



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 27th March 2024
Time 8.40am**

Present Mrs S Windle, Chair, Mrs W Pang, Headteacher
Mr S Fitch, Mrs P High, Mr M Hughes, Mr R Manek, Mr A Parish, Mrs B Walsh

In attendance Mr T Roberts (item 8)

Governance Professional Lucia Page

Absent Mr C Gibbins, Miss J Keen, Mr P Mutabaruka

Agenda Item		Action Whom/by When
PROCEDURAL		
1.	Meeting opened & Welcome Meeting opened at 8.44am.	
2.	Apologies for absence Mr S Fitch - work commitments, but joined the meeting at 9.35am for item 13. Mr C Gibbins - work commitments Miss J Keen - unwell Mr P Mutabaruka - unwell 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 7 governors present. 9.35 meeting quorate with 8 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 – deferred to the next meeting in Vice Chair’s absence.	

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 None.											
SCHOOL IMPROVEMENT												
8.	Site Report Site manager provided this report on the works completed since the last report in December 2023. <ul style="list-style-type: none"> ● carpets deep cleaned and corrected any health & safety hazards ● hall floor polished ● fixed blinds and curtains around the school ● sealed CCTV camera that had a leak inside it ● EYFS area pressure washed ● willow arch damaged in storm, was corrected ● damaged fence to school garden and KS2 playground fixed ● damaged toilets around the school fixed ● outside art area cleaned of leaves and a dead tree cut down ● tree work on the playground carried out following the tree risk assessment ● legionella risk assessment works carried out ● emergency lights replaced around the school Future works will include: <ul style="list-style-type: none"> ● log roll unit broken, this was only fitted in August - Site Managers have reported this to the company and hoping to have it replaced ● ski walker will need to be fixed as it is coming out of the ground ● gas safety works will be carried out in Easter break, following the gas safety inspection. Site Managers were thanked for all their hard work.											
9.	School Development Plan Headteacher provided a detailed report to governors that is attached to these minutes.											
10.	Governance Development Plan Operational v strategic - understanding the Govenors' role - Lead governor not present so no update was provided. Ensure monitoring visits are effective and carried out consistently - Chair informed that updated report forms are being used as a trial, training session on monitoring visits undertaken. Chair asked whether the new format is working better. Governors felt, these are more user friendly. The reports should be a summary and reflection of the visit and not verbatim, less is more. Governors were informed that a training session available on Governorhub - 18th June - Holding leaders to an account. Chair attended and said it was very useful to attend. Governors were asked for feedback with regards to school visits and contacted the Chair privately to do this. Support the school in implementing the 5 Year Strategic Plan - Lead governor not present so no update was provided.	<i>All Governors</i>										
11.	Safeguarding Child Protection Update - Governors - Term 4 2024 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 (18.03.24) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type of support</th> <th style="text-align: left;">Number of pupils</th> </tr> </thead> <tbody> <tr> <td>Social Services - Child Protection</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Social Services - CHIN</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Social Services - Child and Family Assessment</td> <td style="text-align: center;">0</td> </tr> <tr> <td>CAFCASS</td> <td style="text-align: center;">2</td> </tr> </tbody> </table>	Type of support	Number of pupils	Social Services - Child Protection	0	Social Services - CHIN	0	Social Services - Child and Family Assessment	0	CAFCASS	2	
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Early Help Intervention	5
Family Liaison support	19

Training

No further training this month as Staff have had Cyber Security training.

Designated Safeguarding Leads meetings and supervision

DSL meetings continue fortnightly with supervision sessions offered to staff. EYFS supervision is offered termly.

Governor Monitoring

Mr Manek met with Miss Adams 25.03.24 - please refer to his report

Online Safety

Miss Adams and Mr Manek ran an online safety course for parents on the 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 05.03.14. No members of staff outstanding.

Behaviour (26.01.24 - 18.03.24)

Category	Type	Comments
Bullying allegations	0	
Racist incidents	0	
Online Safety Incidents Term 4	2	1x Y4 child aware of an inappropriate app. Parents spoken to. Y5 issues with Read Theory being used at home: Pop ups appear. The problem doesn't happen in school. We are no longer using Read Theory and have informed the company of the problem. Parents have been made aware.
Behaviour - isolation, suspensions and exclusions	2	Reduced timetable

Safeguarding Governor report

Verbal report was provided from the safeguarding governor with a written report to follow.

Online Safety evening went well, but attendance was very low, with only about 15 attending. Parents were concerned about online safety and the evening was well received by those who attended.

The powerpoint was shared with all parents.

There was nothing major to report following the safeguarding visit. No social services involvement currently and no concerns.

Full report will be attached to these minutes.

12.

Finance Update

Budget monitoring

February 2024 - 11 months' budget monitoring was shared with governors via email. No questions were raised.

End of Year accounts – Closedown March 2024

The final report was shared with governors prior to the meeting.

The rollover carried forward for the revenue is £103,838 and for capital is £15,680.

The final reports from KCC will be presented to the governing body at the next meeting once we receive them from Local Authority.

No questions were raised.

	<p>SFVS Approval Governors had an opportunity to read through this document and there were no further amendments suggested. Proposal: to approve the document for submission to KCC Finance. Proposer: Mr Parish Seconded: Mrs Walsh All governors unanimously approved and the Chair has signed the document off. This will be submitted to KCC finance before 31st March 2024.</p> <p>Asset register Annual audit of assets was completed in March 2024 and the certificate A was signed by the Headteacher on 14th March 2024. The report of disposables was discussed with governors in detail. They were informed that the following items were either old or obsolete and could not be fixed: 5 Chromebooks, a washing machine, 1 tablet, 2 desktop PCs. 3 items are currently reported as missing. These are 3 Chromebooks from the same area. The school is hoping to move the asset register check to the autumn term, so staff can carry this out during the summer holidays when they are moving classes for example. There is more time and also staff are able to have a good search in their areas, when they are empty. We are hoping the missing items will be found.</p> <p>Contract IT Support SBM explained the issues with the current IT company where they don't provide support for certain aspects of IT, such as phone system software, CCTV software. Whilst she was looking for individual contracts for these, she found a company that provides a full comprehensive service including Broadband, filtering and reporting. The full cost of the contract would be £16,140 but this includes all in one. This compares to prices of individual contracts for IT support in the region of £11,000-12,500 and on top of that the Broadband service at approximately £4000 and phone and CCTV contracts on top of this. Proposal – to approve the new contract with Citi Business Proposer: Mr Hughes Seconded: Mr Manek All approved unanimously.</p>	
	Mr Fitch joined the meeting at 9.35am	
13.	<p>GDPR Annual GDPR report was shared with the governing body and is filed with these minutes. Data Protection Lead (DPL) reported 4 breaches, all identified as low risk. Governors were advised that the school is changing their Data Protection Officer to a new company from May 2024, Satswana. Satswana will be providing a full staff and governors training session during the annual Visioning day on 2nd September. GDPR policy, privacy Notices and Consent Forms were updated March 2024.</p>	
14.	<p>Health & Safety The Health & Safety Lead provided a report for governors and this is filed with these minutes. The Health & Safety governor visit took place on 12th March. Full written governor report was shared with governors prior to the meeting and is filed with these minutes also. H&S governor provided verbal feedback to the full board.</p> <p>Thanks to be passed onto H&S Leader and also the Site Manager and the Assistant Site Manager for all the hard work they do to keep the site safe for everyone.</p>	
15.	<p>Review of policies Cyber Security policy – new policy GDPR policy was reviewed with no changes. Proposer: Mrs Windle Seconded: Mrs Walsh Policy was unanimously approved.</p> <p>Health and Safety related policies – updated – for information only: Lock down Policy Asthma Policy Lone Working Policy Personal Care Policy</p>	

16.	<p>Governing Body Reports</p> <p>Received reports from governors' statutory visits as per the visit schedule, all these are attached to these minutes:</p> <ul style="list-style-type: none"> a) Finance - 2 visits – reported in item 11 b) Safeguarding – item 10 c) Health & Safety – item 12 d) Inclusion – deferred to next term as the visit didn't take place <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p> <p>Chair reminded the governors responsible for the Year 4 and Year 6 visits to carry these out asap as no visits taken please as yet and we are going into term 5.</p>	<p><i>All Governors</i></p> <p><i>Mr Parish, Miss Keen, Mrs Walsh</i></p>
OTHER		
17.	<p>Chair's Actions / Correspondence</p> <p>Monthly catch up with the headteacher took place.</p>	
18.	<p>Training</p> <p>No report was provided in the absence of the Training & Development Governor.</p> <p>Chair and Headteacher reminded governors to attend Cyber security training. Governors conference - 1 free place left for someone to attend - 20th May - all day Governors were reminded to refer to the monthly bulletin where all the training is listed.</p>	<p><i>All Governors</i></p>
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>None</p>	
21.	<p>Dates and times of future meetings</p> <p>Wednesday 22nd May 5pm – Governing Body Meeting Saturday 22nd June - School Fete - help welcome Friday 5th July 8.40am – Governing Body Meeting Monday 2nd September 8.30am - Visioning day</p> <p>Academic Year 2024/2025 - Provisional</p> <p>Wednesday 9th October 5pm – Governing Body Meeting Sunday 3rd November – Fireworks – help welcome Friday 13th December 8.40am – Governing Body Meeting</p> <p>2025</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 10.05am</p>	

Signed Chair of Governors

Date