



**Minutes of the Governing Body of Great Chart Primary School  
Held at the school on 9<sup>th</sup> October 2024  
Time 5.00pm**

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

**In attendance**

**Governance Professional** Lucia Page

**Absent** Mr S Fitch, Mr C Gibbins, Mr P Mutabaruka

Agenda Item		Action Whom/by When
<b>PROCEDURAL</b>		
1.	<b>Meeting opened &amp; Welcome</b> Meeting opened at 5.04pm.	
2.	<b>Apologies for absence</b> Mr S Fitch - work commitments. Mr C Gibbins - work commitments. Mr P Mutabaruka- work commitments. Mrs S Windle – arrived at 5.20pm during item 6. Mrs W Pang chaired the meeting until Mrs Windle arrived. 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 7 governors present. 5.20pm - meeting quorate with 8 governors present.	
5.	<b>Headteacher Report</b> The Headteacher’s report and related documents were available to all governors prior to the meeting. HT highlighted that the EAL % has gone up by 10%. This is due to parents being made aware of the DfE definition of EAL. Google form was shared with them and records updated accordingly.  Ofsted changes were discussed by the governors and they were informed of the new IA for the school.	

	<p>At the end of last term the Eco Warriors presented to the governors. They have recently found out that they have won a National competition for their Climate Change Impact Report. Governors asked that congratulations are passed onto them.</p>	
6.	<p><b>Key Stage Results</b>  The governors were presented with the detailed PowerPoint of 23/24 results as follows:  <i>Please note these abbreviations:</i>  <i>PP – Pupil Premium</i>  <i>EXS – Expected Standard</i>  <i>GDS – Greater Depth Standard</i>  <i>SEN – Special Educational Needs</i>  <i>EAL – English as a foreign language</i>  <i>LA – Local Authority</i></p> <p><b>Early Years Foundation Stage (EYFS)</b>  A significant increase in the 2024 results, including in literacy and maths. Target has been exceeded.  PP pupils have achieved well.</p> <p><b>Phonics</b>  Phonics results are above National and LA results. PP and SEN children achieved well.  Small difference between girls and boys.</p> <p><b>KS1 Results</b>  No statutory KS1 SATs this year but still good to continue the analysis as it's the end of the Key Stage.  Reading results continue to be the strongest for EXS and GDS.  Writing at GDS is still low.</p> <p>18% SEN in this year group. Results at EXS have increased from last year but are still not as high as the 2022 results. Results at GDS in reading and maths are slightly lower but not significantly. They have increased for writing.</p> <p><b>Y4 Multiplication Check Test</b>  Results are slightly lower than last year but not significantly. When analysing the scores a number of the children who scored 24/25 were expected to achieve 25. We feel that if children used ipads it would be easier to navigate.</p> <p><b>KS2 Results</b>  No progress measures due to covid.  In all areas we are above the national averages except in GDS writing.</p> <p><i>Reading</i></p> <ul style="list-style-type: none"> <li>● Significant difference between school and National results at EXS/GDS</li> <li>● Average scaled score higher than National average</li> </ul> <p><i>Writing</i></p> <ul style="list-style-type: none"> <li>● Difference between school and National results at EXS</li> <li>● School results lower than National at GDS</li> </ul> <p><i>Maths</i></p> <ul style="list-style-type: none"> <li>● Difference between school and National results at EXS/GDS</li> <li>● Average scaled score higher than National average</li> </ul> <p>Reading results at EXS are higher than last year but not as high as in 2022. GDS results for reading are slightly lower than 2023.  Writing results at EXS are higher than previous years.  For maths, EXS results are higher than in previous years  GDS results are higher too.</p>	
	5.20pm Mrs Windle joined during item 6.	

7.	<p><b>Constitutional Items/ Governing Membership</b>  <b>Co-opted governor application – Ms Amber Crosby</b>  An application was received for the co-opted governor vacancy. Interview was conducted by the Headteacher and Chair.  Ms Crosby has experience in Business Management and Finance. Used to work as a school business manager and is now a property management co-ordinator.  Proposal was to appoint Ms Crosby as a co-opted Governor.  Proposer: Mrs Windle  Seconded: Mr Parish  Governance Professional to contact her to confirm this and appoint from 14<sup>th</sup> October 2024 for a 4-year term.</p> <p><b>The Terms of Reference</b> were discussed and Governors were clear about these. There were several updates which were discussed and highlighted.  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, Ms A Crosby, Mr C Gibbins  <b>Non Statutory/best practice:</b>  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  Attendance – Mrs B Walsh  Cyber Security – Mr A Parish  Sustainability – Mrs S Windle  <b>School priorities monitoring roles:</b>  Reading – Mr R Manek, Mr A Parish  Writing - Mr R Manek, Mr A Parish  Mathematics - Mr P Mutabaruka, Miss J Keen  Curriculum - Mrs S Windle, Mr C Gibbins  Empowerment Approach – Mrs B Walsh, Mr M Hughes  EYFS - Mr S Fitch, Mr C Gibbins</p> <p>Mrs Page, Governance Professional will take minutes for all governing body meetings, including all panels and group meetings.  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.</p> <p>Proposer: Mr Parish Seconded: Mrs B Walsh  The proposal with the above changes was unanimously agreed by the Full Governing Body.</p> <p><b>Governors' Code of Conduct</b> was agreed as part of the terms of reference. Governors signed (electronically) the code of conduct for 24/25.</p> <p>The following governors' terms of office is coming to an end within next 6 months:  Mr Gibbins, Mrs High (30<sup>th</sup> April 2025), Mr Manek and Mr Mutabaruka (31<sup>st</sup> May 2025)</p> <p><b>Annual Governance Statement</b> has been finalised and will be added to the school's website.</p>	
8.	<p><b>Minutes of the previous meeting</b>  The minutes of the meeting were confirmed and signed as a true representation of the meeting.</p>	
9.	<p><b>Matters arising from previous meeting minutes</b>  Outstanding action from July 2024 meeting - Reports on visits and areas of focus for 2023/24. This will be carried forward to the next meeting.</p>	<b>Vice Chair</b>
<b>SCHOOL IMPROVEMENT</b>		
	<p><b>Headteacher Report - moved further up the agenda to no. 5</b></p>	

	<p>Key Stage Results - moved further up the agenda to no. 6</p>	
<p>10.</p>	<p><b>SEN Report</b></p> <p>The Information document for parents was shared with the governing body prior to the meeting. This was already discussed in depth during the Inclusion visit. The report was formally approved by Mr Fitch and Miss Keen during their Inclusion visit.</p> <p>SENCO also provided a presentation: As part of a research project the SENCO looked into how we could, as a whole school, promote the well being and success of autistic children with the aim of improving their outcomes. Autism Education Trust (AET) training organised by Senco for September 2023 for all staff. Audit completed with Assistant Inclusion Manager beforehand to identify main areas our school would benefit from (Principles 7 and 8 of AET framework). Training was an awareness-raising module for all staff in the school community. Following training, links with Teaching Assistants' (and some Teachers') Performance Management were made. One page profile examples shared - used to gain pupil voice to gain a greater understanding of a child's views and aspirations. Review session took place with the Specialist Teaching and Learning Service (STLS) on 14th November - Action Plan was shared by Senco to highlight areas the school would be working on. STLS were very impressed with progress already made. Action plan used as an example for other schools.</p> <p>Other training took place which also links to supporting children with Autism including; ProAct Scip Training (all staff), Sensory Processing Training (1:1 TAs), Attention Autism (identified 1:1 TAs), Makaton Training - (EYFS TAs), Sensory Circuit training (TAs) etc.</p> <p>Other events to support promoting wellbeing of Autistic children included:</p> <ul style="list-style-type: none"> <li>• River-James Whybrow presented an assembly on living with Tourettes and Autism to Year 5 and Year 6 children.</li> <li>• Offered parents the opportunity to meet Speech and Language Therapist, on 23rd Feb 2024.</li> <li>• Carefully planned transitions</li> <li>• Working alongside Specialist Teaching and Learning Service to support children with most complex needs.</li> <li>• Increase in purchase of Autism Friendly resources to support pupils</li> <li>• Ensuring links to support groups are shared with parents on a Friday alongside the e-bulletin.</li> </ul> <p><b>Q: How long does an autistic diagnosis take to come through?</b> A: It can take 4 years. The older the children are, the longer it takes.</p>	
<p>11.</p>	<p><b>Finance Update</b></p> <p><b>Budget – Three Year Plan Feedback from KCC</b></p> <p>The feedback was shared with governors prior to the meeting. No concerns were raised.</p> <p><b>Financial risk register</b></p> <p>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 24/25. Proposer: Mrs Windle Seconded: Mr Manek This was unanimously approved.</p> <p><b>Budget monitoring – August, September 2024</b></p> <p>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: E02. We are looking at an additional £2.5K expenditure. This is a large percentage increase on what was budgeted i.e. £7K to £9.5K. Please can you provide the reason for this?</b> This is covering staff (teachers) absence. It's very hard to predict this and yes, there is a possibility that might increase further.</p> <p><b>Q: Regarding question one, could the expenditure increase even further through the year?</b> Yes.</p>	

**Q: E03. The explanation given for the increase in expenditure is due to advertising for a new HNF TA (increase in I03). However, the increase in E03 is £8.5K and the increase in I03 is only £2.7K. That's a difference of £5.8K. Does this mean we spent £5.8K advertising for this role? If so, is it normal to cost this much?** The HNF never covers the cost of the TA. We have to pay first 6K as well. Also we lost a child to specialist provision (this was covered in June monitoring).

**Q: Revenue balances. On the August figures we are currently looking at an in year deficit of £5.8K.** The 5.8K is the variance of what was originally budgeted. We expected an in year deficit of -57K and this has increased to nearly -63K.

Governors suggested the increase in deficit should be discussed in more depth at the next finance monitoring visit.

6 months budget monitoring for September was shared with governors prior to the meeting. The following question was raised:

**Q: E15 Water and Sewage - We budgeted for £7.4K but are now looking at £10.5K, a significant increase of £3K, % wise. Do we know why our usage increased by so much?**

A: We looked into this and the usage has not increased. The waterboard takes meter readings and sometimes we underpay and sometimes we overpay. They changed the amount of the Direct Debit based on the latest reading and the balance on the account. We are likely to be in credit by the time they take the next meter reading.

The 6 months monitoring has been submitted to KCC finance.

### **Asset Register**

Following the asset check in March it was decided to move it to autumn term so staff are able to carry out the check in the summer when classes are being moved etc.

Therefore, annual audit of assets was completed again in September 2024 and the certificate A was signed by the Headteacher on 04.10.24. The report of disposables was discussed with governors in detail. They were informed that the following items were either old or obsolete and could not be fixed: 3 Chromebooks, 1 Geo book.

3 items that were reported missing in March were now found and accounted for. However, there are further 3 Chromebooks missing from another area. These were accounted for in March. This is due to year groups borrowing Chromebooks amongst each other and these are then possibly not returned to the correct areas. SLT are currently looking at processes of how this can be monitored more closely with signing out and in system.

### **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 October 2024. Finance governors scrutinized the benchmarking and this is all detailed within their report (Item 14.). The full report is filed with these minutes.

12.

**Safeguarding**

**Child Protection Update - Term 1 2024**

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 (01.09.24-25.09.24)**

Type of support	Number of pupils
Social Services - Child Protection	0
Social Services - CHIN	0
Social Services - Child and Family Assessment	0
Early Help Intervention	5
Family Liaison support	22

**Training**

Annual training for staff took place during the Visioning Day 2024. All staff and governors have been asked to read the policy, KCSIE 2024 (relevant sections to their posts) and to complete KCSIE 2024 (Knowledge check). PREVENT training for teaching staff will take place on 16th October 3:15-5pm.

*All governors*

Governors were asked to complete online PREVENT training during Term 1 (if they are unable to attend the school training on the 16th October they need to complete the online training.

*All governors*

<https://www.support-people-susceptible-to-radicalisation.service.gov.uk/onboarding/channel-or-prevent-multi-agency-panel-pmap-course/country>

Add certificate to the folder (Visioning Day)

Safeguarding training has taken place for midday staff and a new volunteer has received induction training. The cleaners have also received updated leaflets and appendix 1 of KCSIE 2024.

All existing volunteers and peripatetic teachers have been given updated safeguarding leaflets. This also includes the kitchen staff.

All staff have read all statutory policies at the start of the term. New members of staff have received all necessary training

**Child Protection Policy 2024**

The policy was agreed in the holidays by the Chair and the Safeguarding Governor. It was added to the website ready for the 1st Sept 2024. The FGB will need to ratify it.

**Code of Conduct Policy**

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

**KCC Education Safeguarding Service (ESS) now LADO Education Safeguarding Advisory Service (LESAS)**

Following the Education Safeguarding Service (ESS) returning to Kent County Council in April 2023, there has been a period of evaluation which has explored the efficiency of service delivery. Following this, the Education Safeguarding Service merged with the County Local Authority Designated Officer (LADO) Service on the 2nd September 2024.

The new service, known as the 'LADO Education Safeguarding Advisory Service (LESAS)', will continue to offer many of the same services but will have increased capacity to provide bespoke training and consultancy work for schools and settings and will be able to offer an increased number of safeguarding reviews.

LESAS will continue to offer support in times of crisis, core policy templates, a Child Protection newsletter, local DSL 'Catch ups' and a DSL training programme

The service can also be commissioned to provide a range of high quality training and other safeguarding support products for DSLs and staff within the children's workforce, including safeguarding reviews which promote best practice and empower education settings to ensure their learners are as safe as they can be.

**Designated Safeguarding Leads meetings and supervision**

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

**Governor Monitoring**

Mr Parish met with Citi Business to discuss Cyber Security and how the school is meeting the DfE's Digital and Technology Standards on Monday 30<sup>th</sup> September. Detailed report from this visit is included within item 14.

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 the 23rd September 2024. No outstanding checks.

**Online filtering monitoring**

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

**Behaviour**

Bullying allegations	0	
Racist incidents	1	Y5 pupil name calling to another child. Parents informed and children spoken to
<b>The KCC Annual Racial Incidents Survey has been completed and submitted for all incidents which have taken place during 2023-24.</b>		
Online Safety Incidents	4	2x Y4 pupils and whatsapp messages. All Y4 pupils spoken to. 1x Y6 pupil posting inappropriate comments on google classroom. Child and parents spoken to. 1x Y6 whatsapp group - inappropriate comments. The whole year group was spoken to and parents were made aware via class dojo and during the secondary school talk.

13.

**Review of policies**

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

- Anti-fraud
- Appraisal policy – new policy
- Capability
- Finance
- Gifts and Hospitality – new policy
- Governors' Visit policy
- Health & Safety
- Recruitment
- RHE

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

Proposer: Mrs Windle

Seconded: Mr Hughes

These were unanimously approved.

Child Protection – to be ratified (item 15)

Online Safety (part of Child Protection)

14.

**Governing Body reports**

Report on visits conducted for 2023/24 is still outstanding from July 2024. This is deferred to the next meeting.

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

Finance

**Vice Chair**



	<p>Inclusion and Pupil premium report to follow  School food and nutrition (taking place 16<sup>th</sup> Oct) - report will be available at the next FGB Website - didn't take place  Maths  Cyber security</p> <p><b>All governors are reminded to check the Governors' Visit schedule and book their visits.</b></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>  Child protection policy  Chair has approved, in discussion with the Safeguarding governor, the new Child Protection Policy for September 2024. The Governing Body ratified this decision unanimously.</p>	
16.	<p><b>Training</b>  T&amp;D governors forwarded an email listing upcoming training.  Governors were advised to attend the District meeting as they have been useful lately.</p> <p>Governors reminded to attend:  Prevent Training - Wednesday 16<sup>th</sup> October at 3.15pm or to complete online training  Bespoke Pay training – Wednesday 20<sup>th</sup> November 6-8pm</p> <p>HT forwarded a Pay webinar link. She recommended for everyone to complete as it was really useful.</p>	
17.	<p><b>Confidentiality / Publication of Minutes</b>  The governors considered that all parts of the proceedings could be released for communication apart part of item 14.</p>	
18.	<p><b>Any Other Urgent business</b>  None</p>	
19.	<p><b>Dates and times of future meetings and other events</b>  Sunday 3<sup>rd</sup> November – Fireworks – help welcome  Sunday 1<sup>st</sup> December 10am to 2pm – Great Chart Christmas Fair  Friday 13<sup>th</sup> December 8.40am – Governing Body Meeting  Wednesday 12<sup>th</sup> February 5pm – Governing Body Meeting  Friday 28<sup>th</sup> March 8.40am – Governing Body Meeting  Wednesday 21<sup>st</sup> May 5pm – Governing Body Meeting  Saturday 21<sup>st</sup> June – School's Summer Fete – help welcome  Friday 4<sup>th</sup> July 8.40am – Governing Body Meeting</p>	
20.	<p><b>Meeting closed at 6.50pm</b></p>	

Signed ..... Chair of Governors

Date .....