

**GREAT CHART PRIMARY SCHOOL**  
**Minutes of the Full Governing Body Meeting**  
**8<sup>th</sup> February 2022 at 5.00pm**

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

**Governance Professional: Lucia Page**

**In Attendance:**

**Mr C Gibbins, Mrs P High, Mr R Manek, Mr P Mutabaruka, Mr A Parish, Mrs S Windle, Dr Wong** **Action By**

**1) Apologies**

Mrs B Walsh – work commitments.

Mr Mutabaruka left after item 6 at 5.45pm due to work commitments.

Apologies accepted.

Mrs C Dottin-John - no apologies received.

**2) Declaration of Business Interest**

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

**3) Minutes of previous meeting in December 2021**

Mr Manek was reminded to complete his governor induction training as it is a mandatory requirement. **Mr Manek**  
The minutes of the meeting were confirmed and signed as a true representation of the meeting.

**4) Governing Body Issues**

Governance Professional has informed the governing body that one co-opted governor has disqualified themselves due to lack of attendance at the meetings as per The School Governance (Constitution) (England) Regulations 2012 (part 6 SCHEDULE 4 — Qualifications and disqualifications).

Therefore, there is now a co-opted governor vacancy on the governing body. Full governing body noted this and will consider co-opted governor applications.

**5) Headteacher's Report**

The full report was sent with the agenda and is filed within these minutes.

Governors raised the following questions:

**Q: The funding from the NPT that we are hoping to secure...is this to be used as a supplement for the same children that the recovery fund is being used on, or will other children also benefit from this?**

A: Money is based on our pupil premium numbers but just like the PP funding we use it where it is needed but obviously with a focus on PP pupils e.g. extra tuition.

The extra tuition is after school so teachers can fit it in. It is with a small focus group once a week.

**Q: I was interested to see the trends but noticed that on the attendance table (Pg 5-6), there are no comparative figures for other ethnic minority children (Indian, WEE, Pakistani, Nepali, Chinese, W&BC) for 2018 - 2021. Did we not have these groups in the school or have we just started taking a record of these particular groups?**

A: We have these % within our system but governors requested more detail from October 2021.

**Q: Governors asked how many EHCPs the school is expecting as they are concerned this number is rapidly rising.**

A: We are receiving applications for September and even though these children should be at specialist provision, the county is saying to parents there are no spaces. SLT are concerned about the complex needs these children have and the staff at school are not specialist teachers and Teaching Assistants.

**Q: What can governors do to assist with this?**

A: Governors need to be aware of SEN numbers rising. We need to upskill staff as the teachers and TAs are mainstream and not trained for specialist provision. Also the results are to be expected a lot lower.

**Q: What budget impact are we looking at?**

A: This will impact the budget as we need to recruit more 1:1 TAs. Even though we receive funding for these children, this doesn't cover the cost of TA and resources needed to support these children and the funding also takes a long time to come through as there is a huge backlog.

**6) Pupil Progress**

The full pupil progress report was presented to governors and is filed with these minutes. Mrs Pang reported that overall we are very pleased with the progress the pupils are making. EYFS and Year 1 children are the two year groups most affected by COVID. Speech and language needs of these two years groups are very high. The school employed an HLTA to support some of these children. Also the highest number of EHCPs are within these 2 years groups.

**7) Curriculum Training – part 2**

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.

Ofsted's inspection framework has put curriculum in the spotlight and now more than ever Governors will be expected to know much more about the curriculum provision for children at Great Chart Primary School. Governors should have a top level view of how the curriculum works.

Governors were presented with a very informative PowerPoint covering curriculum implementation and SEN. All this is available for governors to look at on the shared Google Drive within the training folder.

**8) Ofsted Report**

The latest Ofsted report was discussed and governors felt it was all very positive. Governors felt proud of the school to receive a very complimentary letter from Shellina Prendergast – Cabinet Member for Education and Skills, congratulating the school on the latest Ofsted report and requesting a visit. The visit has been scheduled for March.

**9) Ofsted Action Plan**

Following the inspection an Ofsted Action Plan was put together by the SLT. This was presented to governors.

The following priorities were agreed:

1. In some subjects such as history and geography, leaders are still implementing how pupils can make stronger connections across the topics they study. Leaders must continue to monitor the full implementation of the curriculum. This will ensure pupils are more confident to use and apply the key concepts and vocabulary they learn.

**Success Criteria:** Pupils are making connections across the topics they study and are confident to be able to use and apply concepts and vocabulary they learn.

2. While pupils read fluently for their age, not all staff have the detailed knowledge they need to teach the phonics programme. Leaders need to make sure that every member of staff is an expert in teaching phonics. This will ensure that all pupils read with confidence and can access a wide variety of fiction and non-fiction books.

**Success Criteria:** All members of staff are experts in teaching phonics. All pupils read with confidence accessing a wide variety of fiction and nonfiction books.

The plan is to have this all in place up and running for September. The Ofsted Action plan will merge onto the School's Strategic Plan in the summer term.

**10) Wyvern Satellite Provision**

The updated Memorandum of Understanding for Wyvern Satellite Provision was shared with the governors. This was reviewed as SLT of both schools felt the need to update this. One of the governors suggested a slight amendment to flexibility over pupil numbers. Mrs Pang agreed to update it.

Proposer: Mrs Windle

Seconded: Mr Fitch

All governors agreed to the reviewed MOU..

**11) Governing Body Reports**

The following visit took place during term 3 and the report is filed with these minutes.

- Wellbeing

Outstanding reports from term 3 were finance and reading. These will be arranged for term 4 as a matter of urgency.

Vice Chair will email all governors to remind them to book their visits in a timely manner.

12) **Budget Monitoring**

December budget monitoring was shared with the governing body via email and no questions were raised.

Latest budget monitoring report (January) was shared with governors and no questions were raised. Governors mentioned to be pleased with the healthy rollover as at present approximately 10K over the original planned rollover is expected, presuming no emergency arises between now and end of March.

13) **Policies**

The following policies were reviewed.

Governors' Allowances

SEN

Proposal was to agree all policies with the highlighted updates:

Proposer: Mr Parish

Seconded: Mr Gibbins

The governors unanimously approved these policies.

14) **Chair's Actions**

None

15) **Training**

Training & Development governor not present to report.

Bespoke Training - do governors feel there are areas of development they would like? Overall feeling is that there is nothing urgently needed so this might be considered at a later date.

Training Reports - governors reminded to share any feedback from training and any slides with the rest of the governors. Training report pro-forma is available in the Training folder under Training Reports.

16) **AOB**

None.

17) **Confidentiality**

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

18) **Dates of Future Meetings**

**Full Governing Body Meetings:**

Fri 25<sup>th</sup> March 22 - 8.40am

Wed 25<sup>th</sup> May 22 - 5pm

Fri 8<sup>th</sup> July 22 - 8.40am

Signed ..... Chair of Governors ..... Dated