



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 7th February 2024
Time 5.00pm**

Present Mrs S Windle, Chair, Mrs W Pang, Headteacher

Mr S Fitch, Mr C Gibbins, Mrs P High, Mr Hughes, Miss J Keen, Mr R Manek
Mr P Mutabaruka, Mr A Parish

In attendance

Governance Professional Mrs L Page

Absent Mrs B Walsh

Agenda Item	Action Whom/by When
PROCEDURAL	
1. Meeting opened & Welcome Meeting opened at 5.00pm.	
2. Apologies for absence Mrs Walsh – personal reasons 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.	All Governors
4. Quorum Meeting quorate with 10 governors present.	
5. Constitutional Items/ Governing Membership Terms of office coming to an end within next 6 months – none Co-opted governor’s vacancy – no applications received so far. Governor Self Evaluation – Q10 The question above was discussed in depth at this meeting. The Vice Chair is compiling the answers to the document and this is available on the shared drive.	Vice Chair
6. Minutes of the previous meeting The minutes of the meeting were confirmed and signed as a true representation of the meeting.	

7.	<p>Matters arising from previous meeting minutes None.</p>	
SCHOOL IMPROVEMENT		
8.	<p>Headteacher Report The Headteacher's report and related documents were available to all governors prior to the meeting. Following questions were raised:</p> <p>Q: SEN consultation - have we provided some feedback? If so, what? A: The consultation has now closed. Both the HT and SENCO provided feedback on our views with regards to HNFunding and the localities model highlighting the challenges of less funding and the difficulties with the model put forward. Governors and parents have been able to add their views.</p> <p>Q: Under the staffing section you mention that one of the cleaners has resigned - does that mean we have to make anyone redundant? A: To be covered as a part of item 12 in this meeting.</p> <p>Q: Consultation on Gender - where can we find the information? A: Governor E Bulletin January 2024 - consultation closes on the 12th March 2024 https://www.gov.uk/government/consultations/gender-questioning-children-draft-schools-and-colleges-guidance?utm_medium=email&utm_source=govdelivery</p>	
9.	<p>Pupil Premium Pupil Premium 3-year strategy has been updated and was shared with governors. The document is also published on the school's website.</p>	
10.	<p>Assessment Detailed report on progress for Term 2 was shared with governors. Summary below: EYFS – Early Years Foundation Stage SEN – Special Educational Needs EHCP – Educational Healthcare Plan HNF – High Needs Funding PP – Pupil Premium</p> <p>EYFS - 7% of the cohort are on the SEN inclusion profile (1 pupil has an EHCP and HNFunding. An additional pupil is waiting for the final EHCP and received HNFunding) PSED results are really positive and will impact other areas eventually. Results are significantly higher than last year. Girls' results are higher than boys. This cohort seems really settled, ready and eager to learn.</p> <p>Q: There is quite a difference in targets set between girls and boys in Reading and Writing. A: The targets are correct, the girls outperform boys, therefore we set different target expectations. This will be reviewed before the end of term 4.</p> <p>Year 1 - 15% of the cohort are on the SEN inclusion profile (5 pupils receive HNFunding and 2 have EHCPs) Maths is the stronger subject in the year group with pupils making accelerated progress. PP pupils have achieved positively in maths. Interestingly, achievement in maths for girls is significantly stronger than boys. However, this is the same picture for reading and writing.</p> <p>Year 2 - 18% of the cohort are on the SEN inclusion profile (4 pupils receive HNFunding and 2 have EHCPs) At this point in time girls have achieved higher in maths than boys. It will be interesting to see if this stays the same at the end of Term 4. Reading is currently the stronger subject. PP pupils have achieved well across all subjects. Progress in writing and maths is positive. Girls have achieved higher than boys in reading and writing but not significantly.</p> <p>Q: Reading target is 78%. Progress is low at -0.1 Can you explain why? A: Some children haven't quite met the target as yet. The teachers are finding, particularly in this year group, very low parental engagement and lack of support with reading at home.</p>	

Year 3 - 20% of the cohort are on the SEN inclusion profile (6 pupils receive HNFunding and 3 have EHCPs)

Progress across all 3 subjects is very positive. Girls have achieved significantly greater in writing compared to boys. PP pupils have achieved well. SEN progress is good across all 3 subjects. For maths there is a significant difference between girls and boys with boys achieving higher. This cohort was the other way round at the end of Y2 where girls outperformed boys in maths. SLT are investigating this change.

Q: Governors noted the girls' targets are set much lower than boys. Are the girls being targeted?

A: Yes girls in this year group seem to lack confidence and are being supported.

Q: Do end of year targets get reviewed at each term? A: Yes.

Year 4 - 13% of the cohort are on the SEN inclusion profile (3 pupils receive HNFunding and 1 has an EHCP)

Progress in maths is very positive. There is a significant difference between girls and boys with boys achieving higher. Attainment in reading is relatively high and reading is clearly the stronger subject with writing much lower. PP pupils have attained well. Progress in writing will need to be monitored.

Year 5 - 13% of the cohort are on the SEN inclusion profile (1 pupils receives HNFunding and has an EHCP)

Progress in writing is positive. Reading and writing attainment is greater than in maths. There is a significant difference between girls and boys with boys achieving higher. However, in reading and writing this is different with girls attaining greater. PP pupils have attained well.

Year 6 - 8% of the cohort are on the SEN inclusion profile

Maths is the weaker subject. Attainment in reading and writing is looking positive for this point in the year. There is a significant difference between girls and boys with boys achieving higher in maths and they have also achieved higher in reading. In writing girls have achieved greater.

Headteacher reported that some focussed interventions had to stop due to budget constraints. No full time Teaching Assistant and cannot split year group 3 ways as in previous years.

The whole Key Stage 2 has one TA per year group, rather than one per class.

The deputy runs Maths intervention afternoon club for girls to build their confidence up.

11.

Safeguarding

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 (26.01.24)

Type of support	Number of pupils
Social Services - Child Protection	0
Social Services - CHIN	5
Social Services - Child and Family Assessment	1
CAFCASS	3
Early Help Intervention	5
Family Liaison support	47

Training

A new member of staff has completed the following training:

- Safeguarding awareness
- KCSIE check 2023
- PREVENT
- Low Level Concerns

They have also received Induction Training in all other relevant policies and procedures.

Teaching staff have received homelessness and poverty training at a recent twilight.

The next safeguarding training session will focus on Young Carers.
 Updated Prevent information was shared with staff as part of Safer Internet Day.
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 will meet with Mrs Ostridge and Miss Adams during Term 4

Online Safety Update for parents

Safer Internet Day 6th February was recognised by the school. The Digital Ambassadors led Assemblies and presented to classes. They also displayed some posters around the school.
 Miss Adams and Mr Manek will be meeting with parents on 25th March to discuss screen time and ensuring their children are kept safe whilst online.

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 24.01.24. No members of staff outstanding. New Forest School Leaders have been included plus any ad hoc support staff for The Wyvern School. To support monitoring the HT is now using a template from The Key to carry out the checks.

Behaviour (28.11.23- 26.01.24)

Category	Type	Comments
Bullying allegations	0	
Racist incidents	2	1x Y6 pupil calling out an inappropriate word. This was discussed with him - no further incident. 1x Y4 child heard someone calling him an inappropriate name. The incident was investigated but the child couldn't say what the name was but said he felt it was racist. He couldn't tell us who had said it. Parents were informed and the incident monitored - no further incident.
Online Safety Incidents Term 2	7	2x Y3 pupils - lightspeed filtering highlighted the word 'kill'. Children were learning about Anglo Saxons. 1x Y5 pupil - lightspeed filtering highlighted the word 'suicide'. Y5 pupils were presenting a presentation in PSHE. The teacher was monitoring their work. IT support believes the word was 'behind' a link which was used. 4x Y6 pupils - lightspeed filtered some content in some poems which came under the violence/self-harm category. The theme of the poems was The Blitz.
Behaviour - isolation, suspensions and exclusions	2	2x internal isolation for a Y6 pupil (potential risk of suspension)

12.	<p>Finance</p> <p>Budget monitoring – December 2023, January 2024</p> <p>9 months budget monitoring report for December was emailed to governors. No questions were raised. 10 months budget monitoring for January was shared with governors prior to the meeting. Following questions were raised via email by the finance governors and answers were provided by the School Business Manager.</p> <p>Q: I note that in E01 we have an expected overspend of £41.8K and the reason given is due to salary increases. However in the December finance monitoring it was showing an expected overspend of just under £39K. Do we know why it is now £3K more within a month?</p> <p>A: This is due to teaching staff who get paid for their PPA time. These are processed in January, April and August pay. I cannot estimate the amounts that will go through the payroll at the time of budgeting as these change depending on who the staff are and also how many weeks the PPA is paid for and also the salary increases in September as then a different hourly rate is used.</p> <p>Q: Is it likely that this overspend will increase further for the February and March figures?</p> <p>A: No.</p> <p>Governors noted the saving predicted in utilities, some staffing, premises and learning resources. Therefore, there is no in year deficit showing for the current year with an overall rollover around 110K expected. This is around 40K more than originally expected which will hopefully provide the safety net that was needed for the upcoming budget years.</p> <p>Schools Financial Value Standard (SFVS)</p> <p>Document was not ready for the meeting to be shared with the governing body. It will be shared via email, following the Finance governors meeting with the School Business Manager so it can be ready for approval at the next meeting in March. Finance governors to arrange to meet asap.</p> <p>Redundancy Update</p> <p>The Chair of redundancy/restructure panel reported the following: There was one resignation received from a cleaning operative as she has been offered another position elsewhere. Therefore, the redundancy process was halted. However, the premises team are still going through the restructuring process. Site Manager's weekly hours were reduced by five in November. Total cleaning hours amongst 3 cleaners will be 48 and weeks per holiday will be reduced by 2. Assistant Site Manager has taken on some cleaning tasks. The new hours and weeks per year will be applied from 1st April.</p> <p>Feedback from KCC Finance re 9-month monitoring</p> <p>Governors discussed this feedback. They noted that even though KCC Finance feedback was provided, most of the queries were already answered in the comments provided by the School Business Manager at the time of submission. Governors were happy with these and no further questions were raised.</p>	Finance Governors
13.	<p>Review of policies</p> <p>The following policies were reviewed. Governors discussed and reported on changes within different policies.</p> <p>Discipline and Conduct Managing Allegations against staff SEN</p> <p>Proposal: To agree the updated policies. The changes were highlighted for governors and they were happy with these. Proposer: Mr Fitch Seconded: Miss Keen These were unanimously approved.</p>	
14.	<p>Governing Body reports</p> <p>Received reports from governors' statutory visits as per the visit schedule:</p> <ol style="list-style-type: none"> 1. Finance – visit deferred to term 4 2. Maths <p>The report was shared with governors and is filed with these minutes.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p> <p>Governors were asked to note and book the visits for term 4.</p> <p>Finance - 2 visits Safeguarding Health & Safety</p>	All Governors

	Inclusion Year group visits – governors reminded to book these in - especially Y4 and Y6 as no visit carried out this academic year as yet.	
OTHER		
15.	Chair's Actions / Correspondence Regular monthly catch up with Headteacher takes place. Chair reported that she also met with the school's Improvement Advisor last week.	
16.	Training The Training and Development governor reported on following training undertaken by the governors: Clerks' and Governors' Briefing SEND training was very useful and is being recommended to other governors. T&D governor will email out a list of upcoming courses. Governors were reminded and encouraged to book on these. Some reports from recent training and PowerPoints are included for all to read in the training folder on the shared google drive.	<i>All governors</i>
17.	Governor Visits Training Headteacher presented a training session on Protocol for Governor Visits. This also links to one of the governance priorities. Governors were presented with the best ways to carry out the visits, do's and don't's and examples of reports were also highlighted. Governors were reminded that all this is also available in the training folder on the shared drive. Examples of 'good' questions to ask are also available in the Visit Reports folder on the shared drive. Link below: https://drive.google.com/drive/folders/1--79qQnwQIDbNDL-eYTW58OLxOR3ufRI?usp=sharing	
18.	Confidentiality / Publication of Minutes The governors considered that all parts of the proceedings could be released for communication.	
19.	Any Other Urgent Business None	
20.	Dates and times of future meetings and other events Wednesday 27 March 8.40am – Governing Body Meeting Wednesday 22 nd May 5pm – Governing Body Meeting Saturday 22 nd June – School's Summer Fete – help welcome Friday 5 th July 8.40am – Governing Body Meeting	
21.	Meeting closed at 6.40pm	

Signed Chair of Governors

Date