

GREAT CHART PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
10th December 2021 at 8.40pm

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

Governance Professional: Lucia Page

In Attendance:

Mrs C Dottin-John, Mr C Gibbins, Mrs P High, Mr R Manek, Mr P Mutabaruka, Mr A Parish, Mrs B Walsh, Mrs S Windle, Dr Wong **Action By**

1) Apologies

Mrs Dottin-John left at 9.25am items number 1-3 and number 9 only.

Mr Manek left at 9.45am items number 1-3 and number 9 only.

Mrs Walsh left at 10.10am items number 1-9 only.

Dr Wong – work commitments.

Meeting quorate with 7 governors left present.

Apologies accepted by the governing body.

No apologies received from Mr Ive.

2) Declaration of Business Interest

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

3) Minutes of previous meeting in October 2021

No matters arising.

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

4) Governing Body Issues

Verbal update from the governance professional about governors terms of office.

5) Site Managers' Report

The report from the site managers, Mr Roberts and Mr Beck, included the following works and projects completed since July:

- Meadow
- Forest school area developed
- Outside art area displays
- New splashback installed in the kitchen and Year 2 areas
- Toilets fixed around the school
- Rotten wall was removed and replaced in the bin store area
- Carpets had a deep clean
- Damaged carpets replaced in 2 classrooms
- New footpath installed around site managers workshop
- 18 playground benches repainted
- 2 new central heating pumps replaced
- Christmas decorations made from waste wood (old fencing and pallets)
- New staff and governor board put up in the reception area

Well done to the Site Managers for all the work they do.

6) Health & Safety Report

The full report is attached to these minutes.

7) School Strategic Plan Report

Mrs Pang provided a detailed report on the School Strategic Plan and its progression. The full report is filed with these minutes.

8) Targets

School targets for 2021-22 have been agreed and shared with the governing body. The full document is filed with these minutes.

During term 1 the school sets its targets for 2021-22 based on the baseline assessments carried out at the beginning of the school year, plus also looking back to end of 2021 assessments.

Governors need to be aware that whilst targets are challenging they may be lower than in previous years due to the past 2 disruptive years the school has had which continues into this year with children still having to isolate for 10 days due to covid.

Although Ofsted are inspecting to assess the state of education post covid, schools are certainly not post covid.

In previous years targets have not been set below 87%. In some cases this year we have had to set them slightly lower.

9) Ofsted Feedback

Curriculum Training item on the agenda was deferred to the next meeting and replaced with Ofsted Feedback from SLT.

This is a confidential item until the official report is available. See separate page attached.

10) Pupil Premium Strategy

Pupil Premium Strategy and planned expenditure documents were shared with governors.

11) Governing Body Reports

The following visits took place during term 2 and the reports are filed with these minutes.

- SEND / CiC / Pupil Premium, Catch up Premium
- Health & Safety
- Finance
- EYFS
- Safeguarding
- Year group visits (3 and 4)

Governors advised to book/carry out their Year group visits.

12) 6 Month Budget Monitoring Feedback

Income & Expenditure – I18 – This was explained in comments for September monitoring and corrected for October. Year end was showing correct on the monitoring as Year end was adjusted.

Six Months Monitoring Feedback – Governors noted the feedback provided by the school and were happy with these comments.

13) Compliance Inspection Final Report

The full report was shared with governors prior to the meeting. The compliance inspection took place on 17th November for one day. The following sections were covered: Governance, Finance policy, Financial Planning, Bank Accounts & Cash, Financial Control, Payroll, Procurement and Assets. Each section in the review was tested from a sample of records against financial controls given in the Scheme for Financing Schools and the SFVS.

Mrs Page was delighted to say that the school was fully compliant. Out of 113 questions, 113 were compliant.

KCC Schools Financial Services have passed on congratulations to all staff involved.

Governors congratulated Mrs Page and Mrs Gibbins on this achievement.

14) Budget monitoring

October budget monitoring was shared with the governing body via email and the Finance Visit report covers any questions that were raised (see attachments for item 11).

November (8-month budget monitoring) was shared with governors. Governors asked about the difference on carry forward from previous monitoring. Mrs Page explained that this is due to the fact she has clearer idea on the spend as the year draws to its end.

15) Policies

The following policies were reviewed. Governors discussed and reported on changes within different policies.

Complaints policy & procedure

Discipline Conduct policy & procedure

Grievance policy & procedure

Managing Allegations against staff

RHE (Sex Education) - this policy was updated with an addition of Sex Education being taught in Year 6 in the summer term in preparation for going to secondary school.

Proposal was to agree all policies with the highlighted updates:

Proposer: Mr Fitch

Seconded: Mrs Windle

The governors unanimously approved these policies.

16) Chair's Actions

None

17) Training

Update from Mrs Dottin-John - the upcoming training was forwarded to all governors. New governors were reminded to book on the induction training as this is mandatory to attend.

**Mr Manek,
Mr Mutabaruka**

One of the outcomes from the Governor questionnaire was a request for D&I training. There is a training course that she feels may be suitable for Governors on the Kent and Medway Safeguarding Online Training website. Governors advised they used this for Safeguarding training so the accounts still should be active.

Course details:

https://kscb.melearning.university/user/course_library/course_details/40

Equality and Diversity

Duration: 1 hours 15 minutes

Modules:

Introduction to Equality and Diversity 15 mins

Protected Characteristics and The Equality Act 20 mins

Prejudice and Discrimination 15 mins

Inclusion 15 mins

The certificate will be awarded upon completion of the Level 1 & 2 feedback form.

From October Minutes:

Aim for governors is to complete the NGA training courses by July 2022.

Update will be provided and reviewed at the meeting in February 2022.

Mrs Dottin-John suggested an amendment to this and update and review to be moved to March 2022 rather February in order to give Governors adequate time to complete.

All governors

Bespoke Training - topic to be thought about for the next meeting.

18) AOB

None

19) Confidentiality

Item number 9.

The governors considered the rest of the proceedings could be released for communication.

20) Dates of Future Meetings

Full Governing Body Meetings:

Tue 8th Feb 22 - 5pm

Fri 25th March 22 - 8.40am

Wed 25th May 22 - 5pm

Fri 8th July 22 - 8.40am

Open School Session for Potential Parents 3.30-5.30pm

15th December 2021

Christmas Dinner - help to serve children 12-1.30pm

15th December 2021

Signed Chair of Governors Dated