



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 25th March 2022
Time 8.40am**

Present Mr S Fitch, Chair of Governors Mrs W Pang, Headteacher
Mrs S Windle, Vice Chair
Mr C Gibbins, Mrs P High, Mr A Parish, Mrs B Walsh

In attendance Mr Roberts, Site Manager (item 14)

Governance Professional Lucia Page

Absent Mrs C Dottin-John, Mr P Mutabaruka,
Dr J Wong

Agenda Item		Action Whom/by When
Procedural		
1.	<p>Apologies & Quorum</p> <p>Mr P Mutabaruka – work commitments Apologies accepted</p> <p>Mrs C Dottin-John, Dr J Wong - no apologies received. Chair to follow up.</p> <p>Meeting quorate with 8 governors present.</p> <p>Mr R Manek left at 9.30am during item 7 due to work commitments. Mrs B Walsh left at 10am during item 11 due to work commitments.</p> <p>Meeting with 6 governors left present remained quorate.</p>	Chair
2.	<p>Declarations of business interests</p> <p>Governors had no business interests to declare against the agenda items.</p>	
3.	<p>Minutes of the previous meeting</p> <p>No matters arising. The minutes of the meeting were confirmed and signed as a true representation of the meeting. Actions feedback: Mr Manek completed his induction training. The Vice Chair emailed reminders for governors to book in their visits. Training reports and powerpoint are being shared by governors.</p>	
4.	<p>Governing Body Issues</p> <p>Key questions every governing board should ask itself: How well do we understand our roles and responsibilities, including what it means to be strategic?</p>	

	<p>Is the size, composition and committee structure of our governing board conducive to effective working? How do we make use of good practice from across the country?</p> <p>Governors discussed the above questions. They are finding visiting the school again for their monitoring visits very useful and feel part of the school. Governors are also finding completing the governor training very useful. They discussed the circle model governing body structure. Overall opinion was that being part of the circle model is so much better. This has been a very positive change they feel, as they find overall information is more streamlined within the circle model. Chair has suggested for governors to go and observe a governing body meeting of another school. Chair attended one a few years ago and found it very useful.</p>	
School Improvement		
5.	<p>Health & Safety</p> <p>The report from H&S Leader was presented by the Headteacher and is filed with these minutes. Governors were made aware that the following policies were reviewed and updated:</p> <ul style="list-style-type: none"> • Asthma • Lockdown • Operational Guidance Covid Feb2022 <p>The Health & Safety Audit was completed in February very successfully. Governors noted this and congratulated the Health & Safety leader and the Site Manager. The school will update Governors regarding the Fire Risk Assessment issues at the next meeting.</p>	
6.	<p>Curriculum Training – Part 3- Impact</p> <p>As a part of the governing body meetings, governors requested to have a short training session a few times per year to cover different areas. Governors were presented with a very informative PowerPoint covering curriculum policy and wider curriculum offer. All this is available for governors to look at on the shared Google Drive within the minutes and also the training folder.</p>	
7.	<p>Finance Update</p> <p>Feedback from KCC Finance re 9-month monitoring Governors discussed this feedback. They noted that even though KCC Finance feedback was provided, most of the queries were already answered in the comments provided by the Business Manager at the time of submission. Governors were happy with these and no further questions were raised.</p> <p>11-month budget monitoring The budget monitoring was emailed to governors. The monitoring finance pair have covered this in detail during their visit and the following questions were raised:</p> <p>Q: I07 Other grants and payments: There is a variance of £2,000 which is double what was expected? The school received a grant towards the Cooking Club that was set up. This was unexpected but pleasantly received. The club was set up to teach children some life skills and independence. The funding was also used to target Pupil Premium children at the club. This will explain the question below regarding E24 spending.</p> <p>Q: E24 Special Facilities: There is a shown overspend, although small, what does this cover? See answer to question one above.</p> <p>Q: I13 Donations and/or voluntary funds: There is a small variance which states was unexpected. What was this? The school arranged for the children to design items for Christmas and have these put onto mugs/tea towels etc. However, the company that was used had some supply issues. This resulted in them giving an unexpected full refund.</p> <p>Q: E12 Building maintenance and improvement: There is an overspend of £2,173? The school needed some repairs which were not expected. The school will only spend when work is required and to maintain the high standards of the school premises and grounds. The cost is offset by the £2,424 underspend in E13 (Grounds maintenance and improvement).</p> <p>Q: E16 Energy: How are we placed with the recent increase in energy costs? The school is fortunately on a fixed deal until Oct 2022 so we have already budgeted accordingly to this costing. We will need to look at new deals later in the year.</p>	

End of Year position

Governors noted that there was not a huge variance between February monitoring and year end position. The rollover carried forward for the revenue is £108,667 and for capital is £263.

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

Governors raised these questions:

Q: Where does the capital income come from? Approximately £9000 is delegated to the school from the local authority. This year we also transferred £11,500 from the revenue budget to cover some capital projects. These included cycle shelters for EYFS and KS2, new fan in the boiler room to fix issues with gas and also artificial grass on Key Stage 1 playground that was a health & safety hazard. When the budget position was better in the past few years, the capital transfer was higher also. We don't expect to transfer any money to capital in the next few years.

Q: Although we did well against our original budget, if we continue the trend, we would be in a deficit in under two years. What is the plan to avoid this? We were aware of this trend as we already had an in year deficit this year of £62,893. Due to the healthy rollover last financial year, it was decided to invest generously in curriculum resources, subscriptions and capital projects etc. We also received extra funding (Covid Recovery and Catch up) to split year groups into smaller groups and employ extra staff. We would expect to cut down on spending such as these. It is worrying for the Senior Leadership Team and they will be looking at the budget very closely this year to avoid going into an overall deficit in the future years.

Q: I13 Donations: There is an extra £326 increase, which is unexpected. This further difference is not accounted for in the explanation section. There was a further donation received for the Christmas project.

Q: I18 Additional grant for schools: There is an added income of £1,232. What was this additional grant for and who from? Budget is based on estimated figures on the number of children in KS1 and EYFS who will be having lunch in the future (October and January census days). Budget is set in May. We always estimate the worst case scenario and with caution and hope the income will be better.

Q: E09 Staff development and training: Overspend of £1,406. What happened that we were unaware of? Staff training is budgeted based on previous years. We just found that more training is now on offer and available to staff this year. We buy training credits from KCC and the Business Manager was hoping we wouldn't buy any more this financial year but the credits got used up in February and we had to top up for training that staff attended in March to cover the cost which resulted in the overspend.

Q: E13 Ground maintenance and improvement: £2,424 underspend. I am aware that we overspent on E12 (Building maintenance and improvement) by £4,042 and the underspend can kind of be offset to this. However have we missed completing any ground maintenance as a result? No we haven't. We budget based on spending during previous years and any planned works and contingencies. It is very difficult to predict at the beginning of the year what unexpected damage will happen. We were lucky to be able to save in E13 as due to the storm damage we overspent in E12.

Q: E14 Cleaning and Caretaking: A £467 underspend. Although small and welcomed. What was the reason for the underspend?

The budget was based on previous year and we spent slightly less. We are buying lots of cleaning and hygiene products. The hygiene products are coded in E18 and these were heavily overspent by £2262, but luckily the other cost centres within E18 were underspent. These included refuse charges and health and safety costs.

Contracts Review Update

● Absence Insurance

Absence insurance quotes were reviewed and the school sought 7 quotes, most under £8000. The school secured an insurance with SAS (NAHT) for second year running that covers COVID absence, including self-isolation and also 30-day stress cover for £6356. The school have been very satisfied with the current provider and the quote was the most competitive also.

● Catering Contract

The school's three-year contract with Nourish ends on 31st August 2022. As the original tender process was agreed under a 3-year term with a rolling contract afterwards if the school is happy with the service they receive. The school is happy to pursue this with Nourish. The School Business Manager has met with the two company directors to discuss this and further pricing. Governors noted the price increase in the year one by 4.6%. There will be further increase in future years and therefore prices for children will need to be also increased by the school from September 2022.

Governors were asked if there are any objections on their part for this contract to continue and there weren't any at this point. The School Business Manager will closely monitor and manage the contract and will feedback to governors periodically.

8.	<p>Schools Financial Value Standard (SFVS)</p> <p>Finance governors and School Business Manager had covered areas within this document as part of the finance governor visit (see item 11). Governors had an opportunity to read through it and there were no further amendments suggested.</p> <p>Proposal: to approve the document for submission to KCC Finance.</p> <p>Proposer: Mr S Fitch Seconded: Mr C Gibbins</p> <p>All governors unanimously approved and the Chair has signed the document off. This will be submitted to KCC finance before 31st March 2022.</p>	
9.	<p>School Strategic Plan (SSP)</p> <p>Detailed report on progress towards priorities was shared with governors and is filed with these minutes. The report included learning walk analysis including focus, strengths, areas of development and any judgements for the Quality of Teaching priority.</p> <p>Reading priority was updated with the details of recent Book Week, what parental engagement the school is focusing on to encourage reading and also details about the new phonics scheme.</p> <p>Parental Engagement priority listed all the initiatives that were put together so far to increase this, especially the 'hard to reach' families. These included Class Dojo, face to face consultations, class open sessions, reading with children workshops and also the new Arbor app that is used by 99% of the parents.</p> <p>Wellbeing priority – it was reported that the Ofsted report also identified the fact that staff and pupils are happy in school and feel valued and looked after. Pupil wellbeing remains a focus and pupils are encouraged to express how they are feeling with many initiatives that include Zones of regulations and weekly circle time.</p> <p>Inclusivity and diversity priority has been updated with lots of activities that the school carried out so far to promote this. These included Chinese New Year and International Women's day celebrations, work around inequalities and gender stereotypes. Paralympics, social classes and equal opportunities within society have also been discussed by certain year groups. <i>This priority will be discussed in depth at the next FGB meeting as a separate agenda item.</i></p> <p>EYFS – it was reported that the curriculum is developing with the needs of the cohort. Weekly music, circle time and RE lessons have been developed. In term 4 pupils started their PE lessons. The children have also continued to develop their bikeability skills with more being able to ride a pedal bike.</p> <p>SSP document has been updated with the full report also.</p>	Governance Professional
General		
10.	<p>Training</p> <p>Update from the Training & Development governor was not available as they weren't present at the meeting.</p> <p>Skills Audit Training update was also to be provided and will be deferred to the next meeting.</p>	

11.	<p>Governing Body Reports</p> <p>Visits reports</p> <ul style="list-style-type: none"> ● Finance ● Stakeholder Engagement ● Reading ● Morning in the life of - Year 2 <p>The above written reports were shared with governors prior to the meeting and are filed with these minutes.</p> <p>Outstanding visits from term 4: Safeguarding Inclusion Health & Safety</p> <p>Further visits to arranged and to be added to the schedule: Website (not an actual visit) - Mr C Gibbins - to be reported at the term 6 meeting School Food - Mrs B Walsh - either term 5 or 6 SATs – w/c 2nd May - Mrs S Windle</p> <p>Governors to contact the Governance Professional to arrange the outstanding visits and also any upcoming visits required for term 5. All governors to check the Governors' Visit schedule.</p> <p>HT PM Group confirmed that the Headteacher's midyear review took place and the date has been set for the annual appraisal.</p>	<p>Mr Manek, Dr Wong, Mr Fitch, Mr Mutabaruka Mr Parish</p> <p>Mr Gibbins Mrs Walsh Mrs Windle</p> <p>All Governors</p>
12.	<p>Policies</p> <p>The following policies were reviewed. Governors discussed and reported on changes within different policies. GDPR Uniform</p> <p>Proposal was to agree all policies with the highlighted updates: Proposer: Mr S Fitch Seconded: Mrs S Windle The governors unanimously approved these policies.</p>	
13.	<p>Chair's Actions / Correspondence</p> <p>Chair asked all governors to respond to the survey about the school values that was emailed out by the Governance Professional.</p>	<p>All Governors</p>
14.	<p>Site Report</p> <p>Site manager provided this report on the works completed since December 2020.</p> <ul style="list-style-type: none"> ● Metal railings were removed from the Key Stage 2 gate entrance, damaged curbs were replaced and path was finished in tarmac. ● Artificial grass on Key Stage 2 trim trail repaired. ● New door locks fitted to the workshop and storage shed. ● The raised flower beds in front of the school office have been treated with a wood preserver. ● All the gullies on both playgrounds have been flushed out and power washed, car park power swept. ● School meadow was cut back, the school garden and compost areas prepared for use. ● New replacement keypad module fitted on the front gates. ● Two new taps fitted in the site manager's office. ● A new replacement water heater was installed in the SLT office. ● The main drains from the learning lodge had to be cleaned out because of paper hand towels being put down the toilet. ● Storm damage at half-term - A huge amount of clearing up had to be done. Roof slates from the Key Stage 2 and courtyard roofs had been blown as far as the boat on the Key 	

	<p>Stage 1 playground. Three of the four table tennis tables had been blown over, waste bins were blown over and all their contents were spread all over the playgrounds. One of the sheds in the outside foundation area had been blown over. A & S Services have completed the roof repairs and we put an insurance claim through to KCC which was approved.</p> <ul style="list-style-type: none"> ● Legionella Risk Assessment - A program of work as identified in the legionella risk assessment has started and should be completed over the Easter holiday by Beebell Building Services. ● Tree Risk Assessment - Aspire Landscape Management has completed the program of work as identified in the Gavin Jones tree risk assessment. <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>	
15.	<p>Confidentiality / Publication of Minutes</p> <p>The governors considered that all parts of the proceedings could be released for communication.</p>	
16.	<p>Any Other Urgent business</p> <p>None.</p>	
17.	<p>Dates and times of future meetings</p> <p>Wed 25th May 22 - 5pm Fri 8th July 22 - 8.40am</p>	
18.	<p>Meeting closed at 10.05am</p>	

Signed Chair of Governors

Date