



Minutes of the Governing Body of Great Chart Primary School
Held at the school on 4th July 2025
Time 8.40am

Present	Mrs S Windle, Chair, Mrs W Pang, Headteacher Ms A Crosby, Mrs P High, Mr M Hughes, Mrs B Matovu-Fontaine Mr P Mutabaruka, Mr A Parish, Mrs B Walsh
In attendance	N/A
Governance Professional	Lucia Page
Absent	Miss J Keen

Agenda Item		Action Whom/by When
	PROCEDURAL	
1.	Meeting opened & Welcome Meeting opened at 8.46am.	
2.	Apologies for absence Miss Keen – work commitments Mrs Walsh left at 9.58am. Apologies accepted by the governing body.	
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 9 governors present. 9.58am meeting quorate with 8 governors present.	
5.	Constitutional Items/ Governing Membership Terms of office coming to an end within next 6 months - none Co-opted governor vacancies – Governors are still trying to recruit, however with no success. Skills Audit – 2 governors didn't complete and 8 governors did. Governors looked at the results and discussed these. Some training needs highlighted, all this training is provided by the School Governance. Governors can book on these free training sessions.	
6.	Minutes of the previous meeting The minutes of the meeting were confirmed and signed as a true representation of the meeting.	
7.	Matters arising from previous meeting minutes None.	

	SCHOOL IMPROVEMENT	
8.	<p>School Council Report</p> <p>Two members of the School Council have joined us for this item and reported the following. Over this year, they have been involved in multiple events. Some of these were:</p> <ul style="list-style-type: none"> • Selected Year 3 Councillors • Mindful box in reception • Scooters brought in from home and used at break times. (were used at break time in Term 4 & 5). This was very popular. • Lanyards made for all Councillors • School Councillors ran a school fete stall • Organised a quiet/mindful box for playtimes; colouring books, top trumps, dot to dot and colouring pencils • Pupil voice - new catering company • Reported to Parish Council • Taken KS1 and KS2 assembly to inform pupils of the past year. <p>Q: You mentioned a new catering company, can you please explain what is better about them?</p> <p>A: Nicer and better food, full plates. No one is going hungry after lunch. Previously they would run out of certain meals, this doesn't happen anymore.</p>	
9.	<p>Eco Warriors Report</p> <p>Eco-Warriors try to represent the school as best as they can. They have regular meetings, eco board in the hall and their own lanyards. They try to make the school as eco-friendly as possible. The school is much more sustainable.</p> <p>Over this year, they have been involved in multiple initiatives. Some of these were:</p> <ul style="list-style-type: none"> • Power Down, Layer Up Days • How do you get to school initiative – Travel tracker introduced to encourage children to walk • Picker Pals – Year 1 initiative – a child takes a litter picking kit home with them to encourage them to go outdoors and do some litter picking with their families. • Assemblies to raise awareness led by Eco Warriors • Climate Ambassador from Let's Go Zero met with Eco Warriors to talk to them what they are doing right and what they can improve on. They were impressed with our school and the things that we have been doing to support the environment. • Raising awareness <p>Q How successful was the litter picking initiative?</p> <p>A: Pupils in year one seem to like it and like going out with their families.</p> <p>Q How did the Power Down days go?</p> <p>A: These were very successful. Pupils enjoy being without technology.</p>	
10.	<p>Site Managers' Report</p> <p>Site manager reported on the works completed since the last report in March 2024. Governors also had an opportunity to walk round the school site after the meeting to look at these. Following works completed:</p> <ul style="list-style-type: none"> • J V Plumbing emptied and cleaned the two water tanks in the loft above the large hall, and serviced all the TMV valves on the water heaters around the school. They also drained down and cleaned the hot water boiler of lime scale, etc that feeds the school kitchen. • A fuse in the main electrical cupboard that serves seven of the hot water boilers had to be changed twice. • Kent Gym & Sports Services Ltd has carried out a playground risk assessment. There are a few items that need to be sorted that Site Managers are seeing too. • The annual tree risk assessment has been completed, and the report has yet to arrive. During the risk assessment the Site Manager was shown several dangerous areas that required urgent attention, including the removal of a few trees. Aspire Landscape Management came in over half-term and addressed these already. • One new light switch has been fitted in the kitchen, and two LED lights have been installed. • ADT replaced the door magnet in the reception area. • A huge amount of weeding and hedge cutting has been done all around the school and playing fields. • A metal fly screen has been fitted in the kitchen, allowing the door to be left open in very hot weather. • Taps in year 2 have been repaired. • Foundation toilets have also been repaired. 	

	Future Works - KS1 toilet block update - works have been approved and should start on Monday 21st July 2025.	
11.	Health & Safety Report The Health & Safety report from H&S leader is filed with these minutes. The Health & Safety governor also provided a verbal report at the meeting. Written report is filed with these minutes.	
12.	Sport Premium PE Leader provided a full breakdown report of the spend. The full report on all initiatives the school has undertaken during this academic year from Sports Premium Grant is still being compiled as DfE moved this to a new digital format. Once completed, it will be added to the website by 31 st July.	
13.	School Development Plan The impact for 24/25 priorities was discussed in detail at the SDP day review meeting in June and the full report is available on governors' shared drive. Priorities and governors responsible for 25/26 have been proposed as follows: <ul style="list-style-type: none"> To improve writing outcomes for all pupils by providing targeted support to help less able writers reach expected standards, offering appropriate challenge and enrichment to enable more able pupils to achieve Greater Depth, and embedding a consistent, high-quality approach to handwriting across the school to support overall writing fluency, confidence and presentation. Monitored by: Ms Crosby To develop the children's knowledge and understanding of maths of the wider world by broadening their knowledge of money. Monitored by: Mr Mutabaruka To ensure children have the opportunity to revise and revisit their learning in order to retain the knowledge as they move through the school. Flexible curriculum time will enable teachers to focus the priorities for each subject area and complete well informed assessments. Monitored by: Mrs Windle Implement and embed The Empowerment Approach to behaviour and inclusion across the school and the wider school community to ensure pupils feel happy, safe and secure. Monitored by: Mrs Walsh, Mr Hughes To build and implement 'strong foundations' across the Early Years and Year 1 with a focus on the Curriculum, Assessment, Behaviour and Communication & Language. Monitored by: Mrs Matovu-Fontaine To develop a Climate Action Plan and to review how practices within the school can become more sustainable focusing on: Energy, Food, Waste, Procurement, Transport, Adaptation, Water, Nature, Culture and Curriculum. Monitored by: Mrs Windle Proposer: Mrs Windle Seconded: Mrs Walsh All agreed unanimously.	
14.	Governance Development Plan 25/26 Governors discussed the priorities below and to carry these forward into the next year. <ul style="list-style-type: none"> Governors Wellbeing Succession Planning Monitoring Visits All unanimously agreed to these.	
15.	Finance Update Budget monitoring for June was shared with governors prior to the meeting. Unwelcome further reduction in High Needs Funding - £11,000 will have a huge impact. Governors discussed this in detail and raised questions whether further reductions can happen. It was explained to them that yes and that HNF is just a huge unknown at present. Variances in salaries for teachers due to extra % payrise possibly approved by DfE, this was not budgeted for. Budgeted at 2.5% and possible increase will be 4%. Variances in salaries for support staff as an extra day annual leave awarded, this was not budgeted for. Grant to cover these in I01 – approximately £19,500. Expected rollover at this point £12,841 with a large in year deficit of £54K. Capital – on target at present. Q: Has the school looked at offering apprenticeships or seeking volunteers? A: Yes, currently there is a school leaver working in the school office. This has worked really well and we will be approaching secondary schools in the future again. This is on a volunteer basis. Unfortunately we are not in a position to pay even an apprentice wage at this point.	

	Budget – Three Year Plan Feedback from KCC – governors noted the comments and were aware of these at the time of budgeting.	
16.	<p>Safeguarding</p> <p>The safeguarding governor provided a written report and this is filed with the minutes. He talked through the report at the meeting.</p> <p>Annual Safeguarding Report was updated and shared with governors and is filed with these minutes.</p>	
17.	<p>Business Continuity Plan (BCP)</p> <p>The BCP has been updated and discussed with governors.</p> <p>Proposal: To agree the updated plan</p> <p>Proposer: Mrs Walsh</p> <p>Seconded: Mr Parish</p> <p>The updated plan was unanimously approved.</p>	
18.	<p>Review of policies</p> <p>Anti-Bullying Attendance Behaviour Charging Early Career Framework Teacher (ECT) Equality Statement Exclusion & Suspension Governors Allowances Racial Equality Whistleblowing</p> <p>The above policies were updated ready for September 2025. The changes were highlighted for governors and they were happy with these.</p> <p>Proposal: To agree the updated policies.</p> <p>Proposer: Mrs Windle</p> <p>Seconded: Mr Hughes</p> <p>These were approved by the majority of governors, one abstained.</p>	
19.	<p>Governing Body Reports</p> <p>Report on visits conducted and areas of focus was provided by the Vice Chair and is attached to these minutes.</p> <p>Received verbal reports from governors' statutory visits as per the visit schedule:</p> <ul style="list-style-type: none"> a. Safeguarding (covered in item 13) a. Finance – N/A as monitoring and benchmarking not available prior to the meeting b. Health & Safety (covered in item 11) c. Inclusion d. Empowerment <p>Outstanding report to be sent in – Empowerment - will be filed with these minutes once received.</p> <p>Year Group Visits Reports – None carried out this term</p> <p>Monitoring Day – This was discussed in detail. Governors were keen to trial this and to propose some dates potentially in term 2. Following the day a staff survey will be carried out to see if they were happy with this format.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p>	All governors
	9.58am Mrs Walsh left during item 19.	
	OTHER	
20.	<p>Wyvern Satellite Provision</p> <p>Report is filed with these minutes.</p>	
21.	<p>Chair's Actions / Correspondence</p> <p>Monthly catch-up with the headteacher.</p>	
22.	<p>Training</p> <p>No report on recent training as the Training & Development governor was absent.</p>	
23.	<p>Confidentiality / Publication of Minutes</p> <p>The governors considered that all parts of the proceedings could be released for communication.</p>	

24.	Any Other Urgent business None.	
25.	Dates and times of future meetings Tuesday 2 nd September 8.30am-1pm (approximate finish time) – Visioning Day Wednesday 8 th October 5pm - Governing Body Meeting Friday 12 th December 8.40am - Governing Body Meeting Wednesday 11 th February 5pm - Governing Body Meeting Friday 27 th March 8.40am – Governing Body Meeting Wednesday 20 th May 5pm – Governing Body Meeting Friday 3 rd July 8.40am – Governing Body Meeting	
26.	Meeting closed at 10.11am	

Signed Chair of Governors

Date