



Minutes of the Governing Body of Great Chart Primary School
Held at the school on 21st May 2025
Time 5.00pm

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

Agenda Item		Action Whom/by When
	PROCEDURAL	
1.	Meeting opened & Welcome Meeting opened at 5pm.	
2.	Apologies for absence Mr R Manek - work commitments Mrs B Walsh - running late - arrived at 5.11pm. Mr P Mutabaruka left the meeting at 5.43pm due to work commitments. Mrs B Matovu- Fontaine left the meeting at 6.13pm due to prior engagement. 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. 5.11 meeting quorate with 10 governors present. (Mrs Walsh arrived) 5.43 meeting quorate with 9 governors present. (Mr Mutabaruka left) 6.13 meeting quorate with 8 governors present. (Mrs Matovu-Fontaine left)	

5.	<p>Constitutional Items/ Governing Membership</p> <p>The following governors' terms of office is coming to an end within next 6 months: Mr Mutabaruka and Mr Manek. Their term of office is due to end on 31st May 2025. Mr Manek announced his resignation and wished not to be re-appointed.</p> <p>Governing Body's proposal was to re-appoint Mr Mutabaruka for a further term from 1st June 2025. Proposer: Mrs S Windle Seconded: Mr A Parish The decision was unanimously agreed.</p> <p>Co-opted governor vacancies - 2 at the present. No applications received so far. Governors are thinking of their contacts, ways to advertise and who to approach.</p> <p>Safeguarding governor responsibility - Mr Parish will take this on from immediate effect.</p> <p>Skills Audit – Governance Professional informed the board that this was due in June. Governors agreed to complete this ready for the next meeting.</p>	<p><i>All governors</i></p> <p><i>Governance Professional</i></p>
	5.11pm - Mrs Walsh arrived at the end of item 5.	
6.	<p>Minutes of the previous meeting</p> <p>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</p> <p>None.</p>	
SCHOOL IMPROVEMENT		
8.	<p>Headteacher Report</p> <p>The Headteacher's report and related documents were available to all governors prior to the meeting. No questions were raised Mrs Page was thanked by the governors for managing the smooth transition to the new catering company.</p>	
9.	<p>Special Educational Needs and High Needs Funding Update</p> <p>The Inclusion Manager presented to governors the latest changes to SEN and High Needs Funding.</p> <ul style="list-style-type: none"> Existing High Needs Payment System (ceased from 1st April 2025) The existing system for schools to apply for mainstream high needs top up payments is ending. The portal for new applications closed on 31st March 2025. Any applications received by this date will be assessed and schools notified by 31st May (at the latest). Any agreed HNF payments (as at 31st March 2025) will continue to be paid until 31st August 2025. Existing payments due to expire before 31st August 2025 (i.e. those due to renew in the summer term) will be extended until this date - there is no need to reapply. From 1st September 2025, High Needs Funding payments for mainstream schools will either be an automatic allocation to the school or accessed via their Community of Schools. Automatic allocations are for children with more complex support requirements (with an EHCP). In 2026-27, this will be determined by the mapping of children to funding descriptors in the new tariff model (currently being finalised). Community of Schools' Budgets are to support children on SEN Support or children with less complex support requirements To support transition, for the first year only (2025-26 academic year), the Community of Schools' Budget will be top-sliced to ensure schools will continue to receive 75% of their existing HNF payments for children (as at 31st December 2024) continuing to be supported in their school up to 31st August 2026. <p>Notional SEN Budget (part of the main school budget allocation)</p> <p>Notional SEN budgets Calculation and allocation for Kent schools individual school budgets are calculated using a number of factors, prescribed by the DfE, intended to reflect the school circumstances and the characteristics of the children attending. Every Council is required to use these factors to then calculate the notional SEN budget. The agreed factors for Kent are:</p> <ul style="list-style-type: none"> 5% Basic Entitlement (basic per pupil funding rate) 70% Ever 6 Free School Meals, Deprivation, and Mobility 100% Low Prior Attainment 	

	<ul style="list-style-type: none"> • 43% Minimum Per Pupil Funding Levels and Minimum Funding Guarantee <p>Our school's Notional SEN budget is much lower than other local schools (£267,184). This is mainly due to Low Prior Attainment Data for EYFS pupils as our results are higher than local schools. The difference is anything between 50K and up to 250K.</p>	
	5.34pm - Mr Mutabaruka left at the end of item 9.	
10.	<p>Finance Update</p> <p>KCC Final Accounts – Oracle report</p> <p>School Business Manager presented the year-end position to the board for the period April 2024 to March 2025.</p> <p>Governors were informed that the final rollover was £66,972 and for capital is £2,178 which agrees to the final accounts held at the school.</p> <p>Governors raised the following question:</p> <p>Q: E16 Energy: We have forecasted to spend an extra £2K, £30K instead of £28K. With it being a relatively mild winter and on a fixed tariff, do we know why there is an increase/extra usage?</p> <p>A: The energy is budgeted on the best local knowledge applied. I predicted a saving to the previous financial year as staff at school are trying to be mindful of this.</p> <p>However, it is always difficult to say what the final will be. The estimated bill is just a guess based on previous year's usage and the final account was £29,982, which was applied by a year-end adjustment. This is a saving of nearly £2,500 to the previous financial year.</p> <p>However, when the final invoice arrived in May, due to the power down days in March we actually saved further £1100. This will not be reflected in last year's figures, as we are not able to amend them once the accounts are closed.</p> <p>Contracts Review – Utilities</p> <p>The current utilities contract is due to be renewed from 1st October.</p> <p>School Business Manager presented a summary of these after the finance governors discussed this at their latest meeting in detail. The summary of quotes is also filed with these minutes.</p> <p>2 brokers were consulted and these provided quotes from several different utility companies with different options, such as 24 months or 36 months.</p> <p>When these were discussed with the finance monitoring pair, we felt it would be best to secure prices for 36 months as the market is still uncertain. This will secure current prices for 3 years, especially as some funding is uncertain.</p> <p>The proposal was to approve:</p> <p>36 month contract with British Gas for electricity and Crown for gas as this provided the best value option with some savings expected.</p> <p>Proposer: Ms A Crosby Seconded: Mr A Parish</p> <p>The contract was unanimously approved.</p>	
11.	<p>Budget 25/26 and 3 year plan</p> <p>School Business Manager presented the three-year budget plan to governors.</p> <p>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.</p> <p>The staffing has already been reduced significantly over the past 3-4 years and has little room to address these financial pressures.</p> <p>High Needs Funding will not be available after August 2025 as the school is moving to the new Community of schools model (this was covered in detail in item 9). The funding for the next academic year is reduced significantly whilst the new model is fully implemented from Sept 2026. So the budget in I03 for years 2 and 3 is purely based on a guess.</p> <p>In year 1 the training and curriculum budgets have been cut down significantly to address the situation. However, the rollover for year 1 is still the lowest we have ever known it to be: £17,267.</p> <p>The school has £50K in year deficit.</p> <p>There will be some expectation of reducing the staffing in year 2, hopefully by natural waste. Following this, the budget looks better and reserves begin to build again. However, this can all change if no High Needs Funding is received from the communities funding.</p> <p>Capital budget has been set to cover the IT spend as per the DfE requirements – Broadband costs, servers, lease of printers. However very little left for any replacement hardware - £3000. There is nothing left for any site improvements.</p> <p>Governors discussed the budget proposal in detail and following questions were raised:</p> <p>Q: HNF (High Needs Funding) income is showing a drop of £10K, is this right?</p>	

	<p>A. Yes, this is correct and it had already been dropped by a further £20K. The figure for this year (April 25 to Aug 26) is guaranteed. However after that the next two years can only be estimated, as the funding is moving to the new Community Model and we are yet to see what that will look like.</p> <p>Q: Pupil Premium revenue income is shown as going down in years 2 and 3, is this right?</p> <p>A. Yes, we know that some service and LAC pupil premium children will be leaving and we do not know at this stage how many, if any will be joining the school. As a result the figures for 2026/27 and 2027/28 are estimated, taking into account those children that will have left.</p> <p>Q: I06 - Other government grants - is also showing a slight downward amount in years 2 and 3. Why would this be the case?</p> <p>A. This is for the Universal Infant Free Schools Meals grant. The budget is set on estimated pupil numbers having lunch on a Census day in October and January. Y1 is correct as this is based on Oct 24 and Jan 25 pupil numbers. However, Y2 and Y3 are based on future Census dates, so the budget is based on local knowledge.</p> <p>Q: Would school consider more volunteers to help support with cost of support staff?</p> <p>A: Yes, we would consider this. However we would need experience and commitment.</p> <p>Proposal: to agree 2025-2026 budget & 3 year budget proposal. Proposer: Mr M Hughes Seconded: Mrs B Walsh The budget proposal was unanimously agreed by the full governing body and will be submitted to KCC before 31st May 2025.</p>													
	6.13pm - Mrs B Matovu-Fontaine left at the end of item 11.													
12.	<p>Safeguarding</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>Open Cases (25.04.25- 19.05.25)</p> <table><tr><th>Type of support</th><th>Number of pupils</th></tr><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>1</td></tr><tr><td>Early Help Intervention</td><td>4</td></tr><tr><td>Family Liaison support</td><td>17</td></tr></table> <p>Training</p> <p>Staff received training relating to Gender Based Abuse and Violence. Safer Recruitment training has been completed by members of the SLT.</p> <p>Designated Safeguarding Leads meetings and supervision</p> <p>DSL meetings continue fortnightly with supervision sessions offered to staff. EYFS supervision is offered termly.</p> <p>Governor Monitoring</p> <p>The new safeguarding governor will meet with Mrs Ostridge and Miss Adams in Term 6 to discuss the Annual Safeguarding Report to Governors and the Safeguarding Self Evaluation.</p> <p>Single Central Register</p> <p>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</p> <p>Headteacher reviewed the SCR on the 5th May 2025. Member of staff removed and added to volunteers. 1 outstanding check for a disclosure number for a governor.</p> <p>Online Safety</p>	Type of support	Number of pupils	Social Services- Child Protection	0	Social Services- CHIN	0	Social Services- Child and Family Assessment	1	Early Help Intervention	4	Family Liaison support	17	
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	<p>During Term 6 the Prevent Team will be working with Y5 and 6 pupils. They will also be offering an online session for parents. Questionnaires have been sent to parents within the Ashford area to find out more about smartphone concerns amongst parents. It is based on the questionnaire which was sent by the school recently.</p> <p>Behaviour (25.03.25- 19.05.25) 05.05.25</p> <table border="1"> <tr> <td>Bullying allegations</td><td>1</td><td>1x Y5 pupil being unkind to another pupil in the class. Ongoing friendship issues but one child feeling isolated. Children and parents spoken to.</td></tr> <tr> <td>Racist incidents</td><td>0</td><td></td></tr> <tr> <td>Online Safety Incidents</td><td>4</td><td> <p>1x Y4 pupil - researching rainforests in South America which alerted lightspeed with the term 'drugs'. Investigated and no further action needed.</p> <p>1x Y6 pupil - lightspeed notification. Term 'sex'. This was within a song used in a presentation. Investigated and no further action needed.</p> <p>1x child posted a photo of a group of Y6 children standing outside school in their uniform. A parent alerted us. Investigated, parents notified and pupils spoken to.</p> <p>1x Y4 pupil - lightspeed notification - 'gay'. A child was using his account during the holidays. Parents notified.</p> </td></tr> </table>	Bullying allegations	1	1x Y5 pupil being unkind to another pupil in the class. Ongoing friendship issues but one child feeling isolated. Children and parents spoken to.	Racist incidents	0		Online Safety Incidents	4	<p>1x Y4 pupil - researching rainforests in South America which alerted lightspeed with the term 'drugs'. Investigated and no further action needed.</p> <p>1x Y6 pupil - lightspeed notification. Term 'sex'. This was within a song used in a presentation. Investigated and no further action needed.</p> <p>1x child posted a photo of a group of Y6 children standing outside school in their uniform. A parent alerted us. Investigated, parents notified and pupils spoken to.</p> <p>1x Y4 pupil - lightspeed notification - 'gay'. A child was using his account during the holidays. Parents notified.</p>	
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13.	<p>Review of policies Lettings Policy – no changes Proposer: Mrs S Windle Seconded: Miss J Keen Policy was unanimously approved.</p>										
14.	<p>Governing Body Reports Received reports from governors' statutory visits as per the visit schedule:</p> <ul style="list-style-type: none"> a) Finance b) Inclusion - to be forwarded c) SATs - security of SATs papers d) Curriculum e) Empowerment – visit moved to term 6 f) Maths g) Website (compliance) - completed - report to follow <p>Year Group Visits reports – none carried out this term</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p>										
OTHER											
15.	<p>Chair's Actions / Correspondence None</p>										
16.	<p>Residential 2026 Governors were advised that the 2-night residential stay at Kingswood is being booked for June 2026. The Kingswood have been taken over by PGL. The price is competitive still, even after take over. Arrangements as per usual, to keep the costs down, parents to drop off and collect the children themselves. Proposal was to approve the residential for 2026: Proposer: Mr A Parish Seconded: Mrs B Walsh The governors unanimously agreed.</p>										
17.	<p>Training The Training & Development governor has provided a verbal report on recent training attended by governors.</p>										
18.	<p>Confidentiality / Publication of Minutes The governors considered that all parts of the proceedings could be released for communication.</p>										

19.	<p>Any Other Urgent business</p> <p>None.</p>	
20.	<p>Dates and times of future meetings</p> <p>Wednesday 11th June 9am - School Development Plan review and priority setting</p> <p>Wednesday 11th June 6pm - New Parents Meeting</p> <p>Saturday 21st June - Summer Fete</p> <p>Friday 4th July 8.40am – Governing Body Meeting</p> <p>2025/2026</p> <p>Tuesday 2nd September 8.30am-1pm (approximate finish time) – Visioning Day</p> <p>Wednesday 8th October 5pm - Governing Body Meeting</p> <p>Friday 12th December 8.40am - Governing Body Meeting</p> <p>Wednesday 11th February 5pm - Governing Body Meeting</p> <p>Friday 27th March 8.40am – Governing Body Meeting</p> <p>Wednesday 20th May 5pm – Governing Body Meeting</p> <p>Friday 3rd July 8.40am – Governing Body Meeting</p>	
21.	<p>Meeting closed at 6.35pm</p>	

Signed Chair of Governors

Date