

GREAT CHART PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
14th October 2021 at 5.00pm

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 Walsh was slightly late - joined us at item 5. Apologies accepted.
 Mr Mutabaruka left at item 11. Apologies accepted.
 No apologies received from Mr Ive.

2) Declaration of Business Interest

Governors had no business interests to declare against the agenda items.
 Most governors confirmed that the Business Interest Forms via Governorhub have been actioned.
 Those who hadn't completed it were reminded to do so asap as it is an annual requirement.

**Mr Manek,
 Mr Parish,
 Dr Wong**

3) Minutes of previous meeting in July 2021

No matters arising.
 The minutes of the meeting were confirmed and signed as a true representation of the meeting.

4) Election of Vice Chair

One self-nomination was received from Mrs S Windle. Therefore, she was duly elected as Vice Chair for the period of 3 years. The term of office starts immediately and ends on 13th October 2024.

5) Review of Governing body structure and procedure

The Terms of Reference were discussed and Governors were clear about these. There were several updates which were discussed and highlighted.

Following the election of Vice Chair, following changes to the committee members were agreed for HT PM Panel and Pay Panel as follows:

HT PM - Mrs Walsh (Chair), Mr Fitch, Mr Gibbins

Pay Panel – Mr Parish (Chair), Mrs Dottin-John, Mr Mutabaruka

The governors' responsibilities were agreed as follows:

Pupil premium/catch up premium	Mr Fitch
Finance Governors	see separate terms of reference Mrs Walsh, Mr Parish
SEND/CiC/Pupil Premium	Mr Fitch, Mr Mutabaruka
Safeguarding (including Child Protection)	Dr Wong, Mr Manek
Health & Safety	Mr Parish
Training & Development Governor	Mrs Dottin-John
SPP Priorities:	
Quality First Teaching	All governors
Reading	Mr Parish, Mr Manek
Stakeholder Engagement	Mrs Windle, Mr Gibbins
Wellbeing	Mrs Walsh, Mrs Windle
Diversity and Inclusion	Mrs Dottin-John, Mr Fitch
EYFS	Mr Fitch, Mr Mutabaruka

Mrs Page, Governance Professional will take minutes for all governing body meetings, including all committees.

The updated Terms of Reference are filed with these minutes.

Proposal: The Governors to agree Governing Body Structure based on Circle Model and to approve the Terms of Reference for Governing Body, committees and arrangements for minutes.

Proposer: Mrs C Dottin-John Seconded: Mrs S Windle

The proposal with the above changes was unanimously agreed by the Full Governing Body.

6) **Governing Body Issues**

Governor's Code of Conduct was agreed as part of the terms of reference. Governors signed the code of conduct for 21/22.

Annual Governance Statement has been finalised and will be added to the school's website.

Governance Strategic Plan – areas of responsibility were delegated as follows:

1. To ensure governors communicate regularly with all stakeholders including staff, parents, pupils and the local community in order to understand their views and to communicate what the governors are doing. - Mr Windle, Mr Gibbins
2. To ensure the governing board is 'ofsted ready' - Mr Fitch, Mr Parish
3. To ensure governors provide a strategic oversight for the curriculum - All Governors
4. To ensure staff wellbeing is recognised as being a vital element of school life - Mrs Walsh, Mrs Windle

Training and development needs:

- All Governors to complete KCC ofsted training
- School assessment data
- Understanding the whole curriculum

Governors agreed that the Governance Strategic Plan will be discussed at every meeting for any updates.

School Strategic Plan – these areas were agreed as part of the terms of reference.

7) **Governing Body Skills Audit**

Chair and the Training & Development governor has fed back the evaluation to the governing body following the recent skills audit. It was highlighted that the governing body has no low scored areas. All areas are either Medium or High.

Governors have agreed to look at the accountability and strategic leadership of the governing body as a priority.

NGA skills audit includes useful hyperlinks to the website with training available for the relevant topics.

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.

Within the comments sections, following was noted:

Training needs outcome was knowledge of the curriculum - this is being addressed at this meeting.

Pupil Premium was mentioned as a training need also. This was addressed in the Headteacher's report where it was explained what PP was and how the money was being used.

Diversity Awareness training was also requested.

The Training & Development governor will investigate the courses available.

T&D Governor

8) **Headteacher's Report**

The Headteacher's report and related documents were available to all governors prior to the meeting.

Following questions were raised:

Q: Wyvern/Goldwell satellite provision: It states we currently have 13 pupils. I thought we would be having a max. of 12 within the unit due to space etc.? Are we ok to have over 12?

A: No problem to accommodate 13 pupils.

Q: Race Equality Racial Incident Monitoring: What was the outcome of the incident? (other than parents from both pupils being informed)

A: Very close monitoring by the teacher and circle time activities to celebrate differences.

Q: Bullying: What was the outcome of the officially recorded bullying incident?

A: Both sets of parents spoken to and the pupils worked with the FLO. No problems have been reported since.

Q: Race Equality Racial/Bullying: Is the school confident that all staff are following the school policies with uniformity?

A: Yes. Our curriculum celebrates diversity and challenges negativity. Children are clear about speaking out if they feel unhappy about something.

Q: Attendance: What is happening with the pupils involved in persistent absences? How many children come under this problem? PA (10%) under this item it states the figure is 7.2% for 2020/21. Is this correct?

A: Please note, this was a very different year. 31 pupils are classed as PA.

Yes, it is correct and it should be remembered that this was a covid year and many parents kept their children off due to being anxious and concerned, especially in the lead up to Christmas. They also kept them off due to displaying symptoms and then had to keep them off for 10 days. Some were due to holidays and one was due to a child starting in EYFS and then the mother decided that she would defer her start date.

Q: Can you please give us an update on any evidence you are seeing of the impact of the following measures? If you are not seeing much yet when do you expect to be able to assess the success or otherwise of these measures:

In terms of additional Recovery initiatives we will also carry out the following (paid from our delegated budget and Pupil Premium)

- Interventions- NELI (Early Language Programme for EYFS)
- Y2 Maths Reasoning programme
- Extra tuition sessions with teachers/ TAs- Year 3-6- to begin in Term 3
- Splitting year groups: Y6 and Y5
- Additional member of staff in Y4 (unqualified teacher)
- Additional TA in Y3
- Additional TA in EYFS
- Additional TA to support Speech and Language support in KS1

A: Some interventions have not begun as yet such as NELI, Y2 reasoning, extra tuition. For the year groups who have additional members of staff, teachers will be seeing impact straight away as children will be seeing focused support to meet their needs. Instant feedback is much more manageable with smaller group sizes enabling children to make improvements and address misconceptions.

Q: Supervision will continue to be offered to staff, with it being statutory for EYFS staff. Why is it mandatory? A: It is a statutory requirement of the EYFS framework.

Q: For the whole school data you have colour coded the results to indicate where they have either met or not the targets or expectations that you had. Could you also provide us with those targets? I appreciate they don't really mean much as the figures from last year are not really indicative - however, they do provide a frame of reference. A: We did not have to set targets for 2020-21 but we based the colour codes on our 87% expected + from previous years.

9) Curriculum training – part 1

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, the schools' curriculum policy and the curriculum priorities were also discussed. All this is available for governors to look at on the shared Google Drive within the minutes and also the training folder.

10) Business Continuity Plan

The updated BCP has been discussed with governors.

Proposal: To agree the updated plan

Proposer: Dr Wong

Seconded: Mrs Walsh

The updated plan was unanimously approved.

11) Governing Body Reports

HT PM Group – the HT's targets were reviewed and Mrs Walsh confirmed that these were met. One point pay recommendation was put forward to the Pay Committee.

Pay Committee

Mr Parish fed back to the governing body that an in depth review of Leadership ranges took place. The committee agreed that the ranges will be moved as follows:

Headteacher Range: L21-L27

Deputy Headteacher Range: L13-L17

Assistant Headteacher Range: L9-L13

These changes are listed within the new Pay Policy accordingly.

Pay panel reviewed the recommendation from the HT PM committee and approved 1 point pay rise for the Headteacher.

Full governing body ratified this decision unanimously.

The new pay ranges are approved under item 14 within the Pay Policy.

12) Budget Monitoring

3 and 5 month budget monitoring reports for June and August were emailed to governors. No questions were raised via email as governors were happy with the explanations and comments provided by the School Business Manager.

6th month budget monitoring for September was shared with governors prior to the meeting. The following questions were raised at this point:

Q: E01. Will we be able to recoup all/some of this cost through our insurance (£11,455 difference)? (explanation for added cost being long term absence in April/May)

A: No, as the member of staff was diagnosed with this condition in late March and therefore it was classed as a pre-existing condition and therefore not insured.

Q: I03/E03. I03 £14,783 difference (more HNF application income increase), E03 £17,651 difference (extra HNF TA's. There is still a difference of nearly £2,900? Will we be able to recoup this or do we burden the difference? If so, why?

A: We are expected to pay first £6000 (per HNF student) so the difference is actually a lot smaller than it could be. There are other HNF costs within other Ledger codes, such as E19, E20, E27 which is why the difference in this one is so small.

There are also some term time only claims for TAs within the difference in this.

Q: E28. Extra £2,806 (increase due to admission appeals). How much does each admission appeal cost the school? How many have we had?

A: There are different prices for different types of appeal, some are charged at £40, some at £80 and £100. There is also a service charge of £110. We had approximately between 30 and 46 appeals (depending on charges). We get charged a lump sum so unable to know the exact number. School had budgeted approx. £1000 for the appeals, which is what they normally cost us but we are well over that already so the predicted overall spend is higher.

13) Benchmarking Report

The Benchmarking report was shared with governors prior to the meeting. The following questions were raised and discussed:

Q: E01 Teaching Staff. We are higher at 50.81% then our comparable schools at 50.50% and Kent 49.49%.

A: Our % is so marginally higher in comparison. Interesting column to look at would be the amount per pupil, as when you compare our school at £2,357 against other Kent schools at £2,466 we actually spend a lot less than the % suggest. This might mean our income is lower than other Kent schools.

Q: However, we are lower in E02 Supply staff i.e. 0% to 0.43% and 0.42%. Does the fact we have a higher E01 offset the fact we have zero E02?

A: No it doesn't. E02 is supply and due to Covid we had no supply costs last year.

Q: E03 Education support staff is 16.53% compared to 18.31% and 18.09%, which is lower. Again, is the higher E01 the reason our E03 is lower?

A: No. These are all the TAs and any other in class support. We are very well resourced, so not sure why we are showing lower. Worth noting extra HNF support staff this year, so this is likely to be higher in next year's benchmarking.

Q: E04 Premises staff. Which staff does this include (caretakers etc.)?

E04 We are 4.60% which is quite a bit higher compared to 2.51% and 2.49%. However, our E12 Building Maintenance (0.63%) and E13 Grounds Maintenance and Improvement (0.33%) is

lower than E12 1.09% and 0.98% and E13 0.43% and 1.20%. Is this due to the fact our E04 expense is higher and we carry out more work within school?

A: E04 includes 2 Site Managers and the cleaners. Our costs here always show higher as we have 2 full time Site managers and in-house cleaners. Due to this, costs are considerably lower in E12, E13 and E14.

Q: E05 Admin Staff. We are 5.39% compared to the lower 4.71% and 4.84%, although in E07 Other Staff we are 2.04% compared to the higher 2.95% and 2.65%. Are E05 and 07 linked in any way to offset the differences?

A: E05 costs are slightly higher as we now also have an IT person in house. Previously we used to have an IT contractor. Doesn't link to E07 in any way.

E07 always showed lower, I think this is due to some schools having an in-house after school club. We only have an in-house Breakfast club and Midday supervisors here.

Q: E08 Indirect employee expenses. What does this cover?

E08 Is there any reason we are 1.09% compared to the others lower 0.28% and 0.33%?

A: This includes: staff uniform, wellbeing, cycle to work, childcare vouchers, apprenticeship levy, DBS checks, travel expenses. Last year much higher due to the redundancy costs being put against this ledger code, as advised to do so by KCC Finance.

Q: E14 Cleaning and Caretaking. Our 0.16% is a lot lower than our comparisons at 1.22% and 1.20%. Is there a reason for this?

A: Answered already further up, when discussed E04.

Q: E16 Energy. We are 0.96% compared to 1.07% and 1.15%. Are the solar panels the reason for our lower costs?

A: Solar panels show as an income somewhere else, so these shouldn't affect the costs showing here. Maybe our LED lighting across the whole school? I expect not all schools were able to fund such project and therefore their costs would be higher? Also we didn't heat the school as much as we would normally due to COVID.

Q: E24 Special Facilities. What does this cover? Breakfast Club expenditure, clubs expenditure and contribution to CATs.

E24 Our expenditure is only 0.06% compared to 1.22% and 0.79%. Why are we so much lower?

A: We had no clubs and very low costs in the Breakfast club. BC was not available during last academic year's lock down and from September our numbers have lowered due to so many parents working from home.

Q: I06 Other Gov. Grants. We are 0% compared to 0.10% and 0.09%. Is there a reason we have received nothing compared to other schools?

A: Perhaps schools had the apprenticeship grant, which we have received this financial year.

Q: I08 Letting Income. Is only 0.17% compared to 0.21 and 1.39%.

A: We had no lettings due to COVID. I'm unsure why other schools are able to show costs here so much higher, as we would expect every school to be in the same situation.

14) Policies

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

Anti-Bullying - no changes reported

Anti-Fraud - new revised policy

Q: How does HT ensure the financial fraud doesn't happen at the school?

A: Fraud Risk Assessment is completed on an annual basis and shared with Finance Governors during their monitoring visit. All finance procedures are checked and signed off by 3 members of staff to ensure there is separation of duties.

Appraisal - no changes reported

Behaviour Policy - no changes reported

Capability - no changes reported

Code of Conduct - no changes reported

Charging & Remissions - no changes reported

Equality (Racial Equality) & Equality Duty Statement - no changes reported

Finance - changes were highlighted to governors

Governor Visits Policy - new revised policy
Health & Safety - changes highlighted to governors, all relating to COVID measures
LAC policy (CIC) - changes reported to governors
Lettings - no changes
Managing Absence and Ill Health - no changes
Early Career Framework (NQT) - changes highlighted to governors
Online Safety - changes highlighted to governors
Pay & Reward Policy (including the staffing structure) - changes highlighted to governors including the new pay range for SLT and the staffing structures for Teaching and Support Staff
Recruitment - changes highlighted
Redundancy - no changes reported
Special Leave Policy & Procedure - changes highlighted
Whistleblowing - no changes reported

Proposal was to agree all policies with the highlighted updates:

Proposer: Mr Fitch

Seconded: Mr Gibbins

The governors unanimously approved these policies.

15) Residential 2022

Governors were advised that the 2-night residential stay at Kingswood has been booked for June 2022. Arrangements as per usual, to keep the costs down, parents to drop off and collect the children themselves.

Proposal was to approve the residential for 2022:

Proposer: Mr Fitch

Seconded: Mr Manek

The governors unanimously agreed.

16) Chair's Actions/Correspondence

Chair has approved, in discussion with the Safeguarding governor, the new Safeguarding Policy for September 2021.

The Governing Body ratified this decision unanimously.

17) Training

Mrs Dottin-John mentioned the training needs during the Skills Audit item. She also recommended for governors to attend:

Ofsted training - 8th November.

Mr Manek and Mr Mutabaruka - to complete KCC governor induction.

All governors to complete Complaints training (various dates) and also Questions and Challenge - 10th November.

Mr Manek
Mr Mutabaruka
All Governors

18) AOB

None

19) Confidentiality

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

20) Dates of Future Meetings

Full Governing Body Meetings:

Fri 10th Dec 21 - 8.40am

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

24th November 2021

15th December 2021

Signed Chair of Governors Dated

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