

GREAT CHART PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
1st July 2021 at 8.40am

Present: Mr S Fitch (Chair) **Mrs W Pang** (Headteacher)

Clerk: Lucia Page

In Attendance:

Mr C Gibbins, Mrs P High, Mr R Manek, Mr P Mutabaruka, Mrs S Windle, Dr Wong

Action By

1) Apologies

Mrs C Dottin-John, Mr S Ive, Mr A Parish, Mrs B Walsh - apologies accepted.

2) Declaration of Business Interest

Governors had no business interests to declare against the agenda items.

3) Minutes of previous meeting in May 2021

Amendment requested as per below:

Item 5. Under the Assets Register, the following question was asked "Were there any items unaccounted for" The answer being "No, there was nothing unaccounted for".

Item 11. Training - governors were advised to read the Nolan principles which are in the training folder.

The rest of the Minutes of the meeting were confirmed and signed as a true representation of the meeting.

4) Governing Body Issues

The Governing Body formally welcomed Mr Manek and Mr Mutabaruka as the new co-opted governors.

Visioning Day – 1st September all governors attend from **9.30am**.

Pay Committee – Meeting date to be agreed for Term 1. No one from the Pay Committee was present at this meeting. Chair will follow this up with the relevant governors.

Chair

5) Relationship & Health

Mrs Barker, RHE Lead, has presented to governors about all the changes with regards to Relationship and Health within curriculum.

The main change is that from September 2021 Relationship and Health Education will become statutory in all Primary Schools across England.

Mrs Barker has surveyed teachers, pupils and parents and the results of these surveys were discussed with the governing body.

The main discussion took place over certain aspects of this curriculum that include LGBT and Puberty. Sex Education was discussed as this is not part of the statutory requirement for RHE. Governors decided to exclude Sex Education currently from the curriculum as this area is covered in year 7. This will however be reviewed again next year.

Proposal was to agree the new reviewed policy

Proposer: Mr Fitch

Seconded: Dr Wong

The governors unanimously approved the policy.

6) Site Manager's Report

Report was received from Mr Roberts covering all works from April to June

- The outside classroom roof has been felted. The classroom has also been treated with two coats of wood preserver and canvas shutters washed down.

- Ks1 trim trail wobble bridge has been fitted with new ropes, also on KS1 the two traverse units have had new ropes fitted. All the play equipment on the KS1 trim trail has been treated with a wood preserver.
- The two Burma bridge units on KS2 have also been fitted with new ropes. All the wooden units on the Ks2 trim trail have been treated with a wood preserver.
- The annual outside play equipment inspection has been done by Kent Gym & Sport Services Ltd. On the day of examination, the equipment was found to be in a safe condition and awarded a pass certificate of inspection.
- Two new cycle storage units have been installed in the school one on the Ks2 playground and the other in the early years outside play area.
- A new water pump has been installed in the boiler house.
- All the hedges on the school boundary have been cut back.
- The old rotting shed has been dismantled and removed from the foundation area.
- Sunken brick pavers have been relaid in the bin storage area.
- A new window cable has been fitted in the school kitchen.
- Two toilet cisterns have been replaced in the year six girls toilet.
- A guinea pig pen has been built for year 3.
- A timber-framed shelter has been built for the forest school class on the field.
- Replaced broken gully cover and jet wash all gullies around the school.
- New coat hooks installed in the year three cloakroom.
- All the wooden benches on the field and the sleeper wall by the side gate entrance to the school have been treated with a wood preserver.
- The yellow salt bin by the parent's shelter has been replaced with a larger blue salt bin filling the gap in the hedge, hopefully stopping the children from going behind the shelter.
- The fallen tree at the bottom of the field has been removed.
- Weedkiller spraying, Ant killer spraying, Rat baiting.

7) **Health & Safety Report**

The full report is attached to these minutes.

8) **Headteacher's Report**

The full report is attached to these minutes. Governors didn't raise any questions.

9) **School Strategic Plan**

There is a new separate Strategic Plan for Governors. This was shared prior to the meeting. Proposal was to agree the plan and discuss it further at the Visioning Day on 1st September.

The whole School Strategic Plan was also discussed. Governors were happy with the suggested priorities that were presented by Mrs Pang.

Proposal was to agree the main 6 school priorities for the next academic year.

Proposer: Mr Fitch

Seconded: Mrs Windle

The governors approved both plans unanimously.

10) **3 Year Budget Feedback**

Governors noted the feedback from KCC finance and were happy with the explanation provided by the School Business Manager.

11) **Financial Risk Register**

The full document was discussed at the meeting. New priorities were added and financial risks determined.

Proposal to agree the register for 2021/22.

Proposer: Mrs Windle

Seconded: Mr Gibbins

All governors approved the document.

12) **Annual Safeguarding Report**

The Annual Safeguarding report was shared with the governors prior to the meeting.

Governors discussed this in detail, especially the processes of how incidents are logged by the school and what procedures are followed.

13) **Wyvern Provision**

Report to governors provided by Assistant Headteacher from Wyvern School:

Despite the complications that we faced due to the pandemic Goldwell class has continued to operate, within guidelines, and has been successful for all the pupils who have attended.

In September we had a slow transition for an additional 3 pupils plus another pupil who had moved from the Great Chart roll to Wyvern. 2 of the original pupils should have returned to Wyvern as they were actually Secondary age but parents felt that they had missed so much time at Great Chart, due to the lockdown, that they wanted their children to continue for another year. With Mrs Pang's support we agreed to this.

In Term 5 we identified some new pupils who we felt would benefit from being in the satellite class and have been able to allow them to visit the class. Consequently, we have 6 more pupils joining Goldwell in September although one of these will be joining the class this term so that he has a longer transition period.

We also had a new pupil join the class recently from a local mainstream school. His parents have been delighted that there has been a provision for him that is in a mainstream setting but with the support of the special school.

From the current group 2 will be returning to Wyvern and we are very excited that 3 of them will be joining our new secondary satellite class at the Towers School in September. Those pupils who will be going to Towers are so pleased that some of their friends from Great Chart School will be there too and several Great Chart pupils have said they will look out for them at Towers. This highlights the success of the satellite. We are so pleased that these pupils have been able to progress sufficiently to be able to access a similar provision alongside their mainstream, secondary, peers.

We are really looking forward to September with a group of 14 pupils who will have the opportunity to develop and grow, both academically and socially, alongside their mainstream peers.

Our staff team have worked extremely hard to continue to support our pupils through very difficult times but it would not have been possible without the continued support of Mrs Pang, Mrs High and the whole Great Chart staff team. Our staff and pupils have been made to feel part of Great Chart School since they first arrived and, despite bubbles, social distancing, lockdowns etc etc they have continued to feel included in every aspect of school life as far as has been possible.

Between our schools we believe that we have been able to create a really positive, inclusive provision that has been of benefit to Wyvern and Great Chart pupils and we really look forward to working together in the next academic year.

I would like to take this opportunity to thank everyone for welcoming the staff and pupils unreservedly. It has been, and continues to be, a pleasure to be a part of Great Chart School.

14) **Training**

Training governor was not present and no report was provided prior to the meeting.

15) **Governing Body Reports**

Visits reports

Health & Safety - Mr Parish - Outstanding

EYFS - Mr Fitch - Outstanding

Safeguarding - Dr Wong

Visits for term 1 will be agreed at the Visioning Day.

16) **Policies**

Anti-Fraud Policy

The policy was reviewed and updated.

Proposal was to agree it:

Proposer: Mr Gibbins

Seconded: Mr Mutabaruka

The governors unanimously approved the policy.

17) **Chair's Actions/Correspondence**

None.

18) **AOB**

None

19) **Confidentiality**

The governors considered that all parts of the proceedings could be released for communication.

20) **Dates of Future Meetings**

Wed 1st September – Visioning Day 9.30am for all governors

Pay Committee Meeting - To be arranged - needs to be carried out in Sept/Oct

Chair to chase this

Tue 21st Sept - 10am - Headteacher's Performance Management - Mrs Walsh, Mr Fitch, Mrs Windle

Full Governing Body Meetings:

Thur 14th Oct 21 - 5pm

Fri 10th Dec 21 - 8.40am

Tue 8th Feb 22 - 5pm

Fri 25th March 22 - 8.40am

Wed 25th May 22 - 5pm

Fri 8th July 22 - 8.40am

Signed Chair of Governors Dated