



Minutes of the Governing Body of Great Chart Primary School
Held at the school on 3rd July 2026
Time 8.40am

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

Agenda Item		Action Whom/by When
	PROCEDURAL	
1.	Meeting opened & Welcome Meeting opened at 8.43am.	
2.	Apologies for absence Mr T King - work commitments Mrs B Matovu-Fontaine - later arrival at 9.05am 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 8 governors present. 9.05am - Meeting quorate with 9 governors present.	
5.	Constitutional Items/ Governing Membership Terms of office coming to an end within next 6 months – Mrs Windle (re-appointed), Miss Keen (4.10.26), Mr Parish (31.12.26). Governors discussed an application for Miss Keen as a co-opted governor from 1st September. This was unanimously agreed. Therefore a parent vacancy will become available from 1st September. Governance Professional will run election to fill this vacancy. Skills Audit – Governing Board Effectiveness via GovernorHub - all completed. Governors reviewed the skill level on the governing body and were happy with the results shown.	
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.	Site Managers' Report Site manager reported on the works completed since the last report in March 2026. Following works were completed: • General wear and tear works • Pedestrian gate was fixed • Main gate issue during heat wave, worked once it cooled down so clearly the heat was affecting this • Main entrance door into reception not fully working, this will need to be looked at before winter • Huge leak in the boiler house, fixed • Learning lodge door was not safe, hinge has come away - door closing mechanism fixed • Water heater faulty in Year 2 classroom - fixed • Ceiling tiles replaced around the school • Boat on KS1 playground fixed - it was rotting and the whole base was replaced Future works - issue with pumps in the boiler house. These will need to be replaced before winter. It's very costly - possibly 5K. These works will take place during the summer holidays.	
9.	Health & Safety Report The Health & Safety report from H&S leader is filed with these minutes. Health & Safety governor also provided a written report, following his meeting the H&S leader. H&S governor reported: H&S walk completed on 13th June - minor issues identified and addressed. Heat Wave policy in place, school remained open. Adapted uniform policy, sports day had to be canceled. Adaptation to school meals also took place. Benedict's law - school is aware and is preparing for this.	
	Mrs Matovu-Fontaine arrived 9.05 at the end of item 9.	
10.	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. Once completed, it will be added to the website by 31st July. There are changes to this grant from the next academic year. Unfortunately it will no longer be available as DfE is cutting this funding direct to schools. There is an interim payment for the first term that takes us until the end of December 2026. But after that the school will lose nearly 20K.	
11.	School Development Plan The impact for 25/26 priorities was discussed in detail at the SDP day review meeting earlier this week and the full report is available on governors' shared drive. Priorities and governors responsible for 26/27 have been proposed as per the attached document. Proposer: Mrs Walsh Seconded: Miss Steward All agreed unanimously. The full list of priorities is also available on the school's website.	
12.	Governance Development Plan 26/27 Governors discussed the priorities below during the strategic planning meeting earlier this week. Priorities discussed are: • Every Governor is a governor of SEN • 5 year Strategic plan review • Ofsted ready All unanimously agreed.	
13.	Free School Meals What's Changing (from September 2026) • Major expansion of eligibility: All pupils in households on Universal Credit (UC) will qualify for FSM. • Transitional protections, which have been in place since 1 April 2018, end. • Two categories of benefits related FSMs entitlement are created: • Targeted FSM (for those in receipt of UC with household earnings of £7,400 or less); and • Expanded FSM (for those in receipt of UC with household earnings of more than £7,400).	

	Impact on schools: - Only Targeted FSM pupils will attract pupil premium and other disadvantaged funding for their schools, count in Ever 6, and qualify for linked benefits (i.e. access to HAF (Holiday Activity and Food Programme)). - Pupils who stop being eligible for FSM when the transition protections end will still receive disadvantaged funding through the pupil premium and the National Funding Formula, as they still form part of the Ever 6 FSM cohort. - State funded schools will receive funding via the FSM Expansion Grant. The amount will be the difference in the school's FSM numbers in October 2025 and October 2026 censuses. For 2026/27 the rate is £295 per additional pupil (£505 pro-rated for 7 months – September to March). - Schools must ensure parents of a child that had a protected status are aware this protection is ending and the new eligibility criteria will be effective from September 2026. This may mean some children currently in receipt of FSM will no longer be eligible.																	
14.	Finance Update Budget – monitoring for June not available. However, the School Business Manager reported the following updates: - Slight increase in HNF (I03) as one child's funding came through, the school has been waiting since September - I06 – reduction due to the cut in Sport Premium funding - I13 slight increase due to a parental donation of £1000 End of Year accounts from KCC – still unavailable Teacher payrises were discussed as these were newly announced. The exact funding to cover these has not been confirmed as yet. Uniform supplier update County Embroidery business has folded. Parents with existing orders were contacted by the business owner directly and all existing orders are being fulfilled. The second current online supplier is still able to provide orders for any new starters and for September. School looked at several local uniform suppliers. We have decided to go with Pages Schoolwear who are a local company and have a store. They keep stock and parents are able to just go in and try uniform and purchase it straightaway off the shelf. Pages Schoolwear are currently in the process of setting up the website and are preparing stock for the store. We expect them to be ready in a week or so and we will be informing parents.																	
15.	Safeguarding Annual Safeguarding Report was shared with governors and is filed with these minutes. Child Protection Update - Governors - Term 6 2026 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. Safeguarding Compliance - checklist: <table><tr><th>Requirement</th><th>Last Review/ Update</th><th>Next Review</th><th>Evidence</th></tr><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></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	
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	Single Central Register	11.03.26	Term 5	SCR audit completed; fully compliant
	DSL training	Ongoing	Ongoing	All training up to date- certificates stored in the DSL google drive New member of the EYFS team has completed DSL training
	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 Certificates- DSL google folder
	Governor safeguarding monitoring	Oct 2025 HT termly report	Term 4 (Safer Recruitment)	Report shared with governors
	Prevent training- Lead DSL	April 2026	April 2028	Certificate
	Prevent duty- staff	Jan 2025	Jan 2027	CPDL record
	Prevent duty- gvs	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.
	Safeguarding Scenarios	Monthly	Monthly	Domestic Abuse Homelessness
	Open Cases (19.05.26- 29.06.26)			

Type of support	Number of pupils
Operation Encompass (domestic abuse)	2
Social Services- Child Protection	
Social Services- CHIN	3

Social Services- Child and Family Assessment	4
Early Help Intervention	5
Family Liaison support	17

The school has a pastoral overview in place which is monitored and updated continually by the FLO, DSLs and SLT.

Training

Staff have continued to discuss scenarios during training sessions.

Each month a scenario is sent asking them what action should be taken. Staff complete this via google forms so that the HT can review responses and action anything which needs further support- recent ones have focused on domestic abuse and homelessness.

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

Term 6 monitoring- Safeguarding visit took place on the 1st July 2026.

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?*

Headteacher reviewed the SCR on the 18th June 2026. 2 new members of staff have been added - starting in September 2026.

Mobile Phones

Miss Adams is working with local schools to try to bring about a total ban on smartphones in September 2026 i.e. no smartphones will be allowed on the school premises. Parent views have been surveyed in Y4 and 5. Most parents have worries about smartphones but equally want to be able to track and contact their child.

Y6 parents and pupils will need to sign an agreement which outlines the rules.

	For Current Year 5 Pupils: - When these pupils reach Year 6, we will strongly discourage smartphones being brought to school, however at this point they will not be banned as we can appreciate that some children may have one. - We will advise that parents provide a basic 'brick' type phone (a phone that allows calls and texts only, with no internet or app access). - All phones brought to school will be collected by staff each morning, stored in the admin department, and returned to pupils at the end of the school day. For Current Year 4 Pupils: - When these pupils reach Year 6, smartphones will be banned on school premises. - Only 'brick' type phones will be permitted if necessary. - We will advise that parents provide a basic 'brick' type phone (a phone that allows calls and texts only, with no internet or app access). - The same collection and storage system will apply. A letter was shared with the governors which will be sent by all CATS schools in Ashford <i>Behaviour (19.05.26- 29.06.26)</i> <table border="1"> <tr> <td>Bullying allegations</td><td>0</td><td></td></tr> <tr> <td>Racist incidents</td><td>1</td><td>2x Y6 pupils speaking in an Indian accent- not directed at anyone. Pupils spoken to.</td></tr> <tr> <td>Online Safety Incidents</td><td>2</td><td>1x Y3 pupil- word misspelt 2x Y4 pupils- Public Tik Tok account- pupils and parents spoken to</td></tr> <tr> <td>Suspension/ Exclusion</td><td>0</td><td></td></tr> <tr> <td>Reduced Timetable</td><td>0</td><td></td></tr> </table> The safeguarding governors will provide a written report that will be shared with rest of governing body.	Bullying allegations	0		Racist incidents	1	2x Y6 pupils speaking in an Indian accent- not directed at anyone. Pupils spoken to.	Online Safety Incidents	2	1x Y3 pupil- word misspelt 2x Y4 pupils- Public Tik Tok account- pupils and parents spoken to	Suspension/ Exclusion	0		Reduced Timetable	0		
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16.	Business Continuity Plan (BCP) The BCP has been updated and discussed with governors. Proposal: To agree the updated plan Proposer: Miss Steward Seconded: Mrs Walsh The updated plan was unanimously approved.																
17.	Review of policies Anti-Bullying Attendance Behaviour Charging Early Career Framework Teacher (ECT) Equality Statement Exclusion & Suspension Governors Allowances Racial Equality Whistleblowing The above policies were updated ready for September 2026. The changes were highlighted for governors and they were happy with these. Proposal: To agree the updated policies. Proposer: Mrs Windle Seconded: Miss Keen These were approved by the majority.																
18.	Governing Body Reports Report on visits conducted and areas of focus was provided by the Vice Chair and is attached to these minutes.																

	She reported on the number of visits that took place during the academic year. It was noted that the monitoring days worked really well. Received verbal reports from governors' statutory visits as per the visit schedule: - Safeguarding (covered in item 15) - Finance – N/A as monitoring and benchmarking not available - Health & Safety (covered in item 9) All governors are reminded to check the Governors' Visit schedule and book their visits. The Chair and Vice Chair to update the visit schedule for the next academic year.	
	OTHER	
19.	Wyvern Satellite Provision Report is filed with these minutes. It is very positive and the satellite provision is working extremely well.	
20.	Residential 2027 Governors were advised that the 2-night residential stay at PGL centre Kingswood is being booked for June 2027. Arrangements as per usual, to keep the costs down, parents to drop off and collect the children themselves. The cost to parents is £200. Proposal was to approve the residential for 2027: Proposer: Mr Parish Seconded: Mrs Walsh The governors unanimously agreed.	
21.	Chair's Actions / Correspondence None	
22.	Training HT Appraisal completed by HT group members. Training & Development governor advised governors to attend: - Ofsted training - SEN training	
23.	Confidentiality / Publication of Minutes The governors considered that all parts of the proceedings could be released for communication.	
24.	Any Other Urgent business HT informed the governors of the delay in the KS2 SATs results being returned to schools. This has been moved from the 7th July to the 16th July.	
25.	Dates and times of future meetings Tuesday 1st September 8.30am-1pm (approximate finish time) – Visioning Day Wednesday 7th October 5pm - Governing Body Meeting Wednesday 21st October – Governor Monitoring Day Friday 11th December 8.40am - Governing Body Meeting Wednesday 10th February 5pm - Governing Body Meeting Friday 19th March 8.40am – Governing Body Meeting Wednesday 28th April – Governor Monitoring Day Wednesday 26th May 5pm – Governing Body Meeting Friday 2nd July 8.40am – Governing Body Meeting	
26.	Meeting closed at 10am	

Signed Chair of Governors

Date