



**Minutes of the Governing Body of Great Chart Primary School  
Held at the school on 5<sup>th</sup> July 2024  
Time 8.40am**

**Present** Mrs S Windle, Chair, Mrs W Pang, Headteacher  
Mr Fitch, Mr C Gibbins, Mrs P High, Mr M Hughes, Miss Keen,  
Mr Manek, Mr Mutabaruka, Mr A Parish, Mrs B Walsh

**In attendance** AC & SA (item 8), AM & HS (item 9), Mr Roberts (item 10)

**Governance Professional** Lucia Page

**Absent**

Agenda Item		Action Whom/by When
<b>PROCEDURAL</b>		
1.	<b>Meeting opened &amp; Welcome</b> Meeting opened at 8.40am.	
2.	<b>Apologies for absence</b> Miss Keen arrived at 8.52am Mr Manek arrived at 8.50am and left at 9.56am – work commitments. Apologies accepted by the governing body.	
3.	<b>Declarations of business interests</b> 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.	<b>Quorum</b> Meeting quorate with 9 governors present. 8.50am - meeting quorate with 10 governors present. 8.52am - meeting quorate with 11 governors present. 9.55am – meeting quorate with 10 governors present.	
	Mr Manek joined the meeting at 8.50am	

5.	<p><b>Constitutional Items/ Governing Membership</b> Terms of office coming to an end within next 6 months – none</p> <p>Co-opted governor’s vacancy – no applications received so far. Governors discussed that they’ll need to advertise this vacancy more as they feel this vacancy needs to be filled. Also governors will approach their local communities and investigate about advertising via Governorhub - <a href="https://www.inspiringgovernance.org/recruiting-governors/">https://www.inspiringgovernance.org/recruiting-governors/</a> <a href="https://governorsforschools.org.uk/">https://governorsforschools.org.uk/</a></p> <p>Skills Audit Review Chair has fedback the results of the audit. Governors were advised, in terms of not knowing National and local education news that is for governors to ensure they keep themselves up to date. Some of these are also covered within the items in the HT’s report. Not knowing features of good governance is easily remedied - governors were advised to attend courses run by governor services. HT highlighted the Countywide Governor Briefings to all governors. The assessment area is that gets looked at three times a year during the full governing body meetings. There is a course run by governor services which can be accessed too.</p> <p>Following this review, Training &amp; Development governor will need to look at training needs as a result of this and recommend to upskill in certain areas that have been highlighted.</p>	<p><i>All governors</i></p> <p><i>T&amp;D Governor</i></p>
	Miss Keen joined the meeting at 8.52am	
6.	<p><b>Minutes of the previous meeting</b> The minutes of the meeting were confirmed and signed as a true representation of the meeting.</p>	
7.	<p><b>Matters arising from previous meeting minutes</b> Pay policy update has not been actioned as yet. Will be actioned for the next meeting.</p>	
<b>SCHOOL IMPROVEMENT</b>		
8.	<p><b>School Council Report</b> Two members of the School Council have joined us for this item and reported the following. This year the school council has managed to achieve multiple things: firstly, they campaigned for a buddy bench on the KS2 playground. The pupils now have one where children can sit if they are feeling lonely and other children can then buddy up and play or sit with them. All the school councillors have lanyards to identify them. This helps pupils around the school know who they are and can speak to them about their ideas for the school. Additionally, they have spoken to the Friends’ Association to fund future events and they ran a very successful stall at the fete called ‘The Human Fruit Machine’ where they raised £85. Moreover, Highworth Grammar School Council came to one of their meetings to discuss how they run their school council. It was interesting to hear what worked well for them and it was reassuring that many of their ideas our school council already had in place. They campaigned for a girls’ football team and they were pleased to announce that one is up and running. They train once a week and have played some matches with great success. Running alongside the general election are the Great Chart elections. The school councillors have split into different political parties and have been meeting pupils to go through and promote their manifestos. Whichever Great Chart party wins will get their ideas worked on to help improve the school starting from September 2024. The school council has managed to achieve all these wonderful things and are working hard to make our school <b>A great place to discover and learn.</b></p>	
9.	<p><b>Eco Warriors Report</b> Two Eco Warriors have joined us for this item and reported the following. The Eco-Warriors have been fighting to reduce the carbon footprint and help solve climate change. Part of this has been to enter a competition called Statswars - it is based around finding out the statistics around what the school is doing to our environment and using this information to understand the changes that need to be made. If they win the competition, they’ll get £500 worth of eco supplies.</p>	

	<p>They started by finding the carbon footprint by researching different sites - they decided to use the World Wildlife Fund (WWF) Footprint Calculator. They took the tests individually and realised not all of the scores were the same. The highest was 16.7 tonnes and the lowest was 7.8 and there was a big range in between. All of the eco warriors had a different footprint, as some of them can walk to school and some of them have to drive as they live further away. Some of them have very big families and some have a small family. Consequently, they found the mean of all the footprints, which came out at 10.9 tonnes per year. They were shocked to find that they are considerably over the UK average and decided it was vital that it is reduced.</p> <p>The WWF break down the carbon footprint into 4 different categories: food, stuff, home and travel. They found out that overall the consumption percentages were: Food - 21% Travel - 23% Stuff - 28% Home - 28%</p> <p>They looked at the food, home, travel and other stuff and then worked out the best way forward. They decided on their pledges by considering what they, as children, would actually be able to do. These are the 3 pledges:</p> <ol style="list-style-type: none"> <li>1. Buying second-hand and giving to charity</li> <li>2. Commit to walking somewhere instead of driving</li> <li>3. Switch off devices and lights when leaving a room</li> </ol> <p>As Eco-warriors they cannot do this by themselves. They made posters to tell everyone what they are doing and have hosted an assembly about this challenge. They are also hoping that, by talking to the governors, they might be able to support to make bigger changes to our school that will make us greener.</p> <p>Additionally, they will be writing a letter to our local MP asking them to support them in making our community a greener place.</p> <p>Finally, they went litter picking around our local area and, in 30 minutes, filled up 2 bags of rubbish. Finding out our carbon footprint and completing this challenge has really opened their eyes to our individual impact on the environment. It shocked them into action and they hope that their three pledges can now help them save the planet.</p>	
10.	<p><b>Site Managers' Report</b></p> <p>Site manager reported on the works completed since the last report in March 2024. Governors also had an opportunity to walk round the school site after the meeting to look at these.</p> <p>Following works completed:</p> <p>Abel Alarms has fitted a new control panel. The new school panic alarm is now working. A C R Air Conditioning has repaired the faulty panel in the learning lodge. Playdale has repaired the spinning log on KS2. The CCTV system has been updated and is now working properly. New door finger guards have been fitted where required. New door bolts on exit doors. Year six had new carpet edging fitted. Garden fencing was repaired and new posts were installed and treated with preserver. New tennis and netball courts have been marked out on the white zone. Two trees in the outside art area have been reduced in height due to tree dieback. A huge amount of weeding and hedge trimming throughout the school. The school and sensory gardens are looking good.</p>	
11.	<p><b>Health &amp; Safety Report</b></p> <p>The Health &amp; Safety report from H&amp;S leader is filed with these minutes.</p> <p>Health &amp; Safety governor also provided a written report, following his meeting the H&amp;S leader. He also reported that the issues with the alarm have now been sorted.</p> <p>Lockdown was cancelled as the alarm was not working at the time. The HT reassured Governors that the school had put an alternative in place whilst the alarm was being remedied. There will be a drill before end of term.</p> <p>Lockdown workshop was attended by HT and H&amp;S Leader.</p> <p>Question was raised about risk assessment for trips and how these are completed by staff. He informed the governors that staff complete these before they take children out as they need to consider pupil/adult ratio and any pupils who might need additional assistance.</p> <p>Separate risk assessment is completed for the overnight residential.</p>	
12.	<p><b>Sport Premium</b></p> <p>PE Leader provided a report on all initiatives the school has undertaken during this academic year from Sports Premium Grant. The full breakdown of spend is still being compiled and will be added to the website by 31<sup>st</sup> July.</p> <p><b>Q: Any reason why the school doesn't do cricket?</b></p>	

	<p>A: PE curriculum doesn't actually require cricket but only skills of cricket and these are covered. To run a club staff would need to volunteer.</p> <p><b>Q: Can Sports Premium grant be used for forest school?</b></p> <p>A: Yes as it comes under health and outdoor activity as well.</p>	
13.	<p><b>School Development Plan 24/25</b></p> <p>The impact for 23/24 priorities was discussed in detail at the SDP day review meeting in June and the full report is available on governors' shared drive.</p> <p>Priorities and governors responsible for 24/25 have been proposed as follows:</p> <ul style="list-style-type: none"> <li>• To ensure consistency of the teaching of reading across the school moving to a blended approach of guided reading to whole class daily reading sessions. <b>Governor: Mr Manek &amp; Mr Parish</b></li> <li>• To continue to drive to raise the standards of writing throughout the school to reduce the data gap between reading and writing for all pupils. To increase the number of pupils achieving greater depth in writing. <b>Governor: Mr Manek &amp; Mr Parish</b></li> <li>• To ensure a clear progression of learning within maths teaching across the school to ensure pupils use a range of strategies and methods to investigate, solve and reason. <b>Governor: Mr Mutabaruka &amp; Miss Keen</b></li> <li>• Effectively review and evaluate the impact of the foundation curriculum subjects on pupil achievement- are children knowing and remembering more? Establish strategies to assess pupils and to implement manageable recording systems for all subjects. <b>Governor: Mrs Windle &amp; Mr Gibbins</b></li> <li>• Implement and embed The Empowerment Approach to behaviour and inclusion across the school and the wider school community to ensure pupils feel happy, safe and secure, and to establish a positive learning environment. <b>Governor: Mrs Walsh &amp; Mr Hughes</b></li> <li>• Through the EYFS curriculum, to develop an understanding and appreciation of cultural diversity enabling pupils to learn to see the world from different viewpoints and instilling respect for others' beliefs and practices. <b>Governor: Mr Fitch &amp; Mr Gibbins</b></li> </ul> <p>Proposer: Mrs Windle  Seconded: Miss Keen  All agreed unanimously.</p> <p>Governors discussed and raised questions over staff wellbeing and whether the above priorities are achievable. Headteacher was happy with these.</p>	
14.	<p><b>Governance Development Plan 24/25</b></p> <p>Governors discussed the priorities below and to carry these forward into the next year.</p> <ul style="list-style-type: none"> <li>• Support the school to implement the 5 year plan. Establish how it is monitored and reviewed.</li> <li>• Building the team to ensure governors carry out their core responsibilities and integrate fully into the life of the school.</li> </ul> <p>All unanimously agreed to these.</p>	
15.	<p><b>Finance Update</b></p> <p>Budget monitoring for June was shared with governors prior to the meeting. There is not much to report at this stage and the budget looks on target apart from a slight reduction of High Needs Funding as a pupil will be leaving to a specialist provision in September. However, slight saving can also be seen in the E-03 Education Support Staff.</p> <p>Budget – Three Year Plan Feedback from KCC – this was not available prior to the meeting and will be shared with governors at a later date.</p>	
16.	<p><b>Safeguarding</b></p> <p>The safeguarding governor provided a written report and this is filed with the minutes. He also would like to commend the safeguarding team and he feels safeguarding across the school is very effective. He will work with Miss Adams (DSL &amp; Online Safety) and will plan an online safety day for parents and pupils.</p> <p>Headteacher reported:  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</p>	

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 (27.06.24)**

Type of support	Number of pupils
Social Services - Child Protection	0
Social Services - CHIN	0
Social Services - Child and Family Assessment	2
CAFCASS	2
Early Help Intervention	5
Family Liaison support	23

**Training**

2 DSLs have attended DSL refresher training.

All members of staff have received a summary of the changes to KCSIE 2024.

**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 on the 19th June 2024. The Annual Safeguarding report and self-review tool was shared with Mr Manek.

**KCSIE 2024 - summary of changes**

Please refer to the summary document

**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 18.06.24. No members of staff outstanding.

**Filtering and Monitoring**

We are currently with Broadband 4 and use them for our monitoring and filtering system (Lightspeed). We will be moving to a different provider from September 2024. This will mean we will have a new monitoring and filtering system too. Citibusiness (our IT Support) will be monitoring this.

**Cybersecurity**

Staff have been asked to activate 2 factor verification on their google accounts. Each time they access their account on a new device a code will be sent to their mobile phone.

**Behaviour (14.05.24- 03.07.24)**

Category	Type	Comments
Bullying allegations	0	
Racist incidents	1	A Y3 child mentioned another child's skin colour. This was reported to the parents who felt it was a racist comment. When the allegation was investigated the child had mentioned skin colour during a colouring activity. No further action.



OTHER		
20.	<p><b>Wyvern Satellite Provision</b></p> <p>The yearly report from a member of Senior Leadership team from Wyvern was shared with governors and is filed with these minutes.</p> <p>The report was extremely positive highlighting how the children have thrived in their new setting, and all have made excellent progress. Wyvern School had a full graded Ofsted inspection in March 2024 and an inspector has visited the satellite provision, who reported being very impressed. The Wyvern school was very pleased to receive a “good” grading overall and in all categories.</p>	
21.	<p><b>Chair’s Actions / Correspondence</b></p> <p>Chair reported that she had attended the new parents' evening. She also attended the annual school fete also.</p> <p>Governors asked to pass thanks onto Friends' and school staff for a successful school fete.</p>	
22.	<p><b>Training</b></p> <p>Training &amp; Development governor reported that this term was quiet in terms of training.</p> <p>Training will restart in the new term.</p> <p>Chair highlighted skills audit and to link training to that, this was discussed in more detail during item 5.</p>	
23.	<p><b>Confidentiality / Publication of Minutes</b></p> <p>The governors considered that all parts of the proceedings could be released for communication.</p>	
24.	<p><b>Any Other Urgent business</b></p> <p>Academy Status</p> <p>The Headteacher has shared a letter that was received from an academy trust asking if the school would be interested in joining them. She felt this is something the governing body needs to consider.</p> <p>Governors discussed this in depth and didn't feel this was the right direction for the school.</p> <p>Boost the budget with funds and freebies</p> <p>A governor highlighted a recent email from Governorhub with the above title. To be considered by SLT.</p>	
25.	<p><b>Dates and times of future meetings</b></p> <p>Monday 2<sup>nd</sup> September 8.30am – Visioning Day (with lunch)</p> <p>Thursday 19<sup>th</sup> September 9am – HT Performance Management Review</p> <p><b>Pay Committee meeting to be scheduled after HT PM and before FGB</b></p> <p>Wednesday 9<sup>th</sup> October 5pm – Governing Body Meeting</p> <p>Sunday 3<sup>rd</sup> November – Fireworks – help welcome</p> <p>Friday 13<sup>th</sup> December 8.40am – Governing Body Meeting</p> <p>Wednesday 12<sup>th</sup> February 5pm – Governing Body Meeting</p> <p>Friday 28<sup>th</sup> March 8.40am – Governing Body Meeting</p> <p>Wednesday 21<sup>st</sup> May 5pm – Governing Body Meeting</p> <p>Saturday 21<sup>st</sup> June – School's Summer Fete – help welcome</p> <p>Friday 4<sup>th</sup> July 8.40am – Governing Body Meeting</p>	
26.	<p><b>Meeting closed at 10.11am</b></p>	

Signed ..... Chair of Governors

Date .....