



**Minutes of the Governing Body of Great Chart Primary School  
Held at the school on 11<sup>th</sup> February 2026  
Time 5.00pm**

**Present** Mrs S Windle, Chair, Mrs W Pang, Headteacher

Mrs P High, Mr Hughes, Miss J Keen, Mr T King, Mrs Matovu-Fontaine,  
Miss E Steward, Mrs B Walsh

**In attendance**

**Governance Professional** Mrs L Page

**Absent** Mr A Parish

Agenda Item		Action Whom/by When
<b>PROCEDURAL</b>		
1.	<b>Meeting opened &amp; Welcome</b> Meeting opened at 5.00pm.	
2.	<b>Apologies for absence</b> Mrs Matovu-Fontaine arrived at 5.11pm during item 8. Mr A Parish - personal reasons. 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.	<b>All Governors</b>
4.	<b>Quorum</b> Meeting quorate with 8 governors present. 5.11pm - meeting quorate with 9 governors present.	

5.	<p><b>Constitutional Items/ Governing Membership</b> Terms of office coming to an end within next 6 months – None</p> <p>Co-opted Governors’ vacancy – one application received from a member of the wider community. CV was shared with governors prior to the meeting for consideration. Governors have decided not to appoint at this point due to a number of newly appointed governors on the board who need to be upskilled and require support from existing members with longer experience. Governance Professional to inform the candidate.</p>	<i>Governance Professional</i>																																								
6.	<p><b>Minutes of the previous meeting</b> The minutes of the meeting were confirmed and signed as a true representation of the meeting.</p>																																									
7.	<p><b>Matters arising from previous meeting minutes</b> None.</p>																																									
<b>SCHOOL IMPROVEMENT</b>																																										
8.	<p><b>Headteacher’s Report</b> The Headteacher’s report and related documents were available to all governors prior to the meeting. No questions were raised. The full report is attached to these minutes.</p>																																									
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9.	<p><b>Safeguarding</b></p> <p><b>Child Protection Update - Governors - Term 3 2026</b> 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.</p> <p><b>Safeguarding Compliance - checklist:</b></p> <table border="1" data-bbox="220 1160 1390 2107"> <thead> <tr> <th>Requirement</th> <th>Last Review/ Update</th> <th>Next Review</th> <th>Evidence</th> </tr> </thead> <tbody> <tr> <td>KCSIE 2025</td> <td>Sept 2025</td> <td>Sept 2026</td> <td>Signed declaration form</td> </tr> <tr> <td>KCSIE 2025 knowledge check (Staff and Gobs)</td> <td>Sept 2025</td> <td>Sept 2026</td> <td>Certificates signed - DSL google drive</td> </tr> <tr> <td>Child Protection Policy Sept 2025 (including online safety)</td> <td>Sept 2025</td> <td>Sept 2026</td> <td>Policy on website</td> </tr> <tr> <td>Single Central Register</td> <td>21.01.26</td> <td>Term 4</td> <td>SCR audit completed; fully compliant</td> </tr> <tr> <td>DSL training</td> <td>Ongoing</td> <td>Ongoing</td> <td>All training up to date - certificates stored in the DSL google drive</td> </tr> <tr> <td>All staff training</td> <td>Sept 2025 and ongoing</td> <td>Sept 2026</td> <td>CPDL record</td> </tr> <tr> <td>All Governor training</td> <td>Sept 2025</td> <td>Sept 2026</td> <td>Signed declaration form</td> </tr> <tr> <td>Kitchen staff, Volunteers, visitors and peripatetic teachers - information updates</td> <td>Sept 2025</td> <td>Sept 2026</td> <td>Signed declaration form</td> </tr> <tr> <td>Safer Recruitment</td> <td>Ongoing</td> <td>Ongoing</td> <td>3 members of the SLT</td> </tr> </tbody> </table>	Requirement	Last Review/ Update	Next Review	Evidence	KCSIE 2025	Sept 2025	Sept 2026	Signed declaration form	KCSIE 2025 knowledge check (Staff and Gobs)	Sept 2025	Sept 2026	Certificates signed - DSL google drive	Child Protection Policy Sept 2025 (including online safety)	Sept 2025	Sept 2026	Policy on website	Single Central Register	21.01.26	Term 4	SCR audit completed; fully compliant	DSL training	Ongoing	Ongoing	All training up to date - certificates stored in the DSL google drive	All staff training	Sept 2025 and ongoing	Sept 2026	CPDL record	All Governor training	Sept 2025	Sept 2026	Signed declaration form	Kitchen staff, Volunteers, visitors and peripatetic teachers - information updates	Sept 2025	Sept 2026	Signed declaration form	Safer Recruitment	Ongoing	Ongoing	3 members of the SLT	
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			Certificates - DSL google folder
Governor safeguarding monitoring	Oct 2025 HT termly report	Term 3/4	Report shared with governors
Prevent duty - staff	Jan 2025	Jan 2027	CPDL record
Prevent duty - govs	Sept 2024 Ongoing-induction	Sept 2026	Certificates stored in google drive
Child protection files	Ongoing	Ongoing	CPOMs
Low Level Concerns Policy	Sept 2025	Sept 2026	Staff are aware of the policy during the visioning day - 2 recorded and reported this academic year. Investigated and resolved. No further action necessary.

**Open Cases (09.12.25- 10.02.26)**

Type of support	Number of pupils
Operation Encompass (domestic abuse)	3
Social Services - Child Protection	0
Social Services - CHIN (child in need)	1
Social Services - Child and Family Assessment	4
Early Help Intervention	3
Family Liaison support	17

The school has a pastoral overview in place which is monitored and updated continually by the Family Liaison Officer (FLO), Designated Safeguarding Leads (DSLs) and Senior Leadership Team (SLT).

**Training**

Staff have continued to discuss scenarios during training sessions.

**Improvement Advisor Visit - Jan 2026**

School meets all the statutory requirements for safeguarding

**Designated Safeguarding Leads meetings and supervision**

DSL meetings continue fortnightly 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. A second visit is due in term 4.

**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.

**Advice from The Key:**

**There's a difference between a school leader's role in monitoring the SCR and that of a governor:**

- School leaders: carry out the operational task of physically checking the SCR and making sure all of the relevant boxes are complete and that the document as a whole is up to date
- Governors: are responsible for the strategic task of monitoring that school leaders are keeping up with their statutory duties. They do this by asking the right questions about how complete the record is, how frequently it's reviewed and how it's stored

The safeguarding link governor is usually best placed to take on this strategic monitoring. If this is you, read on to find questions to ask.

**Questions to ask your school leaders to make sure they're monitoring the SCR**

- How and where do we store the SCR? Is it secure?
- How often do you check the SCR?
- When was the last time you checked the SCR?
- Have you checked the information recorded on the SCR for errors?
- Are all new staff recorded on the SCR?
- Are all relevant fields on the SCR completed for each listed person?

Improvement Advisor reviewed the SCR on the 8th January 2026.

Headteacher reviewed the SCR on the 21st January 2026. No outstanding checks. Staff leavers have been removed.

**DfE Technology Plan for Schools**

Audit completed with IT from Citibusiness. Cyber Security Training to take place later in the year. Governor monitoring visit during the monitoring day to be completed.

**Martyn's Law**

The HT spoke to David Hart who is a consultant employed by KCC (09.02.26) and he offered some sound advice regarding preparing for Martyn's Law. This information has been shared with Mrs Thomas (Health & Safety Leader).

**Behaviour (09.12.25- 10.02.26)**

Bullying allegations	0	
Racist incidents	2	1x Y6 child making an offensive remark about another child - both children spoken to and information shared with parents. 1x Y3 child using the N word - not directed at anyone. Reported to parents.
Online Safety Incidents	5	1x Y2 - Using inappropriate language heard on You Tube - Parents spoken to 1x Y5 - searching information about Hitler and then displaying inappropriate support for his actions - pupil and parents spoken to  Lightspeed Filtering: 1x Y 6- gay - this was explored further 1x Y6 – murder - gothic stories being written  WhatsApp 1x Y6- threatening to hurt another Y6 child and sending an inappropriate image found on the internet- pupil and parents spoken to
Suspension/ Exclusion	1	Year 6 pupil
Reduced Timetable	2	1x EYFS pupil - Social, Emotional, Mental Health. 1x EYFS pupil - medical (dual registration with the Rosewood School)

**NB: Governor Action:**

Suspension and Exclusion Training either via Governor Services or The Key

Advice on questions to ask:

	<a href="https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/safeguarding/questions-ask-about-safeguarding/?origin=governorhub&amp;sync=true">https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/safeguarding/questions-ask-about-safeguarding/?origin=governorhub&amp;sync=true</a>	
10.	<p><b>Finance Update</b>  <b>Budget monitoring</b> – December 2025, January 2026  The budget monitoring for December was shared with governors via email at the beginning of January. No questions were raised.  The budget monitoring for January was shared with governors prior to the meeting. Also it was discussed during the Finance Monitoring Visit (see the attached report). No further questions were raised.  Governors noted an overall improvement in the rollover, even though only small. Currently predicting outturn of £50,850.</p> <p><b>SFVS</b>  The document was put together and finalised during the last finance monitoring visit. (See the attached visit report).  Governors had an opportunity to read through this document and suggest any amendments. There are no actions suggested for this year's submission.  Governors were happy with this document and it is ready for approval at the next meeting.</p>	
11.	<p><b>Review of policies</b>  The following policies were reviewed. Governors discussed and reported on changes within different policies.  Discipline &amp; Conduct  SEN  Proposal: To agree the updated policies. The changes were highlighted for governors and they were happy with these.  Proposer: Miss J Keen  Seconded: Mrs S Windle  These were unanimously approved.</p> <p>CCTV policy was also reviewed and shared with governors for information only.</p>	
12.	<p><b>Governing Body reports</b>  Received reports from governors' statutory visits as per the visit schedule:  1. Finance (covered in item 10)  2. Inclusion - brief verbal feedback provided. Written report to follow.</p> <p><b>Wednesday 29th April 8am-3.20pm - Governors Monitoring Day</b></p> <p><b>All governors are reminded to check the Governors' Visit schedule and book their visits.</b></p>	<i>Inclusion gvs</i>
<b>OTHER</b>		
13.	<p><b>Chair's Actions / Correspondence</b>  Monthly catch up with HT took place.  Thank you presentation to the PTA for their generous donation to school.</p>	
14.	<p><b>Training</b>  The Training and Development governor reported on following training undertaken by the governors:  Feedback from recent training has been very positive.  T&amp;D governor will also provide a written report.</p> <p>Friday 13th March - Be Prepared for Ofsted session - highly recommended for all governors to attend.</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>	<i>T&amp;D governor</i>
15.	<p><b>Confidentiality / Publication of Minutes</b>  The governors considered that all parts of the proceedings could be released for communication.</p>	
16.	<p><b>Any Other Urgent business</b>  None.</p>	
17.	<p><b>Dates and times of future meetings and other events</b>  Friday 27<sup>th</sup> March 8.40am – <b>Governing Body Meeting</b></p>	

	<b>Wednesday 29th April 8am-3.20pm - Governors Monitoring Day</b> Wednesday 20 <sup>th</sup> May 5pm – <b>Governing Body Meeting</b> Friday 3 <sup>rd</sup> July 8.40am – <b>Governing Body Meeting</b>	
18.	Meeting closed at 5.45pm	

Signed ..... Chair of Governors

Date .....