td>2</td> </tr> <tr> <td>Social Services - Child and Family Assessment</td> <td>2</td> </tr> <tr> <td>Early Help Intervention</td> <td>4</td> </tr> <tr> <td>Family Liaison support</td> <td>21</td> </tr> </tbody> </table> <p>Training</p>	Type of support	Number of pupils	Social Services - Child Protection	0	Social Services - CHIN (Children in need)	2	Social Services - Child and Family Assessment	2	Early Help Intervention	4	Family Liaison support	21	
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Headteacher completed the following:
 Cyber Security Awareness Training for Governors
 Suspensions and Exclusions
 Staff received information regarding responding to nude and semi-nude image sharing. Scenarios were also discussed.
 All members of the teaching team completed Pro Act Scipr Training with Russell Ames from the Beacon School. He also returned to complete Restraint Training with a smaller group of staff to help support a pupil in EYFS.
 Induction training took place with the HT and both new governors.

Road Safety

As part of our Life Skills curriculum and Road Safety week in November, classes focused on different elements to make children aware of the dangers and support them in keeping safe. Some classes took the children out and about in the local area.

Designated Safeguarding Leads meetings and supervision

DSL meetings continue every two weeks with supervision sessions offered to staff. EYFS supervision is offered termly. Support has increased for some members of staff due to the challenges being faced with a number of children in the school.

Governor Monitoring

This took place in Term 1 and will continue in Term 3.

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 the 21st November 2025. No outstanding checks. Staff leaver has been removed.

Anti Bullying Week 10th-14th November 2025

Anti- Bullying week was covered in circle time sessions and Assemblies.

Behaviour (27.10.25- 08.12.25)

Bullying allegations	2	1x Y5 pupil - a group of boys, leaving another child out of a game on more than one occasion. All boys took part in a coaching session. This has really helped. 1x Y3 pupil - being unkind to another child. Children spoken to and parents involved. No further reports of bullying.
Racist incidents	1	1x Y6 pupil - parents reported a racist remark being made from a child at another school. The HT of the other school was contacted. A general reminder from both schools was sent to all parents.
Online Safety Incidents	12	1x Y3 pupil - disclosed that she speaks to strangers online. Further support given to the child and parent. 1x Y4 pupil - sent a disrespectful email to a teacher during chess club. Parents and pupil spoken to. 1x Y6 pupil - Parent concerned about the child's activity online at home. School offered advice to the pupil and parent. 1x Y6 pupil - being unkind on what's app - general class reminder. 2x Y4 (SEN) pupils concerns about the content being viewed at home. Parents informed and offered advice. 1x Y2 pupil - mentioned a 'Chucky' doll in a discussion. Parents informed. 1x Y5 pupil - admitted had been unkind to people online. Parents and pupil spoken to. 1xY5 - For home learning a child searched information about 'Jack The Ripper'. Class teacher contacted the parent to inform them and to advise the child to select a different 'Victorian' to research. 1x Y5 pupil - information received from another school regarding an online safety concern. Parent of the new pupil informed and given advice.

			<p>1x Y6 pupil - filtering system picked up a word being searched. Pupil and parent spoken to.</p> <p>1x Y6 pupil - filtering system picked up a word being searched. When investigated the pupil had misspelt a word in their writing.</p>	
	Suspensions		This part is confidential.	
	Reduced Timetable	3	<p>1x Y6 pupil - due to reintegration following a fixed term suspension.</p> <p>1x Y6 pupil - severe absence.</p> <p>1x EYFS pupil - Social, Emotional, Mental Health.</p>	
<p>NB: Governor Action: Suspension and Exclusion Training either via Governor Services or The Key.</p>				
14.	<p>Health & Safety</p> <p>Health & Safety governor visit took place on 15th October. Full written report was shared with governors prior to the meeting and is filed with these minutes.</p> <p>H&S governor provided verbal feedback that the school is in a good position overall. The pupils received flu jabs, the uptake was 48%.</p>			
15.	<p>Review of policies</p> <p>The following policies were reviewed.</p> <p>Complaints policy Grievance</p> <p>Proposal: To agree the updated policies. No changes were reported since the last update. Proposer: Miss J Keen Seconded: Mrs B Walsh These were unanimously approved.</p> <p>Also the following Health & Safety policies were reviewed and updated by the H&S leader. These were shared with governors for information only.</p> <p>Administration of medicines policy Accidents and Medical Lockdown</p>			
16.	<p>Governing Body reports</p> <p>Governors Monitoring Day – Feedback</p> <p>HT sent a survey out to staff. Very positive feedback. Governors made staff feel appreciated. Children enjoyed it.</p> <p>The governors’ feedback was very positive also.</p> <p>Governors discussed the timeline of when the reports should be completed by, as some reports are still outstanding from the October Monitoring Day. It was agreed that the reports would be completed within 10 working days from a monitoring day visit and 5 working days for other visits.</p> <p>Outstanding reports to be completed asap:</p>			
				<i>Miss Keen</i>

	<ul style="list-style-type: none"> • Inclusion • Writing • Year 6 drop in <p>Received reports from governors' statutory visits as per the visit schedule:</p> <ol style="list-style-type: none"> 1. Finance (covered in item 12) 2. Health & Safety (covered in item 14) 3. Safeguarding (covered in item 13) <p>Pay Panel Feedback - this part of the item is confidential.</p> <p>The next Governor Monitoring Day - Wednesday 29th April 2026 has been agreed by all governors.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p>	
	OTHER	
17.	<p>Chair's Actions / Correspondence</p> <p>Monthly catch up with the headteacher takes place. One to one with all governors in progress.</p>	
18.	<p>Training</p> <p>The Training and Development governor reported on training undertaken by the governors.</p> <p>Governors advised that there are two training portals to be accessed via Governorhub. Governorhub training that is provided by the KCC on specific dates. There is also The Key training that is online and can be completed anytime.</p> <ul style="list-style-type: none"> • New governors were reminded to undertake their induction training via Governorhub. • Governor County Briefing - 21st January - all governors advised to attend. <p>Other training recommended:</p> <ul style="list-style-type: none"> • Understanding Primary Data - 8th January 6pm (2 hours) • Be Prepared for Ofsted - 14th January (1 hour) • Exclusions and Suspensions - https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/suspension_exclusion_course/?marker=full-search-q-suspensions%20and%20exclusions-result-1-from-KSG <p>Some reports from recent training and PowerPoints are included for all to read in the training folder on the shared google drive.</p>	
19.	<p>Confidentiality / Publication of Minutes</p> <p>The governors considered that all parts of the proceedings could be released for communication apart part of item 13 and 16.</p>	
20.	<p>Any Other Urgent business</p>	
21.	<p>Dates and times of future meetings and other events</p> <p>Wednesday 11th February 5pm - Governing Body Meeting Friday 27th March 8.40am – Governing Body Meeting Wednesday 29th April 8am-3.20pm - Governors Monitoring Day Wednesday 20th May 5pm – Governing Body Meeting Friday 3rd July 8.40am – Governing Body Meeting</p>	
22.	<p>Meeting closed at 10.35am.</p>	

Signed Chair of Governors

Date