



**Minutes of the Governing Body of Great Chart Primary School
Held at the school on 25th May 2022
Time 5.00pm**

Present Mr S Fitch, Chair of Governors Mrs W Pang, Headteacher
Mrs S Windle, Vice Chair
Mr C Gibbins, Mrs P High, Mr Manek, Mr P Mutabaruka, Mr A Parish,
Dr J Wong

In attendance N/A

Governance Professional Lucia Page

Absent Mrs C Dottin-John, Mrs B Walsh

Agenda Item		Action Whom/by When
Procedural		
1.	Meeting opened & Welcome Meeting opened at 5pm.	
2.	Apologies & Quorum Mrs Dottin-John - work commitments. Mrs Walsh – away on holiday. 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.	
4.	Quorum Meeting quorate with 9 governors present. Mr R Manek left at 6.26pm at the end of item 13, due to childcare. Meeting with 8 governors left present remained quorate.	
5.	Constitutional Items/ Governing Membership Co-opted vacancy - at the next meeting governors will formally discuss moving one of the current parent governors whose child is due to leave the school to this vacancy. Parent governor election will follow possibly in September so the new intake parents can apply should they wish to. Governors noted that Chair's term is coming to an end in the autumn term and therefore self-nominations from governors will be required. Chair informed the governing body that he will not be standing in again as he has completed 2 terms. Governance Professional will email to all in September. No term of office coming to an end within the next 6 months.	<i>Gov Professional</i>
6.	Minutes of the previous meeting The minutes of the meeting were confirmed and signed as a true representation of the meeting.	

	<p>Actions feedback: All actions have been completed apart from some outstanding visits. This will be covered further at item 17.</p>	
7.	<p>Matters arising from previous meeting minutes None</p>	
School Improvement		
8.	<p>Headteacher's Report The full report was sent with the agenda and is filed with these minutes. Governors had an in depth conversation about the recent changes in the white paper mainly about the academisation. Pros and cons were discussed.</p> <p>The Inclusion Manager reported that earlier today the school had a High Needs Funding review from the Kent County Council Special Needs department. Overall it went very well. She discussed the HNF applications in the pipeline and the issues the school is having with more and more children with complex needs coming to the mainstream setting where not enough support is provided.</p> <p>Governors raised the following questions about the Headteacher's report: Q: 219 children selected Great Chart school for September 2022. How many of these were first choice? 1st 83 2nd 88 3rd 49 Q: Attendance: Authorised absence is currently high i.e. Dec 21, 6.7%; Feb 22, 4%; April 22, 4.62%. This appears to be an increase over previous years. What is the reason for this? The increase in absence rates is due to COVID. We continued to have a huge number of pupils during Term 2, 3 and 4 who either had COVID or had to self-isolate due to family members. Q: Attendance: Worryingly Free School Meals (FSM), English as a Foreign Language (EAL), Pupil Premium (PP), Looked After Children (LAC), Special Educational Needs (SEN) and Education Healthcare Plan (EHCP) are all showing a decline in attendance. i) What measures are we taking to address this? ii) Is there a reason that we know of that is causing this problem? We are still feeling the impact of covid this year, possibly more so than last year as the lockdown days were accounted for. With no lock down restrictions, absences were recorded as normal and so the covid absences were extremely high during this period. With regards to the groups above, one pupil, who is actually part of the majority of these groups, caused us huge issues during terms 3 & 4. He was a pupil we were directed to take and was a school refuser for the previous 2 years. He was on a reduced timetable and was being supported by the school and Early Help. Unfortunately his attendance remained an issue with us at 7%. The pupil has now moved to another county. We are continuing to follow all of strict protocol and guidelines in terms of attendance but due to covid and the length of time pupils had to self-isolate this has impacted on our figures significantly. Q: What is Class Dojo? Class Dojo is a platform we use in class to record behaviour/ house points. We are also using it to support parental engagement. Parents can view photos, information posts etc of what is happening in class and school. It is very secure and only open to parents within the school. Q: Are we seeing any improvements as a result of the catch up funding? The catch up funding has been used to increase the support pupils in a number of ways: <ul style="list-style-type: none"> • Speech and language support for Early Years Foundation Stage (EYFS) and Key Stage 1 (KS1) pupils. This has enabled us to support an increasing number of pupils with speech and language concerns. This support would not have been possible without this funding. • Support in Year 5 with an extra teacher 3 times per week for maths and English has enabled focused teaching for pupils in small class sizes. Results for pupil progress in term 4 have been really positive. Making expected progress: reading (Rdg) 95%, writing (Wtg) 100%, maths 98% • Support in Year 6 with an extra teacher 4 times per week for maths and English has enabled focused teaching for pupils in small class sizes. Results for pupil progress in term 4 have been really positive. Making expected progress: Rdg 98%, Wtg 95%, maths 97% • Year 4 had an additional member of staff taking part in a Teaching Apprenticeship. This has enabled a class teacher to lead focused interventions across the year group, focusing on maths. Year 4 is a strong year group. </p>	
9.	<p>Finance Update Kent County Council (KCC) Final Accounts</p>	

	<p>School Business Manager presented the year end position to the governors for the period April 2021 to March 2022. Governors were informed that the final rollover was £108,667.06 and for capital is £263.29 which agrees to the final accounts held at the school.</p> <p>Asset Register Annual audit of assets was completed in March 2022 and the certificate A was signed by the Headteacher on 17th March 2022. The report of disposables was discussed with governors in detail. They were informed that following items were either old or obsolete and could not be fixed: kitchen mixer, jet washer, chromebook and 4 laptops.</p>													
10.	<p>Budget 2022/23 The School Business Manager presented the three-year budget plan to governors. Governors discussed the budget proposal in detail and following questions were raised: Q: What do you see as the biggest area of risk or uncertainty that could lead to us not meeting the budget outcomes? Or put another way, when you look at the budget what areas give you the greatest cause for concern? Energy bills, price of paper – these are going up by huge amounts and are difficult to predict. Also fire doors expense – not budgeted for (money in Capital could be used though) as we are waiting to hear from KCC what exactly needs to be done. Also roof and playground equipment are a bit of a worry, but we are not looking at these at this point and are hoping we can carry on with what we have a bit longer. Q: I am guessing you are being pessimistic regarding the energy bills? The outturn this past year was around £21,000 and you have budgeted £40,000 that is a lot more. Not all, the advice from the energy provider and KCC finance is to at least double the budget for these. But the increase could be up to 150%. This was confirmed by our energy providers.</p> <p>Further questions were raised at the recent finance visit and these are all listed in the written report which is filed with these minutes.</p> <p>Governors noted and are happy with the in year deficit in year 1 of -£30,809. The reserves are being used for Learning resources, mainly English and Maths, staff training and also wi-fi is being revamped in ICT budget. No capital projects are planned this year at this point. Income of £8725 confirmed by KCC. This will be used for either fire doors, any emergency or could be rolled over to the following year.</p> <p>Proposal: to agree 2022-2023 budget & 3 year budget proposal Proposer: Mr Gibbins Seconded: Mr Manek The budget proposal was unanimously agreed by the full governing body and will be submitted to KCC before 31st May 2022.</p>													
11.	<p>Pupil Achievement – Term 4 The full report on the progress is attached to these minutes. Governors asked: Q: What year groups give you the greatest concern? Year 5 and Year 1. There are some children with complex needs in these year groups and these will need to be addressed.</p>													
12.	<p>Safeguarding Headteacher provided governors with the latest Safeguarding update as follows:</p> <p>Open Cases</p> <table border="0"> <thead> <tr> <th>Type of support</th> <th>Number of pupils</th> </tr> </thead> <tbody> <tr> <td>Social Services- Child Protection</td> <td>2</td> </tr> <tr> <td>Social Services- Child In Need</td> <td>1</td> </tr> <tr> <td>Social Services- Child and Family Assessment</td> <td>2</td> </tr> <tr> <td>Early Help Intervention</td> <td>will be provided at next meeting</td> </tr> <tr> <td>Family Liaison support</td> <td>will be provided at next meeting</td> </tr> </tbody> </table> <p>Designated Safeguarding Lead (DSL) meetings and supervision DSL meetings continue monthly with supervision sessions offered to staff. EYFS supervision is offered termly. During the last meeting the DSLs reviewed an open case.</p> <p>Training New members of staff have received Safeguarding training as part of the Induction process.</p> <p>Governor Monitoring</p>	Type of support	Number of pupils	Social Services- Child Protection	2	Social Services- Child In Need	1	Social Services- Child and Family Assessment	2	Early Help Intervention	will be provided at next meeting	Family Liaison support	will be provided at next meeting	
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	<p>Dr Wong met with Miss Cadman, Miss Adams and Mrs Ostridge on 24th April. Report from this visit is included under item 17.</p> <p>Single Central Register (SCR) 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 26.04.22. Two new members of staff and 1 volunteer added. 1 member of staff has been removed due to leaving the school's employment but their records have been retained.</p> <p>Online filtering monitoring Relay monitoring is in place via Broadband 4. Alerts are sent to the IT technician and the DSL's joint email account. All alerts are actioned and recorded using CPOMs.</p>	
13.	<p>School Strategic Plan</p> <p>Inclusivity & Diversity Priority - governors discussed whether this should still be a focus for governors. The school has done a huge amount on this (detailed report was provided at the last meeting) but without the governors' involvement. They questioned whether they still need to be involved and do more on this. It was felt that there are no major concerns on this priority. This is well embedded in terms of curriculum.</p> <p>Governance Strategic Plan – Chair felt that progress was made in some of the areas but not all of them. Stakeholder engagement was discussed. Governors responsible for this felt that this priority hasn't been met according to the plan. They felt this is an ongoing priority. Ofsted ready priority - following the recent Ofsted this is no longer a priority. Curriculum oversight - training was provided to governors during the last few meetings. They commented how useful this was. Staff Wellbeing - governors are covering this in their year group visits.</p> <p>School Strategic Planning date change - Friday 17th June 9am to 12.30pm.</p>	
	<p>Mr Manek left at 6.26pm. Meeting with 8 governors left present remained quorate.</p>	
14.	<p>Performance Management</p> <p>The process has been reviewed for teachers. Headteacher is looking to make sure the teachers are improving their own practice constantly. Questionnaire was carried out with staff where they were able to comment on what they like and dislike about the current process. The pupil progress target was viewed as a negative. Personalised target linked to staff's own personal development was highlighted as something staff would like as they would feel they could be adding value to the school. Appraisal process for 2022/23 will change slightly. Self review will be part of it and then 2 targets. One will be a research based project to improve their own practice that will have an impact. Everyone should have a mindset that everyone should improve. Second target will be linked to the strategic plan.</p> <p>Q: What is the plan on how to put this together as some staff might not have the experience of this? During the first term the project will not be set. Staff will get to know their classes first and that will then lead onto the project. Templates will be provided to keep staff on target and will be reviewed regularly and then formally at the mid year review.</p> <p>Q: What is the criteria of how you achieve this? They will need to present the project, it will be evidence based. Some might not be measurable so each project will be treated individually.</p> <p>One governor made a comment that staff need to realise that the project is a personal development and it might not be implemented school wide, even though it might. It is important to make sure it will not affect staff well being.</p> <p>Q: What is the benefit to the school? HT feels staff are making themselves to be a better teacher as they are improving themselves. They might improve something in their practice and it will help a small group of pupils or even the whole class.</p> <p>At present this will be trialed for teaching staff only.</p>	

15.	<p>Length of school day</p> <p>Feedback from staff and parent surveys was shared with the governors. Headteacher explained the Government's white paper expectations to deliver a school week of at least 32.5 hours as a minimum. The school day is currently 10 minute short every day. Staff and parents were consulted. All staff comments were positive they were happy to extend the school day by 10 minutes. Only 17 parental responses were received. Some raised concerns over after school providers starting later to accommodate this. All other comments were very positive.</p> <p>Proposal to extend at the end of the day by 10 minutes from September 2022 as follows: * Y2, Y3 and Y6- 8:30- 3pm * Y1, Y4 and Y5- 8:40- 3:10pm * EYFS- 8:45- 2:55pm (once full time)</p> <p>For afterschool clubs the school will be liaising with the outside providers so that they change their club finish times or review their costs proportionality. School will ensure that it is mindful that, especially the younger children, may find the extra 10 mins per day tiring and so the activities will be adjusted accordingly. The extra time was added to the end of the day as the mornings are already very long.</p> <p>Proposer: Mr Fitch Seconded: Dr Wong Governors unanimously agreed to the proposal as they felt it is important for the school to meet the Government's expectations.</p>	
16.	<p>Review of policies</p> <p>None</p>	
17.	<p>Governing Body reports</p> <p>Reports from the completed visits are filed with these minutes: Safeguarding, SATs, Gift Shop. Finance, SEND and EYFS visit reports will follow and be added to these minutes. Concern was raised over so many visits being outstanding: Health and Safety - Outstanding from Term 4 School Food and nutrition - Outstanding from Term 5 Reading - Outstanding from Term 5 Wellbeing - pupils - Outstanding from Term 4 Year Group Visits: None carried out as yet for these Year groups: Year 1, Year 5 and Year 6 One outstanding before end of academic year: EYFS, Year 2, Year 3, Year 4</p> <p>Vice chair will email governors reminders about the outstanding visits.</p> <p>Governors were reminded to look at the visit schedule regularly and contact the governance professional with available dates so the visits can be scheduled.</p>	<p><i>Vice Chair</i></p> <p><i>All governors</i></p>
General		
18.	<p>Chair's Actions / Correspondence</p> <p>None.</p>	
19.	<p>Training</p> <p>Update from the Training & Development governor was not available as they weren't present at the meeting.</p> <p>Skills Audit Training update was also to be provided (outstanding from March meeting) and will be deferred to the next meeting.</p>	
20.	<p>Confidentiality / Publication of Minutes</p> <p>The governors considered that all parts of the proceedings could be released for communication.</p>	

21.	<p>Any Other Urgent business School meals price increase A governor questioned the plan of price increase of the school meals. Their reason was due to the recent increase in cost of living that is affecting most families.</p> <p>The School Business Manager explained the school's position with regards to this. As the catering provider's costs have risen therefore the prices to the school have risen. School is actually already subsidising the school meals slightly. The school is not in position to increase this subsidy. Concern over vulnerable families was raised. Headteacher informed governors that vulnerable families are targeted and known to the school. School encourages parents to sign up to the FSM register and also school helps these families with either subsidising breakfast club or offering it for free. Depending on the family's circumstances.</p> <p>It was agreed that the school will go ahead with the price increase and will closely monitor the meal numbers. Report to the governing body will be provided at the meeting in December 2022.</p>	SBM
22.	<p>Dates and times of future meetings</p> <p>2022 Friday 17th June 9.00-12.30 (including lunch) - Strategic Planning Day Friday 8th July 22 - 8.40am – Governing Body Meeting Thursday 1st September 8.30-13.00 (including lunch) - Visioning Day Wednesday 5th October – 5pm – Governing Body Meeting Wednesday 16th November 6pm-7pm – KS1 and KS2 analysis with Liz Windon Friday 9th December – 8.40am – Governing Body Meeting</p> <p>2023 Wednesday 8th February - 5pm – Governing Body Meeting Thursday 30th March - 8.40am – Governing Body Meeting Wednesday 24th May - 5pm – Governing Body Meeting Tuesday 4th July - 8.40am – Governing Body Meeting</p>	
23.	<p>Meeting closed at 7.24pmm</p>	

Signed Chair of Governors

Date