



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 22nd May 2024
Time 5.00pm**

Present Mrs S Windle, Chair, Mrs W Pang, Headteacher
Mr C Gibbins, Mrs P High, Mr M Hughes, Miss Keen,
Mr Mutabaruka, Mr A Parish

In attendance N/A

Governance Professional Lucia Page

Absent Mr S Fitch, Mr Manek, Mrs B Walsh

Agenda Item		Action Whom/by When
PROCEDURAL		
1.	Meeting opened & Welcome Meeting opened at 5.00pm.	
2.	Apologies for absence Mr Fitch – work commitments Mr Manek – prior engagement Mrs Walsh - holiday Mr Gibbins - late - due to work commitments and travel 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 7 governors present. 5.30pm 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 vacancy - no applications received so far. Skills Audit Governance professional reminded governors that this needs to be completed as the last one was completed in March 2023.	All governors

	<p>The Key for Governors has an updated Skills Audit available based on the latest DfE's competency framework for governance. The newly developed skills audit is based on the 6 key competencies of the framework. The audit is designed to help the board to:</p> <ul style="list-style-type: none"> • Evaluate strengths and weaknesses with regard to different areas of the framework • Identify development and training needs <p>The Chair and HT along with the governance professional reviewed both audits (NGS and the new one) and felt The Key one is much more relevant. All governors were advised to complete it asap and email to governance professional by Monday 3rd June. The analysis of this will be discussed at the next meeting.</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>Headteacher Report The Headteacher's report and related documents were available to all governors prior to the meeting. Under the Attendance, governors discussed in depth the concern over rise in the holiday requests during term time. Governors felt this is due to the current living crises and some families find it cheaper even with the fine to go on holiday during term time. Lots of these families are also Pupil Premium.</p>	
9.	<p>Finance Update KCC Final Accounts – Oracle report School Business Manager presented the year end position to the committee for the period April 2023 to March 2024. Governors were informed that the final rollover was £103,838 and for capital is £15,680 which agrees to the final accounts held at the school.</p> <p>Contracts Review – Catering Current contract with Nourish will renew for another year, as there are no issues. Due to National Living Wage going up and increase in food costs, the catering costs are higher. Therefore, the proposal is to raise the school's dinner price to £2.60 per meal per child from September 2024. This is just to cover the cost to the catering company. Governors raised a concern over if the new price would impact the number of children having a hot meal. However, governors unanimously agreed to this price increase as the school is unable to subsidise these costs from the school budget.</p>	
	<p>5.30pm Mr Gibbins joined the meeting</p>	
10.	<p>Budget 24/25 School Business Manager presented the three-year budget plan to governors. She advised that the budgets are harder to manage from year to year with increasing pay rises and resources costs. There is no help from DfE to cover support staff increases and the teachers' pay grant doesn't cover the cost fully either. Governors need to note we have an in year deficit in Y1 and Y2 and are eating into our reserves. The staffing has already been reduced significantly over the past 2-3 years and we have little room to address these financial pressures. However, the school needed to employ an extra teacher for Year 6 for the next academic year (for one year only), as extra support is needed in that cohort. Current cohort didn't have this support due to the budget cuts and it hugely impacted the pupils' wellbeing and outcomes. Also an extra KS2 TA has been put into budget for one year for the same reasons.</p> <p>Capital budget has been set to invest into some new chromebooks. Initially 30 and if money left, another 30 later in the year. Some money has also been set for some replacement desktops. SBM highlighted the new Ledger Codes set by DfE for IT in Revenue and Capital budgets. Governors discussed the budget proposal in detail, no questions were raised. Proposal: to agree 2024-2025 budget & 3 year budget proposal</p>	

	<p>Proposer: Mrs S Windle Seconded: Mr C Gibbins The budget proposal was unanimously agreed by the full governing body and will be submitted to KCC before 31st May 2024.</p>																					
11.	<p>Pupil Achievement – Term 4 The full report on the progress is attached to these minutes. Governors raised following question: Q: The Y6 progress for SEN pupils is low. With all the support the school is putting in place, why are they not progressing? A: Their attainment looks low compared to the target. Governors need to be reminded that each pupil is 20%. We targeted 3 pupils to achieve EXS. Due to some behaviour issues we have had with some SEN pupils in Year 6 (discussed at previous meetings) this has impacted the term 4 results. However we are expecting at least one additional SEN pupil to achieve EXS in the KS2 Maths tests.</p>																					
12.	<p>Safeguarding 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>Open Cases (13.05.24)</p> <table border="1" data-bbox="220 835 1126 1256"> <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</td> <td>0</td> </tr> <tr> <td>Social Services - Child and Family Assessment</td> <td>2</td> </tr> <tr> <td>CAFCASS</td> <td>2</td> </tr> <tr> <td>Early Help Intervention</td> <td>5</td> </tr> <tr> <td>Family Liaison support</td> <td>19</td> </tr> </tbody> </table> <p>Training 2 DSLs have attended refresher DSL courses. DSLs have been updated regarding any changes or actions. Staff have received Cyber Security Training.</p> <p>Designated Safeguarding Leads meetings and supervision DSL meetings continue monthly with supervision sessions offered to staff. EYFS supervision is offered termly.</p> <p>Governor Monitoring Mr Manek will meet with Mrs Ostridge and Miss Adams during Term 6</p> <p>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 29.4.24. No members of staff outstanding. One member of staff was removed.</p> <p>Behaviour (18.03.24- 13.05.24)</p> <table border="1" data-bbox="220 1868 1396 2072"> <thead> <tr> <th>Category</th> <th>Type</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Bullying allegations</td> <td>1</td> <td>1x Y5 allegation of bullying made by a parent. This was investigated by the class teacher. Both boys find it difficult to get along with each other particularly when playing football. Strategies put in place to minimise the risk of the boys falling out. Parents spoken to.</td> </tr> </tbody> </table>	Type of support	Number of pupils	Social Services - Child Protection	0	Social Services - CHIN	0	Social Services - Child and Family Assessment	2	CAFCASS	2	Early Help Intervention	5	Family Liaison support	19	Category	Type	Comments	Bullying allegations	1	1x Y5 allegation of bullying made by a parent. This was investigated by the class teacher. Both boys find it difficult to get along with each other particularly when playing football. Strategies put in place to minimise the risk of the boys falling out. Parents spoken to.	
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	Racist incidents	2	1x Y3 child using inappropriate language - child and parents spoken to. 1 x Y6 child using an inappropriate phrase to another child. Both sets of parents were informed. Both children have been spoken to. No previous incidents reported	
	Online Safety Incidents Term 4	10	Lightspeed Filtering: eg Y2 child - typed sexy baby as a name - child and parents spoken to Y6 - typing the word 'sex'- he admitted to being silly - parents informed Y6 - typed the word 'gay' to send a message to someone in her class - parents informed Y4 - unkind messages being sent via WhatsApp - children and parents spoken to Y6 - unkind messages being sent via WhatsApp - children and parents spoken to	
	Behaviour - isolation, suspensions and exclusions	0		
<p>Governor raised this question: Q: Regarding the LADO (Local Authority Designated Officer) where in the school is the whistleblowing poster advertised? A: In the staffroom and also on the Child Protection display by the main hall.</p>				
13.	<p>Review of policies Lettings Policy – no changes Proposer: Mr A Parish Seconded: Mr M Hughes Policy was unanimously approved.</p>			
14.	<p>Governing Body Reports Received reports from governors' statutory visits as per the visit schedule. These are filed with the minutes.</p> <ul style="list-style-type: none"> a) Finance - covered in items 9 and 10 - written report to follow b) Inclusion c) SATs - security of SATs papers d) Curriculum e) EYFS - outstanding and will take place in term 6 f) Maths - written report to follow <p>Reminder for visits for next term are: Finance Health & Safety Safeguarding Writing</p> <p>Year Group Visits reports - reminder to Y4 governors. Y6 visit didn't take place and will not be able to be carried out in term 6 due to year group commitments and secondary transitions. Any other year group visits to take place in the first half of term 6.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p>			<p><i>All governors</i></p>
OTHER				

15.	<p>Chair's Actions / Correspondence</p> <p>Chair attended the governor conference on Monday. She will share the slides with the governing body. The focus was on Compliance, HR, Pay and Pay decisions and Attendance.</p> <p>She advised that the Pay policy delegation will need to be looked at. Governors discussed this further and it was decided that the Pay Panel and Chair will undertake this review and will feedback at the next FGB.</p>	Pay Panel, Chair
16.	<p>Wyvern Agreement</p> <p>The updated agreement was attached with the paperwork. Main changes were: the number of children to be updated to be between 12-15 and the increased rent of £18,000 per year. Governors were happy with these changes.</p> <p>Proposer: Mr C Gibbins Seconded: Mr P Mutabaruka The updated agreement has been unanimously approved.</p>	
17.	<p>Residential 2025</p> <p>Governors were advised that the 2-night residential stay at Kingswood is being booked for June 2025. Arrangements as per usual, to keep the costs down, parents to drop off and collect the children themselves.</p> <p>Proposal was to approve the residential for 2025: Proposer: Mrs S Windle Seconded: Mr A Parish The governors unanimously agreed.</p>	
18.	<p>Training</p> <p>The Training & Development governor provided the report below: Complaints training completed by several governors. Cyber security training completed by 3 governors. Wellbeing training attended by the Chair. Safeguarding training completed by the Safeguarding governor. And recently the chair and the governance professional attended the governor conference.</p> <p>Following the Cyber security training, a governor raised the following questions: Q: Does the school have an Incident Response Plan if it is cyber attacked? A: Emergency, business and continuity plan will be updated in Term 1 to reflect cyber security. Q: Do we have a Risk Protection Agreement? The school's IT support will meet with governors during the next academic year to discuss Cyber security in more detail and provide answers to these questions. The visit to be added to the schedule for next academic year.</p>	Chair
19.	<p>Confidentiality / Publication of Minutes</p> <p>The governors considered that all parts of the proceedings could be released for communication.</p>	
20.	<p>Any Other Urgent business</p> <p>None.</p>	
21.	<p>Dates and times of future meetings</p> <p>Wednesday 12th June 6pm - New Parents Meeting</p> <p>Friday 14th June - 9am-12pm - School Development Plan review and priority setting Action: The governors who are linked to a SDP priority be ready to give a brief update at this meeting. It doesn't need to be long but please ensure that it is related to the priorities. If you are unable to attend the meeting, please can you email over a written update ready for the 14th June.</p> <p>Saturday 22nd June - Summer Fete Friday 5th July 8.40am – Governing Body Meeting</p> <p>2024/2025 Monday 2nd September 8.30am – Visioning Day Wednesday 9th October 5pm – Governing Body Meeting</p>	Mr Fitchx2 Mr Manek Mr Mutabaruka Mrs Windle

	Sunday 3 rd November – Fireworks – help welcome Friday 13 th December 8.40am – Governing Body Meeting Wednesday 12 th February 5pm – Governing Body Meeting Friday 28 th March 8.40am – Governing Body Meeting Wednesday 21 st May 5pm – Governing Body Meeting Saturday 21 st June – School's Summer Fete – help welcome Friday 4 th July 8.40am – Governing Body Meeting	
22.	Meeting closed at 6.34pm	

Signed Chair of Governors

Date