

**GREAT CHART PRIMARY SCHOOL**  
**Minutes of the Full Governing Body Meeting**  
**28th January 2020 at 17.00**

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

**Clerk: Lucia Page**

**In Attendance:**

**Mrs C Dottin-John, Mrs P High, Mr S Ive, Mr T Parish, Mrs B Walsh, Mrs S Windle, Dr J Wong** *Action By*

1) **Apologies**

Mrs S Gatherern

2) **Declaration of Business Interest**

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

3) **Minutes of previous meeting in June 2019**

No matters arising.

The Minutes of the meeting were confirmed and signed as a true representation of the meeting. CATs governor conference is not going ahead as there was very little interest. The CATs Chairs group are hoping to organise some type of training for CATs governors probably on a topic of Ofsted..

4) **Governing Body Issues**

Skills Audit - 3 governors still to complete. Will be discussed at the next meeting.

*Mrs Dottin-John, Dr Wong, Mrs Walsh*

Future content of the meetings - what do governors want to see on the agenda?

- Training within the meetings related to the school
- Premises tour with the Site Manager
- Pupil engagement in the meetings
- Meet more members of staff
- Briefing on what Clerk does
- Curriculum
- New Ofsted Framework
- Finance
- Asking the right questions, adding value to the visits
- Data in more depth for each year group
- Self evaluation of the governing body

Next meeting - focus on one curriculum area and pupil progress for one year group.

5) **Headteacher's Report**

Governors had received a copy of the Headteacher's report, a copy of which was sent out with the agenda and is filed with these minutes.

**Q. Can you please explain why the SEF scores for leadership and quality of education are 2+/1-.** With the new Ofsted Framework there is a very clear focus on the Wider Curriculum and also on Subject Leadership. We have to ensure that coverage and the progression of skills is embedded in ALL subjects. At the moment our foundation subjects (History, Geography etc) are developing as we have focused heavily, in the past, on the core subjects and also teaching in a more cross curricular way. We are now having to focus on individual subjects to ensure everything is being covered. This is therefore reflected in our self evaluation grading.

Subject Leadership of the foundation subjects is also being scrutinised and so we are developing all our subject leaders. This is therefore reflected in our self evaluation grading. To be Outstanding, Ofsted has made it very clear that a school will have to have everything embedded.

**Q. Peer to peer review - do you think we should extend this to governance?** As the focus is on Teaching & Learning in another school, I don't think it would be applicable for governors to be involved. We are having confidential discussions with staff about their teaching and also individual

children. However if governors wanted to carry out a peer to peer review with another school and focus on governance I think that would be beneficial.

**Q. Can you give more details about Anxiety through The Contented Child?** More and more children are displaying anxiety. The parents are far more anxious also. We thought this training will benefit many parents and therefore their children. It was well attended by parents. Parents and staff were given advice and strategies on how to cope with anxiety.

EHCP (Educational Healthcare Plan) - 3 pupils at Great Chart and 1 pending. It is becoming much harder to get an EHCP. Governors note that a higher number of parents with SEN children are showing interest in our school. Some already have EHCP and some are in progress of going through application.

Attendance is lower. The school had flu epidemic in Autumn term and that was the reason for the lower % attendance.

**6) Pupil Progress Report**

Term 2 results report is attached to these minutes. Mrs Pang talked through the progress in great detail.

**7) School Strategic Plan**

Governors were reminded to update the plan following the governor visit.

**8) Ofsted Deep Dive**

Governors were presented with a slide show. This is also filed with the minutes.

**9) 9-month Budget Monitoring**

The budget monitoring was discussed with governors. The governors noted any variances in income and expenditure and were happy with the comments provided. The rollover is predicted to be approximately £123,653 but SLT are currently looking at some projects that the money could be used for so it might be slightly lower.

**10) SFVS**

School Business Manager, Finance Governors, Chair and Vice Chair to arrange a meeting for February to discuss the SFVS and complete the document together, ready for approval at the next meeting.

**11) Policies**

Home School Agreement - the full governing body approved the new format of this.

**12) GDPR**

No further breaches reported since the last meeting.  
Staff receive regular reminders about Data Protection and GDPR.  
School's Privacy Notice is being currently reviewed.

**13) Vision Statements**

This will be discussed in more detail at the next meeting. Governors to look at the attached Vision Statements and think about which ones they feel reflects the vision for our school the best.

**14) Chair's Actions/Correspondence**

None

**15) Governor Visits**

Mr Ive advised that 4 visits are taking place this week. He reminded governors on all visits due. Mr Ive reported on his recent Y3 visit and the full report is attached to these minutes. Mr Parish went to Y4 Victorian day trip and said this was very enjoyable.

**16) Training & Development Update**

Mrs Windle attended Safeguarding and Finance training recently. Mrs Walsh completed SEN training.

**17) AOB**

None

18) **Confidentiality**

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

19) **Dates of Future Meetings**

Monday 30<sup>th</sup> March **8.30am**

Tuesday 19<sup>th</sup> May **5pm**

Friday 26<sup>th</sup> June **8.30am**

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