



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 24th May 2023
Time 5.00pm**

Present	Mrs S Windle, Chair, Mrs W Pang, Headteacher Mr S Fitch, Mr C Gibbins, Mrs P High, Mr M Hughes, Miss Keen, Mr Manek, Mr A Parish, Mrs B Walsh
In attendance	N/A
Governance Professional	Lucia Page
Absent	Mr P Mutabaruka

Agenda Item		Action Whom/by When
PROCEDURAL		
1.	Meeting opened & Welcome Meeting opened at 5pm.	
2.	Apologies for absence Mrs Walsh running late. Arrived at 5.15pm. Mr Mutabaruka - car broken down 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. Diversity Data on Governorhub Governors were also advised that there is a new section to complete on the Governorhub under their profile – personal Information. This is completely optional at this stage, but they were advised to complete this as this information will be collected by the DfE.	<i>All Governors</i> <i>All Governors</i>
4.	Quorum Meeting quorate with 9 governors present. Mrs Walsh arrived at 5.15pm, meeting quorate with 10 governors present.	

5.	<p>Constitutional Items/ Governing Membership Terms of office coming to an end within the next 6 months – none.</p> <p>Co-opted governors vacancy - governors discussed this. Following the skills audit, the governing body is skilled and not lacking in any particular area. Governors will welcome any applications for consideration.</p> <p>Governor Self Evaluation – Q17 and 18 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.</p>	
6.	<p>Minutes of the previous meeting Governor raised an addition to the last meeting, under finance review, a request to the HT to review the current timelines for submission of claims to the business manager from staff. This is also included on the Finance Visit report from March 2023 and this report is filed with the relevant minutes. 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		
Mrs Walsh joined the meeting at 5.15pm.		
8.	<p>Headteacher Report The Headteacher’s report and related documents were available to all governors prior to the meeting. Following questions were raised: Q: As this is the last year KS1 SATs are taking place. Does the school have any idea from the DfE if these assessments will be replaced by anything else? A: As far as the school is aware, nothing in place to replace them. Q: Following the negative press about KS2 SATs, how does the school feel these went? A: Children have done really well. Reading paper questions were quite tricky but teachers felt that our children coped extremely well and took it in their stride. Some of them didn’t manage to finish the paper.</p>	
9.	<p>Finance Update KCC Final Accounts – Oracle report School Business Manager (SBM) presented the year end position to the committee for the period April 2022 to March 2023. Governors were informed that the final rollover was £88,841 and for capital is £27,413 which agrees to the final accounts held at the school.</p> <p>Utilities Quotes were presented to the governing body by the SBM. Governors discussed these in detail, mainly which length of the contract to take up (12, 24 or 36 months) during these uncertain times. For electricity, 7 different options were provided. The overall feeling was to approve a 24 month electricity contract with Zenergi (electricity provided by Total Energies) as this was the most competitive. For gas, 6 different options were provided. Governors again looked at these and discussed the options in detail. They agreed to approve a 24 month option offered by Zenergi (gas provided by Crown). Proposer: Mrs Walsh Seconded: Mrs Windle The 24 month proposal was agreed by the majority. The new contract will start from 1st October 2023 to 30 September 2025.</p> <p>Parental Debt SBM informed governors that the second half of the debt is not being cleared as per the agreed payment plan. There is £75 still outstanding. Governors discussed this and suggested a letter to be sent to the parent.</p>	
10.	<p>Budget 23/24 The School Business Manager presented the three-year budget plan to governors.</p>	

Governors discussed the budget proposal in detail and following questions were raised by the finance governors during their visit:

I01 only has a small increase over the next few years i.e. Year 2 is £1K less and then an increase in Year 3 by only £9K (which is only £8K higher than Year 1). Are we anticipating further income from the DfE in this field but it hasn't been announced yet?

A: No further income expected at this point. It was also noted that a year ago the school was provided with completely different figures and these are drastically reduced. The reason for the difference is because last year we were forecasting a 3% uplift to figures and this year we are forecasting a 0.5% for 2024/25. These uplift % are provided to schools by the DfE and KCC.

Linked to Q1. Under E01, E04, E05, E07 as expected salaries have increased, however I01 does not reflect this. Do we know why?

A: Covered above as income is being reduced.

E12 (Building £13K) and E13 (Grounds £7.3K) maintenance remain the same figure for the 3 years. Obviously this is not taking inflation etc. into account. Has this been left as the same figure at the moment due to the budget concerns? And will we need to look at this again if maintenance issues across the school arise?

Just budgeting the best we can. There is room for contingency in both ledger codes.

It can be seen that over the next 3 years the difference between income and expenditure is not looking good with overspends of £68K. Although income is reducing due to high needs and pupil premium children leaving, do we know the reasons for this?

The pupils reach year 6 and leave. There is no other reason for this, we certainly don't have falling roll. There is a possibility we get more HNF and PP pupils.

The income from DfE has been significantly reduced and it is having a huge impact on the budget.

With regard to high needs and pupil premium children leaving, it's been assumed this is due to the next stage of school and not intermittent through the school year?

Yes, that is correct.

The work on the playground, following an inspection, who undertakes this and is the work tendered or is this dealt with by the School Maintenance?

The school contracts playground inspection specialists to come and look at our equipment. It is an annual requirement.

Governors discussed the proposal on cutting down and saving where possible to avoid going into overall deficit and redundancies. The saving proposals included:

Natural staff wastage and temporary contracts terminated – Y1 - three TAs, 1 day reduction in admin and 1 day reduction in teaching staff, Y2 - three TAs. Y3 – one TA. PPA allocations have been looked at.

Overall, the school reviewed some contracts and made huge reductions in insurance costs and HR support, resulting in saving of over £30,000 across the three years.

Breakfast club fees have been increased, the letting hire charges were reviewed to external hirers and also Wyvern.

Governors noted the budget crisis and the ways to save the money over the next 3 years. The income is lower than expenditure across the three years and only the rollover is keeping the school going into the overall deficit. SBM reached out to KCC for help, but no help was offered. SBM expects all schools are in a similar situation.

In year deficit in year 1 is -£19,000, year 2 -£11,300 and year 3 -£30,000. Overall rollover is being reduced across the three years as follows – Y1 69K, Y2 58K and Y3 28K. Governors noted if this trend continues, overall deficit will be unavoidable.

The HT reinforced with governors that although savings have been made the consequences of this will impact significantly on the pupils.

Extra capital income was received from DfE in the last financial year and the school managed to accumulate approx. 39K. This will be used for the down payment for the fire alarm system (that is being funded by KCC) - £7500, also some IT equipment needs replacing - £2500 and the rest will be used to replace KS1 trim trail that is rotting and is becoming a health & safety concern.

SBM obtained some indicative quotes for the trim trail, which were discussed. Once finalised these will be emailed to governors for approval.

Proposal: to agree 2023-2024 budget & 3 year budget proposal

Proposer: Mrs Windle

Seconded: Mr Hughes

The budget proposal was unanimously agreed by the full governing body and will be submitted to KCC before 31st May 2023.

11.

Pupil Achievement – Term 4

The full report on the progress is attached to these minutes.

Governors raised following questions:

Q: If writing is a priority and has been a focus, why is it not improving?

A: This is still the knock on effect from the pandemic. This was something that parents couldn't easily teach at home.

Q: How can we involve the parents to improve the writing?

A: The school feels if too much homework is given it will become overwhelming for parents and the pupils, reading has to carry on as it is the foundation of everything. It would put a lot of pressure on parents.

Y2 and Y6 had a parental writing workshop. That was very well received.

Governors noted all results are above national.

12.

Safeguarding

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 (12.05.23)

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	3
Family Liaison support	45

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 and caught up with Mr Manek. The report was extremely positive and reflected our robust safeguarding measures in school.

Recommendations

Staff induction to include Green Forms so staff can share concerns prior to receiving CPOMs training	Leaflets have been designed for all new members of staff, visitors and peripatetic teachers outlining our safeguarding procedures. Green and pink forms are available to complete prior to new members of staff receiving CPOMs training. Middays and site managers use the same forms
Clear rationale should be recorded following every action to give a clear account of the reasons for each action and non-action	DSLs have discussed this and will be monitoring all CPOMs records to ensure clear rationale has been included
Formal meetings between DSL and Safeguarding governor to include a safeguarding walk and anonymised case audits to explore recording and DSLs use of rationale	To be included in Safeguarding monitoring visits

DSL to consider carrying out a pupil and parent safeguarding questionnaire	Pupil and parent questionnaires have been completed - analysis included within the safeguarding folder for governors to view
Area behind outdoor classroom to be tidied	Mrs Thomas to speak to Site Managers and Forest School teacher
EYFS checklist to be used and water containers emptied before pupils use the area.	This has been actioned
Signs to be placed at the bottom of the stairs	H&S signs have been placed at the bottom of the stairs ensuring children either notify an adult they are coming upstairs or they are accompanied
NSPCC Whistleblowing poster to be placed in staff toilets	This has been actioned

Q: How are follow up conversations recorded/actioned ?

A: These are added to the CPOMS system, so there is a trail if needed.

Safeguarding Surveys

Safeguarding surveys have been completed by parents and pupils. The analysis has been shared with parents. Analysis for the pupil questionnaires have been shared with staff and any further action will be followed up within circle time activities.

Q: Behavior comment - governor raised if children are properly supervised during play times as one survey suggested staff congregating.

A: Staff have been reminded of the expectations and we can assure the governing body this is not the case. All areas of the playground and field are appropriately supervised.

Training

Safeguarding Training for Term 5 has related to Cyberbullying - 17th May 2023

Induction training for new members of staff, volunteers and peripatetic teachers has been updated to include Low Level Concerns and also reporting using Green and Pink forms.

A new leaflet has also been created for new members of staff so that safeguarding processes are clear to them prior to their induction training.

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 will carry out a Safeguarding visit during Term 6.

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 02.05.23. 1 new member of staff was added.

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 (22.03.23-12.05.23)

Bullying allegations	1	<ul style="list-style-type: none"> • Linked to online safety and Whatsapp messages - parents spoken to.
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	Racist incidents	0		
	Online Safety Incidents	12	<ul style="list-style-type: none"> • Filtering system picking up certain words - all incidents investigated and followed up. • Whatsapp messages between pupils causing upset - all incidents investigated and followed up. • Inappropriate recording being watched online - parents spoken to and given advice. • Awareness of a child messaging very late at night - parents spoken to and given advice. 	
13.	<p>Review of policies</p> <p>Food policy was completely revamped. It was discussed in depth. Lettings policy was reviewed a little earlier than usual as SBM felt a cancellation clause needed to be added. Also the letting charges were reviewed and increased to £15 per hour. Governors asked for clarification if cleaning charges are included after lettings have taken place. The expectation is that the person who hires the premises will clean and tidy up afterwards. Proposal was to approve the updated policies. Proposer: Mr Manek Seconded: Mr Gibbins Policies were unanimously approved.</p>			
14.	<p>Governing Body Reports</p> <p>Received reports from governors' statutory visits as per the visit schedule:</p> <ol style="list-style-type: none"> Finance SEND / CiC / Pupil Premium, Catch up Premium SATs - security of SATs papers for KS1 and 2 <p>These are filed with the minutes.</p> <p>Year Group Visits reports were provided for Y1 and Y4 and are attached to the minutes.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p> <p>Working party feedback – Long Term Strategic Plan Working party met with SLT earlier to run through the priorities of the Long Term Strategic Plan. Next stage is to choose top 3 priorities in each of the 5 areas. Working Party will meet next term to finalise these.</p>			
OTHER				
15.	<p>Chair's Actions / Correspondence</p> <p>None.</p>			
16.	<p>Wyvern Agreement</p> <p>To be updated at the next meeting as the school is waiting for Wyvern's response to the proposed changes.</p>			
17.	<p>Residential 2024</p> <p>This will be approved at the next meeting once the feedback is provided from the current Year 6 as they are due to go in June.</p>			
18.	<p>Training</p> <p>The Training & Development governor provided a verbal report on recent training completed by the governors. Slides from all the training attended are being uploaded to the shared drive for the rest of the governing body to see. The Training & Development governor asked how we evaluate the training governing body completes and if this should be discussed further. The governors considered the need to review how to do this so relevant feedback is shared across the governing body.</p>			

19.	<p>Confidentiality / Publication of Minutes The governors considered that all parts of the proceedings could be released for communication.</p>	
20.	<p>Any Other Urgent business None.</p>	
21.	<p>Dates and times of future meetings Future Dates Friday 16th June - 9am - 12 noon - School Development Plan review and priority setting Saturday 24th June- 1:30-3:30pm - Summer Fete - help welcome Tuesday 4th July - 8.40am – Governing Body Meeting</p> <p>2023/2024 Friday 1st September 8.30am – Visioning Day (lunch provided) Wednesday 11th October 5pm – Governing Body Meeting Sunday 5th November – School’s Fireworks Event – help welcome New Parents Tours 30th November 3.30-5pm – attendance optional Friday 8th December 8.40am – Governing Body Meeting New Parents Tours 13th December 3.30-5pm – attendance optional Wednesday 7th February 5pm – Governing Body Meeting Wednesday 27 March 8.40am – Governing Body Meeting Wednesday 22nd May 5pm – Governing Body Meeting Saturday 22nd June – School’s Summer Fete – help welcome Friday 5th July 8.40am – Governing Body Meeting</p>	
22.	<p>Meeting closed at 7.08pm</p>	

Signed Chair of Governors

Date