



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 13th December 2024
Time 8.40am**

Present	Mrs S Windle, Chair, Mrs W Pang, Headteacher Ms A Crosby, Mr S Fitch, Mr C Gibbins, Mrs P High, Mr Hughes, Miss J Keen, Mr A Parish, Mrs B Walsh
In attendance	Mr T Roberts (Item 8)
Governance Professional	Mrs L Page
Absent	Mr Manek, Mr P Mutabaruka

Agenda Item		Action Whom/by When
PROCEDURAL		
1.	Meeting opened & Welcome Meeting opened at 8.47am. Chair has formally welcomed Ms Crosby to her first meeting.	
2.	Apologies for absence Mr Manek – work commitments Mr Mutabaruka - travel 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.	<i>All Governors</i>
4.	Quorum Meeting quorate with 10 governors present.	
5.	Constitutional Items/ Governing Membership Terms of office coming to an end within next 6 months – Mr Gibbins, Mrs High (30 th April 2025), Mr Manek and Mr Mutabaruka (31 st May 2025). There will be a parental and staff governor election carried out in March/April time.	
6.	Minutes of the previous meeting The minutes of the meeting were confirmed and signed as a true representation of the meeting.	
7.	Matters arising from previous meeting minutes Outstanding action from July 2024 meeting - Reports on visits and areas of focus for 2023/24. This will be carried forward to the next meeting.	<i>Vice Chair</i>
SCHOOL IMPROVEMENT		
8.	Site Report Site manager reported on the works completed since the last report in July 2024. <ul style="list-style-type: none"> ● roof and gutters cleared of moss ● school pressure washed - learning lodge, canopies, playground markings and EYFS area 	

	<ul style="list-style-type: none"> ● carpets deep cleaned ● leaves continuously cleared all around the school grounds ● hedges cut back around the field ● sensory garden maintenance ● tree surgery ● kitchen deep cleaned by a hygiene company ● netball posts fixed ● damage to the outside classroom - one of the panels was smashed and canvas ripped. Site Managers fixed this. Ripped canvas was also fixed. ● school garden cleared of weeds ● handrails on KS2 playground was replaced ● drains cleared around the school ● roof leaks under the solar panels fixed ● windows damaged by catapults over a course of time. These were replaced. <p>Premises Project - Toilets Concern over a number of toilets in EYFS and KS1. 120 children currently have 3 toilets for use. KCC came out and did a feasibility report. This report concluded that the school needed additional 9 toilets. Headteacher has talked governors through the 5 proposals from KCC. She explained the details of each one. KCC will fund these works, the school will need to pay a small part towards this. Some of the proposals suggest a large toilet block of 11 toilets. Unfortunately these are not suitable as the school will be losing valuable learning area. The toilet block will not be accessible to KS2 children as it will be near EYFS and KS1 area. Governors felt and agreed that option number 5 was the best one. This will increase the area to total number of toilets to 7, which is an increase by 2 toilets. But with this option some of the learning area will be available for use. All agreed unanimously and felt this to be the best option.</p>	<p><i>Headteacher to inform Lee Round of the governors decision regarding the additional toilets</i></p>
9.	<p>School Development Plan Headteacher provided a detailed progress report to governors that is attached to these minutes. Q: What is the Empowerment Approach? A: The Empowerment Approach is a whole new way to look at behaviour. It will help children understand their brains and how to manage situations by planning for the future: Prep 4 Best. The children are being introduced to consistent language: helpful, unhelpful and Good for me, Good for you, Good for everyone. The main launch will be after Christmas leading to children having weekly sessions which include learning about the chemicals in the brain. We are hoping that with this approach children will become more independent, responsible and resilient.</p>	
10.	<p>Pupil Premium Strategy report This report was shared with governors for information and will be published on the school's website.</p>	
11.	<p>High Needs Funding Changes Governors discussed the latest HNF changes that are being proposed. The consultation is now closed and it goes to KCC in January for a decision. Schools will be told possibly in term 4 the outcome of this. Times for this budget are very uncertain, it can affect our staffing and governors are aware. SEN support at present is effective due to the current number of adults we have supporting the SEN children. The schools could potentially be facing redundancies.</p>	
12.	<p>Finance Update Budget monitoring – October, November 2024 7 months budget monitoring report for October was emailed to governors. No questions were raised. 8 months budget monitoring for November was shared with governors prior to the meeting. School Business Manager advised there is a saving showing in catering based on recent invoices and weeks remaining. This is good news, as the overall rollover has increased by 2K to the originally predicted outcome.</p>	<p><i>Member of the Governing Body to attend the Friends' Association's</i></p>

SBM also advised that Friends' Association donation is likely to be higher than originally budgeted, as their recent fundraising events have been incredibly successful. This will be reflected in December monitoring once the amount is agreed.
Governors didn't raise any further questions as they were happy with the comments provided.

6 months feedback from KCC finance – School Business Manager provided comments to the feedback from KCC finance. Governors were happy with these. The full document is filed with these minutes.

Catering contract review
The school has undertaken catering contract review. The formal tender process is no longer a requirement (as per the latest Finance policy).
The school received 4 formal quotes from the following companies:
Harrisons
Independent Catering
Nourish – existing provider
Pabulum
The full documentation and quotes were shared with governors prior to the meeting. Finance monitoring governors have also met with the School Business Manager to discuss these in depth during their latest finance visit (see the attached visit report).
Governors discussed the different options, prices, menus and have taken it all into consideration.
Proposal: To approve Independent Catering as the new catering provider from Easter holidays.
Proposer: Mr Parish
Seconded: Ms Crosby
The governors unanimously agreed to the proposal.

13.

Safeguarding
Safeguarding governor was not available to provide verbal feedback due to absence.
Written report provided by the Safeguarding governor is attached to these minutes.

Child Protection Update form Headteacher
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 (26.09.24 - 05.12.24)

Type of support	Number of pupils
Social Services - Child Protection	0
Social Services - CHIN	0
Social Services - Child and Family Assessment	1
Early Help Intervention	4
Family Liaison support	22

Training
Staff discussed different scenarios during a Twilight training session on the 16th October 2024. HT has attended training in Managing Safeguarding Allegations 15.11.24 and Managing Difficult Conversations in Safeguarding 19.11.24 - all information will be disseminated to relevant staff. Prevent Training for staff will now take place on Wednesday 18th December 2024 as the previous session was cancelled.

Road Safety
As part of our Life Skills curriculum and Road Safety week in November, classes focused on different elements to make children aware of the dangers and support them in keeping safe. Some classes took the children out and about in the local area.

Designated Safeguarding Leads meetings and supervision
DSL meetings continue monthly with supervision sessions offered to staff. EYFS supervision is offered termly.

Governor Monitoring

Mr Manek met with Mrs Ostridge and Miss Adams 12.11.24 (Mr Manek to report back)

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 the 14th November 2024. No outstanding checks. Latest Ofsted compliance shared with the SBM. SRC compliant.

Anti-Bullying Week 11th-15th November 2024

Anti- Bullying week was covered in circle time sessions and Assemblies. World Kindness Day was also recognised alongside this.

Behaviour (26.09.24- 05.12.24)

Bullying allegations	0	
Racist incidents	0	
Online Safety Incidents	8	3x Y6 Lightspeed notification - 'gay'- discussion with both pupils. 1x Y6 Lightspeed notification - 'sex'- discussion with the pupil 1x Y6 Lightspeed notification - 'suicide'- pupil researching the end of WW2 and the death of Hitler 1x Y5 Lightspeed notification - 'gay'- discussion with pupil. 1x Y3 Lightspeed notification - 'sex'- discussion with the pupil 1x Y5 child setting up a tik tok account in another name so that her Mum couldn't see it. A member of staff came across it. Mum was notified and the account closed. Miss Adams spoke to the child.

School is also addressing smartphones issues. School has introduced a phone free zone at drop off and pick up.

Parent survey was carried out and main feedback was:

- most parents would like their children to be older (Y9) to have smartphone
- parents decide for their child to have a phone, so they know where they are (for example when they walk to school in Y6)
- parents feel their child might feel left out by not having a phone as the other friends have it

Q: Many children leave to be home schooled from here?

A: Generally not many at all. Over the last few years we had one. However, this academic year we had 2. This is very unusual. KCC are notified straight away. The school is at that point no longer responsible for the child but will report to them any safeguarding concerns.

14. **Health & Safety**

Health & Safety governor visit took place on 13th November. Full written report was shared with governors prior to the meeting and is filed with these minutes.

H&S governor provided this feedback:

Unplanned fire evacuation, which went really well.

Lockdown drill was also carried out.

Accidents remain to be low.

15. **Review of policies**

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

Appraisal

Children in Care

Complaints

Grievance

Lock down policy

Pay Policy including staffing structure review

Proposal: To agree the updated policies. The changes were highlighted for governors and they were happy with these.

	<p>Proposer: Mrs Windle Seconded: Mr Fitch These were unanimously approved.</p> <p>Also the following Health & Safety policies were reviewed and updated by the H&S leader. These were shared with governors for information only. Accident Administration of Medicines Emergency Planning updated with KCC document</p>	
16.	<p>Governing Body reports Report on visits conducted for 2023/24 is still outstanding from July 2024. This is deferred to the next meeting.</p> <p>Received reports from governors' statutory visits as per the visit schedule:</p> <ol style="list-style-type: none"> 1. Finance (covered in item 11) 2. Health & Safety (covered in item 13) 3. Safeguarding (covered in item 12) 4. Curriculum 5. EYFS 6. Reading/Writing 7. Empowerment still to follow 8. Website still to follow 9. Food & Nutrition <p>Year group visits taken place – Y1, Y4, Y6 (EYFS visit as part of SDD covered above)</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p>	Vice Chair
OTHER		
17.	<p>Chair's Actions / Correspondence None</p>	
18.	<p>Training The Training and Development governor reported:</p> <p>Training attended: SEN Funding Engagement Session for Governors School Finance: The Role of the Governor in Kent Maintained Schools 5 Nov</p> <p>Couple of governors are booked into - An introduction to school attendance</p> <p>Bespoke Pay Training Feedback Thank you to the Governance Professional and Headteacher for getting this training booked in so promptly when we realised there was a need for greater understanding before we reviewed the pay and appraisals policy. Everyone who attended benefited greatly for understanding some of the differences between teacher pay and appraisal and the private sector. The discussions on how our policies reflect our school values was an interesting, thought-provoking addition and the core discussion on the options available to us for teacher appraisal based on the needs of our school gave us greater clarity. We have an experienced - and therefore expensive - staff but budgetary constraints to consider. Our key learning focused on pay rises encouraging and rewarding teachers who continue to be motivated and forward thinking, engaged in CPD and initiatives that will continue to promote progress and inclusivity within the school, but recognising that these contributions need to be significant at key thresholds such as upper pay range and leadership. Following the training, the pay and appraisals policy has been redrafted for review.</p> <p>Upcoming training:</p> <ul style="list-style-type: none"> ● The Role of the Training and Development Governor - Thursday 9 January 2025 ● Careers Education: What Governors need to know - Tuesday 14 January 2025 ● Clerks' Role in managing Complaints, Exclusions and HR Panel Hearings - Monday 20 January 2025 ● Greener Governance - Tuesday 21 January 2025 ● An Introduction to School Attendance - Thursday 23 January 2025 	

	<ul style="list-style-type: none"> • An Introduction to Supporting Refugees and Newly Arrived Pupils with English as an Additional Language (EAL) in School - Monday 27 January 2025 • Governor Induction (Online 2 part course) - Monday 3 and Tuesday 4 February 2025 • Kent Countywide Governor Briefing - Thursday 6 February 2025 	
19.	<p>Confidentiality / Publication of Minutes</p> <p>The governors considered that all parts of the proceedings could be released for communication.</p>	
20.	<p>Any Other Urgent business</p> <p>School Business Manager advised that the school will have a Finance Compliance inspection in January.</p>	
21.	<p>Dates and times of future meetings and other events</p> <p>Wednesday 12th February 5pm – Governing Body Meeting Friday 28th March 8.40am – Governing Body Meeting Wednesday 21st May 5pm – Governing Body Meeting Saturday 21st June – School's Summer Fete – help welcome Friday 4th July 8.40am – Governing Body Meeting</p>	
22.	<p>Meeting closed at 10.15am</p>	

Signed Chair of Governors

Date