



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 30th March 2023
Time 8.40am**

Present Mrs S Windle, Chair, Mrs W Pang, Headteacher
Mr S Fitch, Mr C Gibbins, Mrs P High, Mr M Hughes, Mr A Parish

In attendance N/A

Governance Professional Lucia Page

Absent Ms Keen, Mr Manek, Mr Mutabaruka, Mrs B Walsh

Agenda Item		Action Whom/by When
PROCEDURAL		
1.	Meeting opened & Welcome Meeting opened at 8.43am.	
2.	Apologies for absence Ms Keen – work commitments Mr Manek – holiday Mr Mutabaruka – emergency travel Mrs B Walsh - holiday 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.	<i>All Governors</i>
4.	Quorum Meeting quorate with 7 governors present.	

5.	<p>Constitutional Items/ Governing Membership Terms of office coming to an end within next 6 months – none</p> <p>Co-opted governors vacancy - governors discussed this briefly. They will have a look at the recent skills audit if any skills could be identified.</p> <p>Governor Self Evaluation – Q15 and 16 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. Governors will discuss Q17 and 18 at the next meeting.</p> <p>Skills Audit The Governance Professional conducted the Skills Audit. Chair and Training & Development governor feedback these findings: Really good results - all 3 and 4. Comments suggest governors would like training on Diversity. This is provided by School Governance, next training on 3rd May. Governors advised to book on this via governorhub. Comments also suggested training for SEN, PP and curriculum. These are all provided by the school governance and governors were advised to book via governorhub.</p> <p>Chair also advised, following some feedback, that during the annual Visioning day there will be discussion to clarify the governors' strategic role. Also the structure of monitoring visits and how they are reported will be looked at etc.</p>	
6.	<p>Minutes of the previous meeting 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 None.</p>	
SCHOOL IMPROVEMENT		
8.	<p>School Development Plan</p> <ul style="list-style-type: none"> ● Wellbeing (SDP 5) – Mrs Walsh ● Attendance (Quality of teaching – SDP 4) – Mr Gibbins ● EYFS (SDP 6) – Mr Fitch <p>All above reports are attached with paperwork for the meeting and governors had the opportunity to read them. The reports are filed with these minutes. The governors present reported verbally to the FGB.</p> <p>The report on SDP from HT is also attached and filed with these minutes. <u>The writing still being the biggest challenge</u> and there will be a continuation of this priority into next year.</p> <p>Governors to note - Development Planning day - Friday 16th June 9-12.30.</p>	Governors to attend

Safeguarding

Child Protection Update - Governors - Term 4 2023

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 (21.03.23)

Type of support	Number of pupils
Social Services- Child Protection	1
Social Services- CHIN	0
Social Services- Child and Family Assessment	0
Early Help Intervention	2
Family Liaison support	42

Safeguarding Audit

Peter Lewer carried out a whole school Safeguarding Review on Wednesday 29th March 2023. He spent time reviewing the premises both inside and out, spent time in the classroom, spoke to pupils, staff including DSLs. He will be sending a report shortly.

In terms of safeguarding, evidence suggests that the school is 'Outstanding'. He said "I haven't been to a better school."

Lanyards

Governors are reminded to wear their lanyards whenever they visit school. We have reviewed the lanyards which are used:

- Staff - Blue (including teacher placements and supply teachers)
- DSLs - Purple
- Visitors - Red (including volunteers and work experience students)
- Governors - White (Governors are reminded to wear their lanyards when coming into school)

**All
Governors**

Training

Emotional abuse training took place on the 22nd March 2023. Staff were presented with scenarios to discuss possible action.

New members of staff has completed the following training:

- Safeguarding awareness
- KCSIE check 2022
- PREVENT

Three volunteers have received Induction training and have been given copies of KCSIE 2022 Annex A. They have been made aware of the following policies: Child Protection, Behaviour, Code of Conduct and H&S.

Online Safety Meetings for parents

We have run 2 meetings with parents: an evening presentation with Miss Adams and Mr Manek, plus an afternoon presentation with Miss Adams and Mrs Ostridge. The presentations focused on how important it is for parents to monitor their child's internet use and to try to limit their screen time. Mr Manek was able to speak about case studies relating to County Lines and gang culture.

Parents found the sessions extremely informative. Miss Adams followed the sessions up with pupils by introducing a digital detox over a weekend. Many children took part.

Policies

- No policy updates to report

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

Mr Manek carried out a Governor monitoring visit with Miss Adams and Mrs Ostridge on the 2nd March - please refer to the monitoring report.

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 22.03.23. 1 existing member of staff highlighted for a check has now been completed. 2 new members of staff were added. All checks completed for 1. 2nd member of staff, the checks were carried out on 22.03.23 as I was monitoring the SCR.

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 (24.01.23- 21.03.23)

Bullying allegations	1	Name calling - followed up with parents of the victim and perpetrator. Processes were followed by the class teacher.
Racist incidents	0	
Online Safety Incidents Term 2	10	Incidents include: <ul style="list-style-type: none"> Words identified through our filtering system connected to work i.e. Romeo & Juliet (kill) Words not identified with school work Inappropriate TV programme All concerns actioned and followed up

10.

Finance Update

Budget monitoring

February 2023 - 11 months' budget monitoring was shared with governors via email. No questions were raised.

End of Year accounts – Closedown March 2023

The final report was shared with governors prior to the meeting.

Governors noted that there was a slight variance between February monitoring and year end position. The rollover carried forward for the revenue is £88,841 and for capital is £27,413.

The final reports from KCC will be presented to the governing body at the next meeting once we receive them from Local Authority.

The slight variances were questioned by the finance governors as follows, and School Business Manager (SBM) provided these answers:

1. 101 We appear to have received an extra £6.6K all of a sudden, which is great, however please can you explain where the extra money has come from?

£6497 received in March advance towards High Needs funding as we reached the 28% threshold to qualify for this payment (due to the HNF children rising at the school rapidly).

2. 118 Please can you let us know where the extra £1.8K grant has come from?

The funding is estimated for the period of Sept-March by KCC when the grant is paid to the school in July. Once we have final figures from Census in October and January a year end adjustment is done during closedown based on what the actual funding should be.

The grant has increased from £2.34 to £2.41 per meal per pupil during last year, this was not known at the time of budgeting in May. So even though we did receive overpayment due to this increase the adjustment is lower than I expected.

3. Am I right in noticing that since the end of the February 2023 account figures, our income has unexpectedly increased by £13K. Why is this?

£6497 101 – funds by LA Q1

£1574 108B – Other Income – includes final figures from Breakfast club, uniform, goldwell printer and solar panels – these are difficult to predict.

£2668 109 – Catering Income – final figures, again these are difficult to predict, so we are pleased the overall income increased by £6617 as our spend in E25 is also much higher.

£131 I11 – Insurance claims – maternity payment

£388 I12 – Income from parents – more swimming income and Y5 trip income came in.

£200 I13 – Donations – unexpected donation from a parent

£1832 I18 – UIFSM grant Q2

4. E01 Our expenditure has increased by an extra £3K since last month's accounts expectation. Do you know why this is the case?

Some of this (approx £1400) is due to NI rates for last Sept and Oct for teachers. These were deducted incorrectly at a lower rate in November when their pay rises were applied. Therefore, school owed some money for the Employer's contributions to HMRC and these were adjusted in March.

Also extra claims processed for when staff run clubs. These were not in the original budget. Also the extra teacher in Y6, even though they are budgeted for, the budget software estimates their salary pro-rata, but they are paid on claim. So during March (it being a long month) the salary would be higher than what is in the budget.

5. E03 As E01 above, but for £0.9K?

2 new members of staff as other HNF pupils were admitted to school.

6. E04 As E01 above, but for £0.5K?

Site Managers' holiday cover.

7. What is the action plan to address the risk and overspend on admin supplies?

The admin supplies are over by £8996 for this financial year. We will be looking at next year's budget at the next meeting. Due to the increased costs we will have to budget higher.

At the time of budgeting last year, we were not aware of how huge the increase of paper and stationery would be.

8. The catering income has increased by approximately £4k, but the expenditure has increased by approx. £8k. What is the reason for this and what is the action plan to address or bridge this deficit?

The catering income overall is £112,373 - grant in I18 and I09. The expense is £113,184. Overspend is only £811 which includes things like Christmas dinner funded for staff, tray bake cakes for school's birthday, HT's tea party and queen's jubilee etc. as these are funded by the school.

Rest of spend in E25 £3504 is used for catering equipment in the kitchen and staffroom.

9. What forecasting have we taken into consideration should the teachers' Union win their challenge on pay?

At present, none. The budgeting system for the next financial year is not ready to be used until after Easter. When it comes to payrises we are governed and advised by KCC. They build these into the system directly and we have no control of changing them.

It is important to have all the staffing up to date.

Governors were also advised and the finance governors discussed this in detail, that the support staff payrise announcement came out this week. All support staff are to get between 10.4% and 3.8% payrise (depending where within Kent Range they are). Lower KR, higher % as all Kent Ranges from 3-11 are being increased by £2000.

It also means that everyone will receive an increase from 1st April 2023 regardless of their TCP assessment.

Part of the SLT decision on budget freeze from November was to build a healthier rollover so extra expenses, such as these, can hopefully be covered in the next financial year and will prevent the school going into an overall deficit.

SFVS Approval

Governors had an opportunity to read through this document and there were no further amendments suggested.

Proposal: to approve the document for submission to KCC Finance.

Proposer: Mr Fitch

Seconded: Mrs Windle

All governors unanimously approved and the Chair has signed the document off. This will be submitted to KCC finance before 31st March 2023.

Asset register

Annual audit of assets was completed in March 2023 and the certificate A was signed by the Headteacher on 16th March 2023. 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: 5 desktops, 13 laptops/chromebooks, 20 iPADS and 3 microphones.

No items are reported as missing.

	<p>Parental Debt SBM informed governors that half of the debt was cleared by one parent and the second half is under payment plan. So far all the payments are being made as arranged. It should be fully paid by mid-May and therefore no court action needed.</p>	
11.	<p>Health & Safety The Health & Safety governor visit took place on 21st March. Full written report was shared with governors prior to the meeting and is filed with these minutes. H&S governor provided verbal feedback to the full board. Thanks to be passed onto H&S Leader and also the Site Manager and the Assistant Site Manager for all the hard work they do to keep the site safe for everyone.</p>	
12.	<p>Site Report Site manager provided this report on the works completed since the last report in December 2022.</p> <p>In the sensory garden, two large water butts have been installed which are filled by a hose pipe from the KS1 playground; it takes about two hours to fill them. Each one holds 200 litres of water. Four bird boxes and a large bird table have been made and put in place. More wooden sleepers have been fitted in the garden. Willow offcuts have been planted which were left over from the arch in one of the raised beds and they are all budding up. Also Silverburch, Wild Cherry and Rowan trees have been planted that were donated to the school but they don't seem to be doing too well at the moment.</p> <p>In the school garden, five of the six raised beds have been turned over, and topsoil added along with bamboo canes installed ready for planting beans and other vegetables etc. The wooden fencing alongside the school garden has been repaired yet again.</p> <p>One of the courtyard doors has been repaired and may need to be replaced soon. Also, some door finger protectors have been removed from the doors because they have split and the children were pulling them apart, in all we will need approximately ten replaced. Site Managers are able to fit these and they cost £18 each.</p> <p>The stage cupboard shelving has been repaired having come away from the wall.</p> <p>The kitchen toilet has been scrubbed and descaled as have the year 3 girls' toilets.</p> <p>Year 1 carpets have been shampooed using the school's own carpet cleaning machine.</p> <p>A new door handle has been fitted in year four.</p> <p>The badly rain-stained ceiling tiles in the GLR corridor have been replaced after roof repairs were carried out.</p> <p>During the icy days Site Managers have hand spread six tons of rocksalt this winter to ensure the site is safe for all.</p> <p>The main gate keypad had to be repaired after freezing up one night.</p> <p>The kitchen has had one new tap fitted, and the learning lodge toilets have had a new replacement tap fitted. New replacement taps have also been installed in the staffroom.</p> <p>New replacement toilet seat fitted in year two.</p> <p>A huge amount of timber has been cut up for the year six project bug hotel.</p> <p>No reports or sightings of rats since the rat poison was put in the ditch, but this will be an ongoing treatment.</p> <p>Foundation stage Velux window leak - Booker and Best came in during half-term to remove moss from around the Velux window flashing and to seal the flashing joints where required. We have had a lot of rain since the work was done, and no sign of water penetration.</p> <p>Foundation toilet doors have had a lot of repair work done on them, they may need to be replaced at some point.</p>	

	<p>The admin staff toilet hot water heater has had a new valve fitted eliminating the sound of running water.</p> <p>Governors had the opportunity to walk around the school and its grounds with the Site Manager at the end of the meeting and look at all the above listed works and repairs.</p>	
13.	<p>Review of policies</p> <p>GDPR policy was reviewed with no changes. Governors noted that GDPR is now referred to as UK GDPR. Proposer: Mrs Windle Seconded: Mr Fitch Policy was unanimously approved.</p> <p>Health and Safety related policies – updated – for information only: Lock down Policy Asthma Policy Lone Working Policy Personal Care Policy</p>	
14.	<p>Governing Body Reports</p> <p>Received reports from governors' statutory visits as per the visit schedule, all these are attached to these minutes:</p> <ol style="list-style-type: none"> a) Finance b) Well Being – reported as part of item 8 c) Inclusion – statutory – no visit carried out, moved to term 5. d) Safeguarding – item 10 e) Health & Safety – item 12 f) Attendance (Quality of teaching) – part of item 8 g) EYFS – part of item 8 h) Year 2 visit <p>Also a report from the after school choir concert was attached as an ad hoc governor report.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p> <p>SATs visit was allocated to Mr Fitch, this visit to be carried out w/c 1st May once SATs papers arrive. Mr Hughes to accompany Mrs Windle on Year 4 visit.</p> <p>Working party feedback – Long Term Strategic Plan - draft provided by the working party and attached to these minutes. This was discussed in detail.</p>	<i>All Governors</i>
OTHER		
15.	<p>Chair's Actions / Correspondence</p> <p>None.</p>	
16.	<p>Training</p> <p>Chair has provided a report on recent training attended by governors in the Training & Development governor's absence.</p>	
17.	<p>Confidentiality / Publication of Minutes</p> <p>The governors considered that all parts of the proceedings could be released for communication.</p>	
18.	<p>Any Other Urgent business</p> <p>One to one meetings Vice Chair meeting with individual governors about how they feel being a governor and getting some feedback.</p> <p>Newsletter from governors Chair would like to compile this in term 6 and asked governors for any input.</p>	

19.	<p>Dates and times of future meetings</p> <p>Wednesday 24th May - 5pm – Governing Body Meeting Thursday 15th June - 12pm - SIP to meet with Chair Friday 16th June 9-12.30 – Governors' School development planning morning Tuesday 4th July - 8.40am – Governing Body Meeting Friday 1st September - Visioning day from 8.30am until early pm (lunch included)</p>	
20.	<p>Meeting closed at 10.50am</p>	

Signed Chair of Governors

Date