



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 27th March 2026
Time 8.40am**

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

In attendance Mr C Brown, Mr T Roberts (item no.8)

Governance Professional Mrs L Page

Absent Miss J Keen, Mr T King

Agenda Item		Action Whom/by When
PROCEDURAL		
1.	Meeting opened & Welcome Meeting opened at 8.40am.	
2.	Apologies for absence Mr T King – work commitments Miss J Keen - work commitments Apologies accepted by the governing body. Mrs B Matovu-Fontaine arrived at 8.52am	
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.	<i>All Governors</i>
4.	Quorum Meeting quorate with 7 governors present. 8.52 meeting quorate with 8 governors present.	
5.	Constitutional Items/ Governing Membership Terms of office coming to an end within next 6 months – Mrs Windle (31 st Aug 2026) Mrs Windle to inform Governance Professional whether she wants to stand again. Vacancies - governors are still upskilling the recently appointed governors. They are aware of the vacancies and will look to fill these in the near future.	<i>Mrs Windle</i>
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 Report from Inclusion Visit T&D written report Both remain outstanding.	

SCHOOL IMPROVEMENT																										
8.	<p>Site Report</p> <p>The new site manager, Mr Brown, was formally introduced to the board. Site managers reported on the works completed since the last report in December 2025. Mr Roberts has been working on his own since December until 2 weeks ago.</p> <p>Works included:</p> <ul style="list-style-type: none"> • Spreading rock salt - there were many frosty days this winter • Extra door handle fitted on community door for children's safety • Leaks in Year 5 area (this is repetitive due to solar panels on the roof) • Reception area roof has been fixed, but this is also repetitive leak • Push bars on fire doors fitted around the school • Blocked drains - these needed unblocking professionally by a specialized firm. This was caused by tree roots growing and has been reported to the water company <p>Thank you to Mr Roberts for all his hard work.</p>																									
	8.52 Mrs Matovu-Fontaine arrived during item 8.																									
9.	<p>School Development Plan</p> <p>Headteacher provided a detailed progress report to governors that is attached to these minutes.</p>																									
10.	<p>Governance Development Plan</p> <p>Chair have talked through the Governance plan and governors have discussed the progress in more detail. Governors mainly discussed the team building and came up with some suggestions.</p>																									
11.	<p>Safeguarding</p> <p>Safeguarding governors reported to FGB on their recent Safer Recruitment visit. SBM shared a report with them during the meeting which was suggested to be shared with the rest of FGB. They reported that SCR (Single Central Register) is up to date and compliant. Governors felt there were no weaknesses in the process.</p> <p>There was a question raised about whether a PREVENT question is asked during the interview process.</p> <p>A: The PREVENT question is not a requirement during the interview process. However it is part of the school's Induction process.</p> <p>HT provided the termly report:</p> <p>Child Protection Update - Governors - Term 4 2026</p> <p>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>Safeguarding Compliance - checklist:</p> <table border="1"> <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>11.03.26</td> <td>Term 5</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> </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	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	
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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 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 (11.02.26- 23.03.26)

Type of support	Number of pupils
Operation Encompass (domestic abuse)	5
Social Services- Child Protection	0
Social Services- CHIN	3
Social Services- Child and Family Assessment	7
Early Help Intervention	0
Family Liaison support	19

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 - cyber bullying has been the March focus.

Cyber security training has taken place for the TAs.

Induction has taken place for the following members of staff appropriate to their roles:

- Cleaner
- Site Manager

As the LA is reducing the number of PREVENT trainers its core training package will be restricted in the future. The HT has signed up to the Home Office 'train and trainer' website and will be carrying out the skills test in order to carry out face to face training with staff.

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 4 monitoring - Safeguarding visit took place on the 18th March. The focus was on Safer Recruitment - see report. A final Safeguarding visit will take place on the 29th April with the DSLs.

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 11th March 2026. One outstanding check for the SM but disclosure number released from his previous school.

Update 27th March - The DBS check has come through. No outstanding checks at present.

Mobile Phone Initiative

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.

We are incredibly excited to announce that Great Chart Primary School has been invited to be the first primary school in the country to take part in a pioneering project focused on digital wellbeing. This initiative is inspired by recent research and the Channel 4 documentary "Swiped: The School That Banned Smartphones," which explored the transformative effects on young people when they swapped their smartphones for basic "brick" phones. Y6 children will be taking part in the project after their SATS in the Summer Term.

This project is entirely voluntary. Our goal is not to "ban" technology, but to give children a chance to experience life without the constant pull of a smartphone.

1. **The Swap:** Participating children will "hand in" their smartphones for a set period of a week.
2. **The Brick Phone:** In exchange, the school will provide a basic "brick" phone. This allows children to remain contactable by parents and make calls/texts, ensuring their safety on the journey to and from school.
3. **Flexibility:** We understand that every family is different. Children can opt-out or ask for their smartphone back at any time—no questions asked.

4. Learning Together: We will be running classroom sessions alongside the project to discuss how it feels to disconnect and how to build a healthier relationship with technology.

Behaviour (11.02.26- 23.03.26)

Bullying allegations	0	
Racist incidents	1	1xY6 pupil at the park- parents informed and HT has communicated the incident with the HT of the John Wesley school
Online Safety Incidents	5	1x Y6- Lightspeed filtering- 'gay'- child spoken to and support offered 1x Y4- Inappropriate slides shared on google classroom 1x Y4- Unkind comments posted on google classroom 1x Y4- pupil logged into another pupils account (Y4 spoken to as a year group about acceptable use of the devices) 1x Y4- pupil watching an inappropriate programme at home- parents informed
Suspension/ Exclusion	0	
Reduced Timetable	1	1x Y6 (Attendance)

12.

Finance Update

Budget monitoring – February 2026

The budget monitoring for February 2026 was shared with governors via email at the beginning of February. No questions were raised.

Although the school is in a better position than originally thought at the beginning of the financial year (2025/26) i.e. £49K forecasted in year deficit is now £9K. This increases the school's revenue balance carried forward sum from 17K to around 57K. (The 12th month's accounts to be finalised at the end of March and these amounts are still to be confirmed.)

Governors to note that the school is using up their reserves and the rollover is decreasing from year to year with funding not increasing.

Q: How long are we locked in energy prices?

A: Until September 2028.

SFVS

Governors had an opportunity to read through this document and there were no further amendments suggested.

Proposal: to approve the document for submission to KCC Finance.

Proposer: Mrs Walsh

Seconded: Mr Hughes

All governors unanimously approved and the Chair has signed the document off. This will be submitted to KCC finance before 31st March 2026.

9 month budget monitoring feedback from KCC finance

This was shared with the governing body. No question raised and they were happy with the explanations provided.

13.

GDPR

Annual GDPR report was shared with the governing body and is filed with these minutes.

Data Protection Lead (DPL) reported 4 breaches, all identified as low risk.

GDPR policy, privacy Notices and Consent Forms were updated March 2026.

14.

Health & Safety

The Health & Safety Lead provided a report for governors and this is filed with these minutes.

15.	<p>Review of policies GDPR policy was reviewed with no changes. Proposer: Mr Parish Seconded: Mrs Windle Policy was unanimously approved.</p> <p>Health and Safety related policies – updated – for information only: Asthma Policy Lone Working Policy Personal Care Policy</p>	
16.	<p>Governing Body reports Received reports from governors' statutory visits as per the visit schedule: a) Finance – deferred to T5 - 2 visits - one for final accounts and one for budget b) Safeguarding – reported in item 11</p> <p>Monitoring Day - discussed the schedule for the day and this was updated.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p>	
OTHER		
17.	<p>Chair's Actions / Correspondence Monthly catch up with HT.</p>	
18.	<p>Staffing We have recently appointed the new site manager.</p> <p>Currently advertising for a teaching position - possibly two new teachers will be appointed.</p> <p>The Administration team has been restructured following Mrs Gibbins' resignation. New Finance Officer, Mrs S Playford, and new Attendance Officer, Mrs K Faulkner have been appointed and are due to start in late April.</p>	
19.	<p>Training There was no report available due to the Training & Development governor's absence.</p> <p>Governors were advised the governor conference is coming up in June. The Chair will be attending.</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>	
20.	<p>Confidentiality / Publication of Minutes The governors considered that all parts of the proceedings could be released for communication.</p>	
21.	<p>Any Other Urgent business None.</p>	
22.	<p>Dates and times of future meetings and other events Wednesday 20th May 5pm – Governing Body Meeting Friday 3rd July 8.40am – Governing Body Meeting</p>	
23.	<p>Meeting closed at 9:53</p>	

Signed Chair of Governors

Date