



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 4th July 2023
Time 8.40am**

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 Mr Roberts (item 8), Mrs Thomas (item 9 & 10)

Governance Professional Lucia Page

Absent Mr S Fitch, Mr R Manek, Mrs B Walsh

Agenda Item		Action Whom/by When
PROCEDURAL		
1.	Meeting opened & Welcome Meeting opened at 8.40am.	
2.	Apologies for absence Mr Fitch – holiday Mr Manek – work commitments Mr Gibbins arrived at 9am during item 8 Mr Mutabaruka left the meeting at 10.15am Apologies accepted by the governing body. Mrs Walsh - no apologies.	
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. 9am - meeting quorate with 8 governors present. 10.15am - meeting quorate with 7 governors present.	
5.	Constitutional Items/ Governing Membership Terms of office coming to an end within next 6 months – none Co-opted governor's vacancy – no applications received so far. Governors discussed approaching the wider community. Some governors came up with suggestions that they will follow up. Governor Self Evaluation – Q19 and 20. The questions above were discussed in depth at this meeting. The Vice Chair is compiling the answers to the document and this will be added to the shared drive.	All Governors

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>Site Managers' Report</p> <p>Site manager reported on the works completed since the last report in March 2023. These included:</p> <ul style="list-style-type: none"> ● main school gates repair ● various toilet blockages, drains needed to be unblocked ● fire alarm system installation, rewiring around the school ● moss cleared on the roof, as it causes roof leaks, more works to be done ● new fire doors installed ● new shutter in the kitchen area installed ● school garden cleared of overgrowth. Vegetables growing there now and these are given to the school kitchen ● sensory garden finished. <p>Future work plans - trim trails on KS1 and KS2 playgrounds are rotting in the ground. Site Managers will remove them to keep the costs down and new ones will be installed during summer holidays. Bridge onto the field will need to be repaired.</p>	
	Mr Gibbins joined the meeting at 9am during item 8.	
9.	<p>Health & Safety Report</p> <p>The Health & Safety governor visit didn't take place this term, therefore the Health & Safety Leader provided feedback to the governors directly. Full written report was shared with governors prior to the meeting and is filed with these minutes. No matters arising.</p>	
10.	<p>Sport premium</p> <p>PE Leader updated the governing body on the detailed spending of PE and Sports Premium for 2022/2023. The full breakdown was shared with the governing body prior to the meeting. The final report will be added to the school website before 31st July as per DfE requirement.</p>	
11.	<p>School Development Plan</p> <p>The report of impact for 22/23 priorities was shared with governors prior to the meeting. No questions were raised. The report is attached to these minutes.</p> <p>Priorities and governors responsible for 23/24 have been agreed as follows:</p> <ul style="list-style-type: none"> ● Raise the standards of writing throughout the school to reduce the data gap between reading and writing for all pupils. To increase the number of pupils achieving greater depth in writing. Governor responsible: Mr Manek ● Raise the standards of problem solving throughout the school to increase competency and retain skills for all pupils. To increase the number of pupils achieving the expected standard or above within reasoning and problem solving. Governor responsible: Mr Mutabaruka ● Further develop the foundation subjects and wider curriculum to ensure a coherent and consistent, progressive curriculum throughout the whole school, meeting the needs of ALL pupils. Develop AfL (Assessment for Learning) and assessment procedures to evaluate whether pupils know more and can do more, and whether the knowledge and skills learned are well sequenced and developed incrementally. Governor responsible: Mrs Windle ● Within a positive and supportive environment staff continue to demonstrate a clear understanding of the needs of their pupils (particularly more complex cases) and ensure all children have access to high quality teaching, complemented with carefully selected interventions. Governor responsible: Miss Keen ● To raise communication and language skills across the EYFS curriculum in all areas of learning. To ensure children are given opportunities to use new language and develop new skills through child initiated and teacher directed opportunities. For staff to use and scaffold ambitious vocabulary in 'serve and return' conversations with the children. Governor responsible: Mr Fitch <p>Proposal to agree the above priorities Proposer: Mrs Windle Seconded: Mr Gibbins The priorities were unanimously agreed by the governors.</p>	

	<p>Monitoring Year Groups were agreed as follows: EYFS - Mr Fitch Y1 - Mr Mutabaruka Y2 - Mr Manek, Mr Hughes Y3 - Mr Gibbins Y4 - Mrs Walsh Y5 - Mrs Windle Y6 - Mr Parish, Miss Keen</p>										
12.	<p>Governance Development Plan</p> <ul style="list-style-type: none"> Operational v strategic - understanding the Governors' role Governor responsible: Miss Keen Ensure monitoring visits are effective and carried out consistently Governor responsible: Mrs Windle Support the school in implementing the 5 Year Strategic Plan Governor responsible: Mr Fitch 										
13.	<p>Finance Update</p> <p>Budget Monitoring - June</p> <p>Budget monitoring was shared with governors and discussed further at the meeting. School Business Manager (SBM) reported that a virement of £20,000 needed to be approved as wrong capital code was used during the budgeting process. The capital works that should have been coded to CE02 were coded to CE01 (Acquisition of land and buildings). This was easily corrected and governors were happy with this.</p> <p>The virement was unanimously agreed.</p> <p>SBM also reported a variance in E05 - staffing due to IT Technician leaving at the end of August. There is a possibility the school will contract an IT company for support, rather than in house, therefore E27 was increased appropriately. Other variances were very minor and governors didn't raise any questions.</p> <p>Budget – Three Year Plan Feedback from KCC</p> <p>The feedback was shared with governors prior to the meeting. They were happy with the comments provided by the School Business Manager.</p> <p>Quotes for approval – Trim trail project</p> <p>The quotes were shared with governors via email for approval so the works can commence during summer holidays.</p> <p>3 like for like quotes were provided for KS1 trim trail:</p> <table border="1"> <tr> <td>1</td> <td>TrimTrail</td> <td>9785</td> </tr> <tr> <td>2</td> <td>Playcubed</td> <td>13118</td> </tr> <tr> <td>3</td> <td>Playdale</td> <td>8349</td> </tr> </table> <p>The SBM recommended the current provider – Playdale. They installed the existing equipment on KS1 (2001) and KS2 (1999) playground. They had offered the school a huge 20% discount on their prices and this made them extremely competitive. They also offer a 20-year warranty. The school has been very happy with the product and also with how long it has lasted.</p> <p>SBM also proposed if governors would consider approving the quote for both playgrounds (Option 4 below). Playdale have offered a further discount if both playgrounds are completed at the same time. As the quotes are much lower than originally anticipated, the school can consider having both of them done.</p> <p>The plan was to remove both trim trails in the summer, due to Health & Safety, as these are no longer safe, and KS2 children would just have to wait for their trim trail until next year or whenever the school can afford it.</p> <p>Option 4 – combined £13,239.72</p> <p>All governors approved option 4 unanimously.</p>	1	TrimTrail	9785	2	Playcubed	13118	3	Playdale	8349	
1	TrimTrail	9785									
2	Playcubed	13118									
3	Playdale	8349									
14.	<p>Safeguarding</p> <p>The safeguarding governor was not present at the meeting and the written report was shared with governors prior to the meeting.</p> <p>Headteacher reported:</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 (23.06.23 - current cases)</p>										

Type of support	Number of pupils
Social Services - Child Protection	1
Social Services - CHIN	0
Social Services - Child and Family Assessment	2
Early Help Intervention	5
Family Liaison support	46

Safeguarding - Ofsted 6th & 7th June 2023

During the inspection safeguarding was scrutinised and the following comments were made:

- SCR robustly maintained. Recruitment checks etc. strong practice.
- Staff and pupils consistent with practices. No concerns.
- Strong DSL and pastoral team.

“Safeguarding is effective.”

Training

No training during Term 6

Training will commence at the start of Term 1 with the annual Safeguarding Training during the Visioning morning followed by the KCSIE 2023 knowledge checks.

Policies

A new Child Protection Policy will be agreed at the start of Term 1. Other policies updated include:

- Behaviour
- Code of Conduct
- Anti Bullying
- Racial Equality policy
- Online Safety
- Low Level Concerns

Keeping Children Safe In Education 2023

This document has been updated by the DfE. Updates to this document have been highlighted in the additional document found with this update for Governors to read - “Safeguarding Crib Sheet” Sept 2023.

Designated Safeguarding Leads meetings and supervision

DSL meetings continue fortnightly with supervision sessions offered to staff. EYFS supervision is offered termly. DSL meetings are recorded and action followed up.

Governor Monitoring

Safeguarding governor carried out the visit on 26th June. Written report attached to these minutes.

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 19.06.23. No members of staff highlighted.

Online filtering monitoring

Relay monitoring is in place via broadband 4. Alerts are sent to the IT technician and the DSL’s joint email account. All alerts are actioned and recorded using CPOMs.

Behaviour (13.05.23- 23.06.23)

Bullying allegations	0
----------------------	---

	Racist incidents	1	Parents of perpetrator and victim spoken to. Record of incident made to KCC. Both pupils were spoken to and are being monitored.																																																
	Online Safety Incidents	7	4x curriculum searches e.g. kill 1x inappropriate YouTube search outside of school (parents made aware) 1x inappropriate computer game being played (parents made aware) 1x searching the word 'self-harm' (outside of school) - safeguarding procedures followed and parents informed.																																																
15.	<p>Business Continuity Plan</p> <p>The BCP has been updated and discussed with governors. Proposal: To agree the updated plan Proposer: Mrs Windle Seconded: Mr Hughes The updated plan was unanimously approved.</p>																																																		
16.	<p>Review of Policies</p> <p>Anti Bullying Assessment Behaviour Code of conduct Ex-offender (links to Recruitment) Finance policy Managing Ill health policy Racial Equality Recruitment policy Relationship (RHE) Whistleblowing Teaching & Learning</p> <p>The above policies were updated ready for September 2023. The changes were highlighted for governors and they were happy with these. Proposal: To agree the updated policies. Proposer: Mr Parish Seconded: Mrs Windle These were unanimously approved.</p>																																																		
	Mr Mutabaruka left at 10.15am during item 16.																																																		
17.	<p>Governing Body Reports</p> <p>Report on visits conducted and areas of focus received from the Vice chair. The report is attached to these minutes. The report highlighted governors' involvement with the school and how much it increased compared to previous year. The total number of monitoring visits to date this academic year - 40 (2021-22: 24 visits).</p> <p>Summary of priorities covered by visits (up until 03.07.2023)</p> <table border="1"> <thead> <tr> <th colspan="2"></th> <th>Terms 1 & 2</th> <th>Terms 3 & 4</th> <th>Terms 5 & 6</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Writing</td> <td></td> <td></td> <td>1</td> <td>1</td> </tr> <tr> <td>2</td> <td>Maths</td> <td>1</td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>Curriculum</td> <td>1</td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>4</td> <td>Quality of Teaching</td> <td>1</td> <td>1</td> <td>1</td> <td>3</td> </tr> <tr> <td>5</td> <td>Wellbeing</td> <td></td> <td>1</td> <td>1</td> <td>2</td> </tr> <tr> <td>6</td> <td>Outdoor Learning (EYFS)</td> <td>1</td> <td>1</td> <td></td> <td>2</td> </tr> <tr> <td colspan="4"></td> <td>TOTAL</td> <td>12</td> </tr> </tbody> </table>					Terms 1 & 2	Terms 3 & 4	Terms 5 & 6	Total	1	Writing			1	1	2	Maths	1		1	2	3	Curriculum	1		1	2	4	Quality of Teaching	1	1	1	3	5	Wellbeing		1	1	2	6	Outdoor Learning (EYFS)	1	1		2					TOTAL	12
		Terms 1 & 2	Terms 3 & 4	Terms 5 & 6	Total																																														
1	Writing			1	1																																														
2	Maths	1		1	2																																														
3	Curriculum	1		1	2																																														
4	Quality of Teaching	1	1	1	3																																														
5	Wellbeing		1	1	2																																														
6	Outdoor Learning (EYFS)	1	1		2																																														
				TOTAL	12																																														

The Strategic priorities have been monitored well through focused visits and reinforced by year group visits.

'Diversity and Inclusion' is evident in year group visit reports but was not actioned as a priority.

Summary of mandatory visits (up until 03.07.2023)

	Terms 1 & 2	Terms 3 & 4	Terms 5 & 6	Total
Finance	2	2 (1 SFVS)	1	5
Safeguarding	1	1	1	3
SEND, PP	1		1	2
Health & safety	1	1		2
SATS			1	1
EYFS	2	1		3
Website	1		1	2
School meals	1			1
			TOTAL	18

Number of visits required

Finance (6), Safeguarding (3), H&S (2), SEND PP (3), EYFS (3) Website (1), Meals (1)

Year Group visits (up until 03.07.2023)

Year Group	Total
EYFS	3 (included with mandatory)
YR 1	2
YR 2	1
YR 3	1
YR 4	2
YR 5	1
YR 6	1
TOTAL	11

Additional Visits (up until 03.07.23)

KS1 Nativity	1
School Choir	1
Total	2

Additional annual attendance

- 6 FGB meetings
- Pay committee meet once per year
- HT appraisal committee meet twice per year
- Visioning Day
- Chairs' monthly meeting with HT

	<ul style="list-style-type: none"> • Strategic planning day <p>Governor priority visit</p> <ul style="list-style-type: none"> • Vision and Mission statement • 5yr Strategic plan • Parent visit days <p>Received verbal reports from governors' statutory visits as per the visit schedule. Curriculum and Quality of teaching written reports are filed with these minutes.</p> <ol style="list-style-type: none"> Safeguarding Writing Well being (not received as Mrs Walsh not present) Maths Curriculum Quality of Teaching EYFS Finance – N/A as monitoring not available prior to the meeting Health & Safety – not carried out <p>An additional ad-hoc Website review also took place. Following the review the school website is fully compliant. Report attached to the minutes.</p> <p>Year Group Visits Reports – none carried out this term</p> <p>Strategic Plan update – feedback was provided on the progress. Plan in its final stages and hoping to have it finalised to be agreed at the next meeting.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p>	
OTHER		
18.	<p>Wyvern Satellite Provision</p> <p>Report from Wyvern SLT attached to these minutes. From September 2023 the Goldwell team is changing. New teacher and Teaching Assistant and also new 7 children are joining.</p> <p>MOU has been updated and shared with Wyvern. Awaiting for them to agree this, before it is passed to governors for approval, hopefully at the next meeting.</p>	
19.	<p>Chair's Actions / Correspondence</p> <p>The Chair presented at the New Parents session in June.</p>	
20.	<p>Training</p> <p>The Training & Development governor has provided a verbal report on recent training attended by governors.</p> <p>Induction Prevent training Clerk's District Briefing</p> <p>Governors were advised of upcoming available training they can book onto via GovernorHub.</p>	
21.	<p>Residential 2024</p> <p>Governors were advised that the 2-night residential stay at Kingswood is being booked for June 2024. 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 2024: Proposer: Mr Parish Seconded: Mrs Windle The governors unanimously agreed.</p>	
22.	<p>Confidentiality / Publication of Minutes</p> <p>The governors considered that all parts of the proceedings could be released for communication.</p>	
23.	<p>Any Other Urgent business</p> <p>None.</p>	

24.	<p>Dates and times of future meetings</p> <p>Friday 1st September 8.30am – Visioning Day (lunch provided)</p> <p>Tuesday 26th September 9am – HT Performance Management Review</p> <p>Wednesday 27th September 8.30am - Pay Committee meeting</p> <p>Wednesday 11th October 5pm – Governing Body Meeting</p> <p>Sunday 5th November – School’s Fireworks Event – help welcome</p> <p>New Parents Tours 30th November 3.30-5pm – attendance optional</p> <p>Friday 8th December 8.40am – Governing Body Meeting</p> <p>New Parents Tours 13th December 3.30-5pm – attendance optional</p> <p>Wednesday 7th February 5pm – Governing Body Meeting</p> <p>Wednesday 27 March 8.40am – Governing Body Meeting</p> <p>Wednesday 22nd May 5pm – Governing Body Meeting</p> <p>Saturday 22nd June – School’s Summer Fete – help welcome</p> <p>Friday 5th July 8.40am – Governing Body Meeting</p>	
25.	<p>Meeting closed at 10.45am</p>	

Signed Chair of Governors

Date