



Minutes of the Governing Body of Great Chart Primary School
Held at the school on 28th March 2025
Time 8.40am

Present	Mrs S Windle, Chair, Mrs W Pang, Headteacher Mr S Fitch, Mrs P High, Mr M Hughes, Mr R Manek, Mrs B Matovu-Fontaine, Mr P Mutabaruka, Mr A Parish, Mrs B Walsh
In attendance	Mr T Roberts (item no.8)
Governance Professional	Mrs L Page
Absent	Ms A Crosby, Miss J Keen

Agenda Item		Action Whom/by When
	PROCEDURAL	
1.	Meeting opened & Welcome Meeting opened at 8.45am. Mrs Matovu-Fontaine was formally welcomed by the governing body.	
2.	Apologies for absence Ms A Crosby - travel Miss J Keen – work commitments Mr Manek left at 10.18am during item 12 due to work commitments. 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. 10.18am - meeting quorate with 9 governors present.	
5.	Constitutional Items/ Governing Membership Terms of office coming to an end within next 6 months – Mrs High (30 th April 2025), Mr Manek and Mr Mutabaruka (31 st May 2025) Mr Manek and Mr Mutabaruka to inform Chair & Governance Professional whether they want to stand again. Staff election currently in progress, nominations are due on 31 st March. Governance Professional will update the governing body of the result. Mr Fitch announced his resignation and this is his last meeting. He was thanked for his service and the support he provided to the school. Gov body to consider upcoming vacancy. Perhaps someone with a strategic overview skill would be an advantage. All governors to try to recruit and advertise if possible.	Mr Manek Mr Mutabaruka Gov. professional All Governors

6.	<p>Minutes of the previous meeting</p> <p>The minutes of the meeting were confirmed and signed as a true representation of the meeting.</p>	
7.	<p>Matters arising from previous meeting minutes</p> <p>None.</p>	
SCHOOL IMPROVEMENT		
8.	<p>Site Report</p> <p>Site manager reported on the works completed since the last report in December 2024.</p> <ul style="list-style-type: none"> • Bike store lockers fixed, the doors might need to be removed. • Learning lodge entrance door will need to be repaired or replaced. • Fence on KS2 lowered so children can be more visible. • School garden cleared and ready for planting. • Sensory garden - willow arch repaired. • KS2 playground - play equipment fixed as bolt snapped. Playground equipment is being checked at least monthly by the site staff. • Pipe works fixed in toilets and sink units - general wear and tear. • Recycling bins all over the site. • New keypad for school main gates. • Benches on playgrounds sanded and will be repainted. • Heating pumps keep failing, looking at different options of having these fixed. <p>Q: Any plans for Easter holiday works?</p> <p>A: Sensory garden and planting around the grounds. Also the new catering company starts after Easter. There is lots of new equipment arriving. Old equipment will need to be disposed of and recycled by the site team.</p>	
9.	<p>School Development Plan</p> <p>Headteacher provided a detailed progress report to governors that is attached to these minutes.</p>	
10.	<p>Climate Action Plan</p> <p>Mrs Pang reported to governors on the recent Climate Action Plan that the sustainability group are working on:</p> <ul style="list-style-type: none"> • School put together a sustainability policy • Having a smart meter put in • Timer controlled on charging trolleys • Printers being turned off over holidays and weekends • School will look at having more sensor lighting • Power down strategies - turn off computers and boards for weekends and holidays • Heating - Power down days • Waste collection changed - recycling food waste and more recycling bins purchased • Second hand uniform sales - to increase and consider other items to recycle such as coats and wellington boots • Heatwave policy and flood alerts • Water butts to be installed • Raising awareness of water consumptions, for example dual flush • Ecosia search engine to be used - as they donate a tree when this is used • Culture - part of strategic and development plans • Curriculum - embed into the curriculum <p>School is already fully compliant with the new 'simpler recycling' guidance that will be applicable from 31st March 2025.</p>	
11.	<p>Governance Development Plan</p> <p>The governors have discussed their priorities.</p> <p>The visits were reviewed and discussed. Focus on development priorities. There was also a discussion over the timings of the meetings. There was a request for the evening meetings to be later. However, governors also need to consider staff who attend and their working hours.</p> <p>School Strategic plan - next steps:</p> <ul style="list-style-type: none"> - guiding plan/framework - how do we track actions - the development plan would feed to strategic plan - report back to board on progress, perhaps annually - break each priority down - 'road map' direction of travel - action plan across the 5 years - break strategic planning day into 3 areas - progress towards each one 	

Safeguarding

Safeguarding governor reported verbally on his recent visit. Written report provided is attached to these minutes.

Headteacher raised a concern over the use of the word 'Bullying' within the report. She explained for the incident reported, this was an issue between two children and was not a bullying incident. This was clarified to the governing body.

Child Protection Update from 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 (04.02.25-24.03.25)

Type of support	Number of pupils
Social Services - Child Protection	0
Social Services - CHIN	1
Social Services - Child and Family Assessment	0
Early Help Intervention	2
Family Liaison support	24

Training

Staff received training relating to allegations made against staff, low level concerns and LADO involvement.

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 Mrs Ostridge and Miss Adams on the 25th March 2025.

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 18th March 2025. Two outstanding checks (disclosure numbers). One new and one has been outstanding for over 5 months. This has been escalated to Kent police and they confirmed to have a backlog. However, they escalated this application as a priority.

Martyn's Law

The Terrorism (Protection of Premises) Draft Bill is expected to be put before Parliament in the spring of 2024. The bill, commonly known as Martyn's Law, intends to improve safety in publicly accessible places if a terrorist attack occurs. The types of premises the law will apply to include primary and secondary schools. One of the primary obligations of those responsible for Standard Tier premises is to implement procedures that, so far as reasonably practicable, reduce harm to the public and staff at the premises in the event of a terrorist attack. These include evacuation, invacuation, lockdown and communication.

Creating your response

When formulating plans and procedures, schools should focus on three main topics.

- Guide – how to direct people towards the most appropriate location.
- Shelter – establish how the site can lockdown and provide refuge for those on-site.

	<ul style="list-style-type: none"> Communicate – have a mechanism to communicate quickly and effectively with the appropriate people on the site. <p>We will need to look at the following:</p> <ul style="list-style-type: none"> Risk Assessments: Schools need to carry out regular assessments to identify potential risks from terrorism and take action to mitigate these risks. Evacuation, Invacuation, and Lockdown Procedures: Schools will need to have plans in place for safely evacuating or locking down the premises in case of an attack. These procedures should outline how to secure doors, move students to safe areas, and limit access to vulnerable parts of the building. Communication Plans: Schools must ensure they have systems in place to alert staff and students during an emergency. This could involve the use of public address systems, alarms, or other technology that enables swift communication during a crisis. <p>We will be waiting for more advice from KCC.</p> <p>Online Safety</p> <p>Y5 and Y6 have taken part in online safety workshops delivered by Highworth Digital Ambassadors. These have been really beneficial. Mr Manek and Miss Adams have also planned another online safety session for Y6 pupils and parents.</p> <p>Behaviour (04.02.25- 24.03.25) 10.03.25</p> <table border="1"> <tr> <td>Bullying allegations</td><td>0</td><td></td></tr> <tr> <td>Racist incidents</td><td>1</td><td>Issue at the John Wesley park with a child from the school calling a Y5 pupil an inappropriate name. HT contacted who dealt with the incident. Victim and parents spoken to.</td></tr> <tr> <td>Online Safety Incidents</td><td>7</td><td> 1x Y2 pupil - Brought a smartwatch to school and recorded some children. Pupil and parents spoken to. Recordings deleted. Message sent to all parents regarding smart watches. 1x Y3 pupil - watching scary things on YouTube out of school. Parents informed. 1x Y4 pupil - watching squid games. Parents informed and advised on appropriate ages. 1x Y6 pupil - inappropriate and unkind messages in a Whatsapp group. Children and parents spoken to. 1x Y6 pupil - speaking to an unknown person online - child and parents spoken to. 1x Y5 pupil - lightspeed notification - inappropriate word used. Pupil spoken to. 1x Y5 pupil - Pupil disclosed that she had an older friend on Roblox who was being unkind. Parents informed. </td></tr> </table>	Bullying allegations	0		Racist incidents	1	Issue at the John Wesley park with a child from the school calling a Y5 pupil an inappropriate name. HT contacted who dealt with the incident. Victim and parents spoken to.	Online Safety Incidents	7	1x Y2 pupil - Brought a smartwatch to school and recorded some children. Pupil and parents spoken to. Recordings deleted. Message sent to all parents regarding smart watches. 1x Y3 pupil - watching scary things on YouTube out of school. Parents informed. 1x Y4 pupil - watching squid games. Parents informed and advised on appropriate ages. 1x Y6 pupil - inappropriate and unkind messages in a Whatsapp group. Children and parents spoken to. 1x Y6 pupil - speaking to an unknown person online - child and parents spoken to. 1x Y5 pupil - lightspeed notification - inappropriate word used. Pupil spoken to. 1x Y5 pupil - Pupil disclosed that she had an older friend on Roblox who was being unkind. Parents informed.	
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13.	<p>Finance Update</p> <p>Budget monitoring – February 2025</p> <p>The budget monitoring for February 2025 was shared with governors via email at the beginning of February. This was also discussed in depth at the latest finance monitoring governor visit. Full report from the visit is attached to these minutes.</p> <p>Following questions were raised:</p> <p>Q: I05 Pupil Premium is showing a £1.8K lower income. I believe this is probably down to how the allocation of money changed. However there is no mention of this variant in the comments section. Please can you confirm the reason for the variation?</p> <p>A: The budget is based on estimated pupil premium numbers when set in May. Then in October the budget is adjusted based on the actual number taken on the Census date.</p> <p>Q: What is happening around HNF (High Needs Funding) for the new financial year (2025/26) and how is the school placed to deal with it?</p> <p>A: We currently do not know what funding we will receive. All schools are in the same position. However, it is believed that there will be a reduction in funding for this part of the education system. The school is looking at ways of making any necessary savings.</p>										

	<p>Although the school is in a better position than originally thought at the beginning of the financial year (2024/25) i.e. £57K forecasted in year deficit is now £33K. This increases the school's revenue balance carried forward sum from 46K to around 70K. (The 12th month's accounts to be finalised at the end of March.)</p> <p>Governors to note that the school is using up their reserves and the rollover is decreasing from year to year - 2023/24 - 103K to 2024/25 - approximately 70K.</p> <p>SFVS</p> <p>Governors had an opportunity to read through this document and there were no further amendments suggested.</p> <p>Proposal: to approve the document for submission to KCC Finance.</p> <p>Proposer: Mr Fitch</p> <p>Seconded: Mr Hughes</p> <p>All governors unanimously approved and the Chair has signed the document off. This will be submitted to KCC finance before 31st March 2025.</p> <p>9 month budget monitoring feedback from KCC finance</p> <p>This was shared with the governing body. No question raised and they were happy with the explanations provided.</p> <p>Breakfast Club Debt</p> <p>SBM updated the governing body that there was no response from the parent with regards to this. Governors were disappointed with the outcome, however decided to write the debt off and stop chasing.</p>	
14.	<p>GDPR</p> <p>Annual GDPR report was shared with the governing body and is filed with these minutes.</p> <p>Data Protection Lead (DPL) reported 4 breaches, all identified as low risk.</p> <p>GDPR policy, privacy Notices and Consent Forms were updated March 2025.</p>	
15.	<p>Health & Safety</p> <p>The Health & Safety Lead provided a report for governors and this is filed with these minutes.</p> <p>The Health & Safety governor visit took place on 11th March. Full written governor report was shared with governors prior to the meeting and is filed with these minutes also.</p> <p>H&S governor provided verbal feedback to the full board.</p>	
16.	<p>Review of policies</p> <p>GDPR policy was reviewed with no changes.</p> <p>Proposer: Mr Hughes</p> <p>Seconded: Mr Mutabaruka</p> <p>Policy was unanimously approved.</p> <p>Health and Safety related policies – updated – for information only:</p> <p>Asthma Policy</p> <p>Lone Working Policy</p> <p>Personal Care Policy</p>	
17.	<p>Governing Body reports</p> <p>Received reports from governors' statutory visits as per the visit schedule:</p> <ul style="list-style-type: none"> a) Finance – covered in item 13 b) Health & Safety – reported in item 15 c) Safeguarding – reported in item 12 d) Attendance monitoring - to follow e) Website to follow <p>Inclusion outstanding report to follow.</p> <p>Year 2 and Year 3 visit reports also took place and are filed with these minutes.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p>	<p>Mrs Walsh</p> <p>Miss Keen</p> <p>Miss Keen</p>
	OTHER	
18.	<p>Chair's Actions / Correspondence</p> <p>None</p>	
19.	<p>Training</p> <p>No report provided by the Training and Development governor in their absence.</p>	

	Some reports from recent training and PowerPoints are included for all to read in the training folder on the shared google drive.	
20.	Confidentiality / Publication of Minutes The governors considered that all parts of the proceedings could be released for communication.	
21.	Any Other Urgent business None.	
22.	Dates and times of future meetings and other events Wednesday 22 nd May 5pm – Governing Body Meeting Friday 5 th July 8.40am – Governing Body Meeting 2025/2026 Tuesday 2 nd September 8.30am – Visioning Day Wednesday 8 th October 5pm - Governing Body Meeting Friday 12 th December 8.40am - Governing Body Meeting Wednesday 11 th February 5pm - Governing Body Meeting Friday 27 th March 8.40am – Governing Body Meeting Wednesday 20 th May 5pm – Governing Body Meeting Friday 3 rd July 8.40am – Governing Body Meeting	
23.	Meeting closed at 10.45am.	

Signed Chair of Governors

Date