



**Minutes of the Governing Body of Great Chart Primary School  
Held at the school on 11<sup>th</sup> October 2023  
Time 5.00pm**

**Present** Mrs S Windle, Chair, Mrs W Pang, Headteacher  
Mr C Gibbins, Mrs P High, Mr Hughes, Miss J Keen, Mr Manek, Mr P Mutabaruka, Mr A Parish, Mrs B Walsh

**In attendance**

**Governance Professional** Lucia Page

**Absent** Mr S Fitch

Agenda Item		Action Whom/by When
<b>PROCEDURAL</b>		
1.	<b>Meeting opened &amp; Welcome</b> Meeting opened at 5.00pm.	
2.	<b>Apologies for absence</b> Mr Fitch – work commitments Mrs Walsh arrived at 5.07 during item 5. Miss Keen arrived at 5.15 during item 5. Mr Mutabaruka left at 7pm during item 13. Apologies accepted by the governing body.	
3.	<b>Declarations of business interests</b> Governors had no business interests to declare against the agenda items. Governors were advised to update their annual business interest declaration on Governorhub.	<i>All Governors</i>
4.	<b>Quorum</b> Meeting quorate with 8 governors present. 5.15pm - meeting quorate with 10 governors present. 7pm - meeting quorate with 9 governors present.	
5.	<b>Constitutional Items/ Governing Membership</b> <b>The Terms of Reference</b> were discussed and Governors were clear about these. There were several updates which were discussed and highlighted. Following the School Governance recommendation of having the Vice Chair on the Pay Panel, the memberships were reviewed. It was agreed the following members will be on the Pay Panel – Mr Gibbins, Mr Manek and Mr Parish. The governors' responsibilities were agreed as follows: <b>Statutory roles:</b> Safeguarding (including Child Protection) - Mr R Manek SEND - Miss J Keen <b>LA required roles:</b> Health and safety - Mr M Hughes Finance governor - Mr A Parish, Mrs B Walsh, Mr C Gibbins <b>Non Statutory/best practice:</b>	

	<p>Training and development governor - Miss J Keen  Pupil premium/recovery/other targeted funding - Miss J Keen, Mr S Fitch  Whole school wellbeing - Mrs B Walsh  Early Years - Mr S Fitch  <b>School priorities monitoring roles:</b>  Writing - Mr R Manek  Mathematics - Mr P Mutabaruka  Curriculum - Mrs S Windle  SEND - Miss J Keen  EYFS - Mr S Fitch  Mrs Page, Governance Professional will take minutes for all governing body meetings, including the committees.  The updated Terms of Reference are filed with these minutes.</p> <p>Proposal: The Governors to agree Governing Body Structure based on Circle Model and to approve the Terms of Reference for Governing Body, committees and arrangements for minutes.  Proposer: Mrs Windle Seconded: Mr Gibbins  The proposal with the above changes was unanimously agreed by the Full Governing Body.</p> <p><b>The Governors' Code of Conduct</b> was agreed as part of the terms of reference. Governors signed (electronically) the code of conduct for 23/24.</p> <p>The following governors' terms of office is coming to an end within next 6 months: None</p> <p>Vacancies on the full board</p> <ul style="list-style-type: none"> <li>• Co-opted</li> </ul> <p>Governors are still looking to appoint someone and will advertise in due course in the wider community.</p> <p><b>Annual Governance Statement</b> has been finalised and will be added to the school's website.</p>	
	<p>Mrs Walsh joined the meeting at 5.07 and Miss Keen at 5.15 during item 5.</p>	
6.	<p><a href="#">Minutes of the previous meeting</a>  The minutes of the meeting were confirmed and signed as a true representation of the meeting.</p>	
7.	<p><a href="#">Matters arising from previous meeting minutes</a>  None.</p>	
<b>SCHOOL IMPROVEMENT</b>		
8.	<p><a href="#">Headteacher Report</a>  The Headteacher's report and related documents were available to all governors prior to the meeting. Following questions were raised:</p> <p><b>Persistent absentee is standing at 5.6%.</b>  <b>Q: I see there has been an improvement since last year (7.5%). Although this is below the national average it still remains high. What steps have we taken to make this improvement and what are we doing to reduce this further with the aim of getting the children back at school?</b>  A: We only have National persistent absence figures for 2021/22 currently (17.1%) so our percentage is significantly lower compared to this. However, what are we doing to work with and support families?</p> <ul style="list-style-type: none"> <li>• Families causing concern have regular meetings with the Attendance Officer, FLO and class teacher as soon as a concern is identified. Contacts are agreed and in all cases attendance improved.</li> <li>• Families causing concern are also discussed with our SLO but with only 2 visits per year this support is limited - we are not a school causing concern.</li> <li>• Families going on holiday received penalty notices but this continues to be a problem.</li> </ul> <p><b>Q: What steps have we taken, are taking, around Safeguarding of the children involved in persistent absence?</b>  Attendance procedures are followed to ensure we are meeting our safeguarding responsibilities. Parents who fail to 'call' in their child's absence are contacted straight away. For those pupils causing concern, parents have to 'call in' daily. In some instances we will carry out home visits or ask to speak to pupils on the phone. We also sometimes ask to 'google meet' with them.</p>	

	<p><b>Q: The children involved are missing out on their education, what steps have we taken to provide work that the children can complete at home?</b> Suggested work is given such as using websites: Oak Academy and BBC Bitesize. Children are encouraged to continue to read and learn their tables.</p> <p><b>Performance Management.</b> <b>Q: I note that teachers will be set two targets, first linked to the SDP and the second on girls' maths.</b> The Headteacher reminded governors that during 2021/2022 it was her wish to review the appraisal process (part of her own research project target). HT presented her findings to the governors during a FGB meeting where she outlined a change from 3 targets to 2 targets and the removal of the pupil progress target. This was evidenced based and reflected the changing picture Nationally. The Appraisal policy was updated and the governors agreed to the changes. The changes came into place in September 2022.</p> <p><b>Q: What will the first target be set against?</b> The first target is a research enquiry target linked to teaching and learning plus the school development plan. Examples of research projects have been shared with the Pay Panel. This year research projects are currently being agreed:</p> <ul style="list-style-type: none"> <li>• Enriching learning experiences beyond the Y1 classroom</li> <li>• Exploring the relationship between oral storytelling and independent writers - choose a group of EYFS children and include them in weekly oral storytelling sessions to see if this has an impact on their ability to both tell and write independently at length and with increased confidence.</li> <li>• To implement the AET (Autistic Educational Trust) eight principles of good Autism practice (with particular focus on a specific child) and to reflect on the impact this has to the child's inclusion and well-being.</li> <li>• Through research and experimentation of different strategies pupils can access movement and sensory breaks to enable them to learn effectively in the classroom.</li> </ul> <p>Appraisers and Appraisees have until the beginning of Term 2 to finalise this target. All targets are quality assured by the Leadership Team. The concept of research or evidenced based projects are being showcased within Kent. The feedback we have received from teachers regarding the research projects have been extremely positive. Taking ownership of their professional development has been effective. The quality of the projects and presentations to staff across the school has been commendable. Many of the ideas and strategies are being used this year. Mr Gibbins also viewed some projects during his monitoring visit and reported how effective they were.</p> <p><b>Q: Writing is a current priority with only two year groups (yr4 &amp; 6) meeting its target. Should this be a PM target?</b> Writing was a PM target last year and is currently still part of the school development plan so remains one of our main priorities. Maths, specifically girls and maths is a PM target for this year, as our gender gap is steadily increasing faster than the National picture.</p>	
9.	<p><b>Key Stage Results</b> The governors were presented with the detailed PowerPoint of 22/23 results as follows: <i>Please note these abbreviations:</i> PP – Pupil Premium EXS – Expected Standard GDS – Greater Depth Standard SEN – Special Educational Needs EAL – English as a foreign language LA – Local Authority</p> <p><b>Early Years Foundation Stage (EYFS)</b> A significant increase in the 2023 results, girls continue to outperform boys. PP pupils have achieved well.</p> <p><b>Phonics</b> Phonics results are above National and LA results. PP and SEN children achieved well. Increase in pupils achieving EXS since 2022, Girls results are higher than boys.</p> <p><b>KS1 Results</b></p>	

	<p><i>Reading</i> Results for EXS and GDS above the National</p> <p><i>Writing</i> Results for EXS above the National. Results for GDS slightly below.</p> <p><i>Maths</i> Results for EXS are the same as National results. Results for GDS are above the national results</p> <p>26% SEN in this year group, results are considerably lower for Y2 this year reflecting our changing cohort. However, results at GDS in reading and maths are similar to 2022 percentages.</p> <p><b>Y4 Multiplication Check Test</b> Results are slightly lower than last year but not significantly. Results are significantly higher than national results.</p> <p><b>KS2 Results</b></p> <p><i>Reading</i> Significant difference between school and National results at EXS/GDS Progress measure positive Reading results at EXS are considerably lower than previous year which reflects the impact of the pandemic on the younger children. GDS results for reading are similar for 2022 and 2023</p> <p><i>Writing</i> Difference between school and National results at EXS School results lower than National at GDS Progress measure negative Writing results at EXS are similar to 2022 and at GDS slightly higher but still low compared to pre pandemic years.</p> <p><i>Maths</i> Positive difference between school and National results at EXS/GDS Progress measure positive For maths, EXS results are similar to 2022 GDS results are higher than 2022.</p> <p><b>Q: GDS - Writing average progress is at -1.5, does it put pressure on KS1 teachers to assess lower so the progress at the end of KS2 would be better?</b> No, teachers are being honest and the GDS expectations have rocketed over the past few years.</p>	
10.	<p><b>School Strategic Plan</b></p> <p>The Governors' 5 year strategic plan was available on Governors' shared drive. Governors discussed the plan during previous meetings and were happy to propose for approval. Proposer: Mrs Windle Seconded: Mr Gibbins All governors unanimously approved the document.</p> <p>Next step is to work with Senior Leaders to look at actions and the plan can be achieved.</p>	
11.	<p><b>Finance Update</b></p> <p><b>Financial risk register</b> The updated register was shared with the governing body prior to the meeting. Governors were happy with the presented document. Proposal: To agree the updated financial risk register for 23/24. Proposer: Mr Manek Seconded: Miss Keen This was unanimously approved.</p> <p><b>Budget monitoring</b> – August, September 2023 5 months budget monitoring report for August was emailed to governors. Following questions were raised via email by the finance governors and answers were provided by the School Business Manager.</p> <p><b>Q: E01 Teaching Staff - Are we expecting any extra funding to cover the higher than anticipated wage increases?</b> A: The teacher pay grant is already covered on this monitoring in I06. There is no more expected.</p> <p><b>Q: E22 Admin. Supplies - Are we looking at further steps to reduce our printing costs and at the same time improving our sustainability/reducing our footprint?</b> A: Yes, we are looking at the whole printing system. We are hoping to review it and tighten the budgets.</p>	

**Q: At present we are looking at a £35K overspend. Do we need to discuss a plan with the aim to reduce this?**

A: All this is mainly due to the pay increases and printing/paper costs. SLT are currently looking at ways to reduce this.

6 months budget monitoring for September was shared with governors prior to the meeting. The following questions were raised by the finance governors during their visit and answers were provided by the School Business Manager:

**Q: I06 - What is the teachers' pay grant?**

See E01 - the DfE agreed pay rise at 6.5% which was not originally budgeted as only 3% was expected. Therefore DfE are providing a grant (3%) to cover the shortfall even though, for us it doesn't cover the pay rise.

**Q: I13 - The expected revenue is £10,800, however we are only at 5% received in Sept. is this forecast still accurate and why please?**

A: Yes, correct. The donation is from Friends' Association, always paid at the end of the year as a lump sum.

**Q: E01 - What evidence can be shared around the action plan concerning the increasing costs of staff and how the school will ensure next year improves?**

A: As you are all probably aware (news etc.) that 6.5% increase was awarded to teachers this year. At present SLT are working closely with local authority to address budget concerns as a whole, not just E01. As less income was received from DfE overall and the teachers' pay grant doesn't fully cover the pay rise agreed. There was a huge increase in support staff wages (no grant for that). All areas of budget (including staffing) and spending are being currently reviewed. This will be shared with governors, hopefully at the next meeting.

**Q: E22 - 77% spent already (during summer break) and only increased by 10%. Paper comment noted, however spend has dis-proportionate expenditure. Can you share further evidence of the detail around this? Due to this being an ongoing overspend from last year, and this year, what evidence can you share to demonstrate as to what the school is doing to reduce trend and make changes to ensure no further loss?**

A: The price of paper has increased. However, we bulk buy paper and this includes the costs for the whole financial year. Also the new printer/copier contract is more expensive than the previous one (renewed Feb 2023 for 5 years).

So we have expected a certain increase to previous years. However, the spend is already over and above budget. We have reviewed and are still closely monitoring staff printing. The staff no longer have individual budgets, but get monthly class budgets (new from October). At present we are trialling this out, but hoping to see reduction in printing. SLT and Phase Leaders are also looking closely at different ways of teaching so there is less need for printing.

Please note there are other cost centres within E22, the actual printing costs that we budgeted for are:

£12000 (£5184 is the contracted rental) and rest paper and printing.

The paper costs worked out to be £7581. This doesn't include per copy price and due to these costs being so high the budget is over. It also doesn't mean staff are printing more.

**Q: E28 - Would you be able to clarify a little more around this line (I have read your comment) just so I understand, how the 79% expenditure to date still allows a minimal overspend?**

A: HR/Payroll slightly lower than originally expected. Capita provided an indicative price only at the time of budgeting which is why there is a saving and not overspend. The full amount is paid for the year, which is why % is higher. Other elements from this ledger code are currently on budget - admission appeals, governor services, KCC finance, etc.

**Q: We are now looking at an overspend of £3.5k which is a lot better than the August figures i.e. £35k. Please can you explain the main reason for these improved figures?**

A: I01 - extra £10,909 HNF expected based on the updated HNF figures.

I03 - extra HNF expected as new application approved, increase between Aug and Sept is £6258.

E03 - We were advertising for TA support for HNF above, but currently are looking at savings and reviewing staffing. Therefore we decided not to appoint. Currently offering support internally whilst Senior Leaders are reviewing staffing structure. Saving showing - £12191

There will be further saving also as another TA resigned and is due to leave and will not be replaced. These come to 30K. Rest is as per the comments and relatively small savings made in the other cost centres.

**Q: Last week the DfE announced they had budgeted wrongly for the coming year by £370 million. Will this affect our budget? If so, what will the financial impact be?**

A: There will be financial impact, but we don't know at present what that will be. We are waiting to hear from KCC for further information.

From the current funding template, I can see we are budgeting at 2% per pupil uplift. The announcement you are referring to confirmed the uplift will be 1.9%. Therefore I'm hopeful, even though there will be an impact, hopefully relatively low.

**Benchmarking**

The Benchmarking report was shared with governors prior to the meeting. This was also the focus of the finance monitoring visit that took place in July 2023. Finance governors scrutinised the benchmarking and this is all detailed within their report (Item 14.). The full report is filed within these minutes.

**IT Support Contract**

The quotes were shared with governors via email for approval so the contract could be approved for 1<sup>st</sup> September start.

SBM met with several companies and presented governors with the following quotes:

1. SNS - £10,510
2. Paul Ashmore - £12,500
3. Primary Technologies - £11,396 plus extra for helpdesk support

Our suggestion is to go with SNS. Not just due to the lowest cost, but we felt they will provide the best support for our school. They have 22 members of staff, so covering absence or an emergency wouldn't be a problem. For example, Paul Ashmore have only 3 other people working at his company. He is the only one travelling to schools and we felt he wouldn't be available if there was a real emergency.

Primary Technologies have a similar set up as SNS and therefore it would come down to cost.

All governors approved SNS unanimously.

12.

**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.

**Open Cases (29.09.23)**

Type of support	Number of pupils
Social Services - Child Protection	0
Social Services - CHIN	2
Social Services - Child and Family Assessment	2
Early Help Intervention	2
Family Liaison support	42

**Training**

Annual training for staff took place during the Visioning Day 2023. All staff and governors have been asked to read the policy, KCSIE 2023 (relevant sections to their posts) and to complete KCSIE 2023 (Knowledge check). All members of staff have completed this, plus PREVENT training.

Induction safeguarding training and Prevent training has taken place for new members of staff. Support has been given to new staff to complete CPOMs. All staff have read all statutory policies at the start of the term. New members of staff have had induction training with the headteacher.

**Code of Conduct Policy**

All members of staff have been reminded of our expectations. This also includes our dress code policy.

**Designated Safeguarding Leads meetings and supervision**

DSL meetings continue monthly with supervision sessions offered to staff. EYFS supervision is offered termly. DSLs have reviewed any outstanding issues from the summer holidays.

**Governor Monitoring**

Mr Manek to meet with Mrs Ostridge and Miss Adams during Term 2

**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 12.09.23. Leavers from July 2023 have been removed. All new members of staff were added. 1 new member of staff has been highlighted - waiting for DBS final

clearance. He transferred from a Kent school with no break in service and all other checks were cleared. New Goldwell staff have been added to their own section.

**Online filtering monitoring**

Relay monitoring is in place via Broadband4. Alerts are sent to the DSL's joint email account. All alerts are actioned and recorded using CPOMs. ICT Leader and DSL for Online Safety is working with the new IT company to ensure that our current system is compliant.

**Behaviour (24.06.23-29.09.23)**

Bullying allegations	3	1x Y1 child being unkind to another child (Both parents informed. Circle Time was used to reinforce kindness) 2x Friendship issues
Racist incidents	1	Y2 child reported that in EYFS a child had said something unkind. She couldn't remember who. This was not reported and EYFS staff were not aware. Monitor.
Online Safety Incidents	8	2x Y2 children playing Roblox with strangers (Parents informed) 2x Y6 children being unkind on tik tok and whats app (children spoken to and parents informed) 1x Y5 child being rude on a group chat via Xbox 1x Y3 child made an inappropriate comment. Parents informed and reported that they feel it had come from something he watches on YouTube - advice given) 1x Y3 child commented that she uses Tik Tok (Advice given to parent) 1x Y3 parent alerted Miss Adams to a report of her child talking to a stranger online. Reported to CEOP who then contacted mum. Advice given to parent and child regarding safety.

13.

**Review of policies**

The following policies were reviewed. Governors discussed and reported on changes within different policies.

Anti-fraud

Appraisal policy

Attendance Policy

Bullying and Harassment

Capability

Charging

Children in Care

Early Career Framework Teacher (previously NQT) policy

Equality information and objectives (public sector equality duty) statement for publication

Governors' Allowances

Governors' Visit policy

Health & Safety

Redundancy

Special Leave

Proposal: To agree the updated policies. The changes were highlighted for governors and they were happy with these.

Governors' Visits Policy will be reviewed further by Chair and Vice Chair, but it was decided for the time being to trial the two new visits pro-formas. Governors advised these are available in the Visits folder on the shared google drive.

Proposer: Mr Hughes

Seconded: Mrs Walsh

These were unanimously approved.

Child Protection – to be ratified (item 15)

Online Safety (part of Child Protection)

Mr Mutabaruka left the meeting at 7pm during item 13.

14.

**Governing Body reports**

Received reports from governors' statutory visits as per the visit schedule:

Finance

Inclusion and Pupil premium – deferred to Term 2

Maths

Writing

	<p>School food and nutrition</p> <p>In addition to the above Y1, Y2 and Y5 visits were carried out. The reports were shared with governors.</p> <p><b>All governors are reminded to check the Governors' Visit schedule and book their visits.</b></p> <p>Working party feedback – Visioning – covered in item 10</p> <p><b>HT PM Group &amp; Pay Panel feedback</b> - this part of the item is confidential.</p>	
	<b>OTHER</b>	
15.	<p><b>Chair's Actions / Correspondence</b></p> <p>Child protection policy Chair has approved, in discussion with the Safeguarding governor, the new Child Protection Policy (and Online Safety) for September 2023. The Governing Body ratified this decision unanimously.</p>	
16.	<p><b>Training</b></p> <p>The Training and Development (T&amp;D) Governor reported that the following training was recently completed:</p> <p>All governors completed Child Protection refreshers KCSIE Knowledge Check and PREVENT. Governor Countywide briefing - Mrs Windle and Mrs Pang Clerks briefing - Mrs Page Autumn agenda - Mr Parish</p> <p>The T&amp;D Governor also asked governors to be all aware of their commitment to staying up to date and knowledgeable about their specific responsibilities. There are new concerns and contextual issues to navigate every year and the training available to everyone through governorhub does reflect that.</p> <p>For example, KCC have split the SEND training available into a session for non-SEND governors as well as the more in depth sessions.</p> <p>Governors were advised to have a look on governorhub for themselves although T&amp;D Governor will endeavour to send out some advance notice of Training available as it is added.</p> <p>She also mentioned all governors have SDP points linked to their role as governors and developing their understanding of strategic vs operational issues within the school and the role in overseeing the strategic. Also, the way in which the visits are conducted, recorded and acted upon.</p> <p>Both of these might be supported by taking part in the new training that appears to be being released, breaking down the three core functions of governors.</p> <p><b>Upcoming Training available:</b></p> <ul style="list-style-type: none"> <li>● Every Governor is a Governor of SEND for non SEND Governors <b>12 October</b></li> <li>● What Governors need to know about the EYFS - <b>Monday 16 October 2023</b></li> <li>● Mainstream Core Standards Training for SEND Governors <b>17th October</b></li> <li>● Promoting Equality Race Diversity in our School <b>9 November</b></li> <li>● Finance: The Role of the Governor in Maintained Schools <b>9 November</b></li> <li>● Training for Governors with Responsibility for Safeguarding <b>15th November</b></li> </ul>	
17.	<p><b>Wyvern</b></p> <p>The updated Memorandum Of Understanding was shared with governors prior to the meeting and they were happy to agree to this.</p> <p>Proposer: Mrs Windle Seconded: Mr Parish Governors unanimously agreed.</p>	
18.	<p><b>Confidentiality / Publication of Minutes</b></p> <p>The governors considered that all parts of the proceedings could be released for communication apart part of item 14.</p>	
19.	<p><b>Any Other Urgent business</b></p> <p><b>Uniform Policy</b></p> <p>Headteacher discussed with governors a proposed change to the uniform policy about religious or cultural symbols and to add the expectation of colour. Governors agreed these would need to be in plain school colours e.g. grey or black.</p> <p>All unanimously agreed with this.</p>	
20.	<p><b>Dates and times of future meetings and other events</b></p> <p>Sunday 5<sup>th</sup> November – School's Fireworks Event – help welcome</p>	



	New Parents Tours 30 <sup>th</sup> November 3.30-5pm – attendance optional Friday 8 <sup>th</sup> December 8.40am – <b>Governing Body Meeting</b> New Parents Tours 13 <sup>th</sup> December 3.30-5pm – attendance optional Wednesday 7 <sup>th</sup> February 5pm – <b>Governing Body Meeting</b> Wednesday 27 March 8.40am – <b>Governing Body Meeting</b> Wednesday 22 <sup>nd</sup> May 5pm – <b>Governing Body Meeting</b> Saturday 22 <sup>nd</sup> June – School’s Summer Fete – help welcome Friday 5 <sup>th</sup> July 8.40am – <b>Governing Body Meeting</b>	
21.	Meeting closed at 7.20pm	

Signed ..... Chair of Governors

Date .....