



Minutes of the Governing Body of Great Chart Primary School
Held at the school on 20th May 2026
Time 5.00pm

Present	Mrs S Windle, Chair, Mrs W Pang, Headteacher Mrs P High, Mr T King, Mr A Parish, Mrs B Walsh
In attendance	N/A
Governance Professional	Lucia Page
Absent	Mr M Hughes, Miss J Keen, Mrs B Matovu-Fontaine, Miss E Steward

Agenda Item		Action Whom/by When
	PROCEDURAL	
1.	Meeting opened & Welcome Meeting opened at 5.12pm.	
2.	Apologies for absence Mr M Hughes – holiday Ms J Keen - family emergency Mrs B Matovu-Fontaine - family emergency Miss E Steward - traffic issues Mrs B Walsh – left at 6.35pm after item 14. 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 6 governors present. 6.35pm - meeting not quorate with 5 governors present.	
5.	Constitutional Items/ Governing Membership The following governors' terms of office is coming to an end within next 6 months: Mrs Windle. The term of office is due to end on 31 st August 2026. Governing Body's proposal was to re-appoint Mrs Windle for a further term from 1 st September 2026 until 31st August 2030. Proposer: Mrs Pang Seconded: Mr King The decision was unanimously agreed. Vacancies - governors are still upskilling the recently appointed governors. They are aware of the vacancies and will look to fill these in the near future. Skills Audit – governors informed that the skills audit will need to be completed. Governance professional will be sending this out. All must complete so it can be discussed at the next meeting.	

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.	Headteacher Report The Headteacher's report and related documents were available to all governors prior to the meeting. Following questions were raised: Q: Achievement: Year 5 scores are lower in Reading, Writing and Maths, is this a concern? If so, what steps are we taking to put them in a better place for year 6? I also note that although the overall scores appear lower than expected, the greater depth scores are high in Reading and Maths. A: With a high level of need in Year 5, (5 EHCPs, 6 High Needs Funding and an additional 6 SEND pupils) this is a year group where we have ensured adult support is used effectively across the year group and will ensure this happens in Year 6. Equally the year group has a high number of pupils who are working within the Greater Depth Standard. With both ends of the scales the % working at the expected has been impacted. Q: Attendance: One child is below 50%, which is obviously a concern. i) The statutory intervention process has been activated, what does this entail? ii) How long has the child had an attendance problem? A: This child is currently in Year 6 and we have had concerns for over a year. The school has actioned the following: • Strategies within school • Early Help support • School Nursing Service support • Emotional Based School Avoidance support • Social Services support Support has not had the desired impact and so the decision has been made to proceed with Statutory Intervention. This process is led by the Local Authority and the family will be given a chance to improve attendance but if not they will unfortunately face prosecution. Social Services will continue to be involved. This case has been discussed with the governor responsible for Attendance. Admissions Governors discussed in depth the profile of the new intake for September 2026. School leaders are concerned as a large number of children have extensive needs and the school might struggle to support these children as there is no funding. Governors are aware and it is becoming a real concern. SATs 61 children completed the SATs last week.	
9.	Finance Update KCC Final Accounts – Oracle report We are still awaiting for the Final accounts from KCC. Contract Review – Catering Independent Catering has been at the school for just over a year now and the school has received only positive feedback from pupils, staff, parents. However, due to costs rising for wages, pensions and food, the price per meal will be increased by the caterer. Therefore the School Business Manager proposed an increase to school meals by 0.15p per day, price per meal to be £2.75 from 1st September 2026. Proposer: Mrs B Walsh Seconded: Mr T King Governors unanimously agreed the proposal.	
10.	Budget 26/27 and 3 year plan School Business Manager presented the three-year budget plan to governors. She advised that the budgets are harder to manage from year to year with increasing pay rises and resources costs. There is no help from DfE to cover support staff increases. This has been a trend for the past few years unfortunately. Also extra costs have been passed onto schools this year by Kent County Council, in addition to de-delegation of £11,186, the school has to pay for Education Functions - £14,616. All these	

	include costs for Trade Union Duties, Health & Safety advice and training, Statutory Compliance testing, Redundancy, Moderation, School Improvement and Intervention, Teachers Pension, Employment Tribunals and Free School Meals contributions. The staffing has already been reduced significantly and the school has little room to address these financial pressures. High Needs Funding is decreasing dramatically and the whole element of this funding is very uncertain. In year 1 the budget is balanced by saving in some ledger codes. For example two teachers who are retiring are being replaced by ECTs. However, the school still has an in year deficit of -£14,234. The rollover for year 1 is expected around 48K. There will be some expectation of reducing the staffing in year 2 unfortunately if there is no improvement to funding being received. Following this, the budget looks better and reserves begin to build again in Y2 and Y3. However, this will be a huge challenge for the school when trying to support children with complex needs joining the school every year. Capital budget has been set to cover the IT spend as per the DfE requirements – Broadband costs, servers, lease of printers. However very little left for any replacement hardware therefore there is £5000 contribution from Friends' Association towards new IT, possibly new chromebooks or smart boards. There is nothing left for any site improvements. Proposal: to agree 2026-2027 budget & 3 year budget proposal Proposer: Mrs S Windle Seconded: Mr A Parish The budget proposal was unanimously agreed by the full governing body and will be submitted to KCC before 31st May 2026.																																	
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. Safeguarding Compliance - checklist: <table><tr><th>Requirement</th><th>Last Review/ Update</th><th>Next Review</th><th>Evidence</th></tr><tr><td>KCSIE 2025</td><td>Sept 2025</td><td>Sept 2026</td><td>Signed declaration form</td></tr><tr><td>KCSIE 2025 knowledge check (Staff and Gops)</td><td>Sept 2025</td><td>Sept 2026</td><td>Certificates signed - DSL google drive</td></tr><tr><td>Child Protection Policy Sept 2025 (including online safety)</td><td>Sept 2025</td><td>Sept 2026</td><td>Policy on website</td></tr><tr><td>Single Central Register</td><td>11.03.26</td><td>Term 5</td><td>SCR audit completed; fully compliant</td></tr><tr><td>DSL training</td><td>Ongoing</td><td>Ongoing</td><td>All training up to date - certificates stored in the DSL google drive New member of the EYFS team has completed DSL training</td></tr><tr><td>All staff training</td><td>Sept 2025 and ongoing</td><td>Sept 2026</td><td>CPDL record</td></tr><tr><td>All Governor training</td><td>Sept 2025</td><td>Sept 2026</td><td>Signed declaration form</td></tr></table>	Requirement	Last Review/ Update	Next Review	Evidence	KCSIE 2025	Sept 2025	Sept 2026	Signed declaration form	KCSIE 2025 knowledge check (Staff and Gops)	Sept 2025	Sept 2026	Certificates signed - DSL google drive	Child Protection Policy Sept 2025 (including online safety)	Sept 2025	Sept 2026	Policy on website	Single Central Register	11.03.26	Term 5	SCR audit completed; fully compliant	DSL training	Ongoing	Ongoing	All training up to date - certificates stored in the DSL google drive New member of the EYFS team has completed DSL training	All staff training	Sept 2025 and ongoing	Sept 2026	CPDL record	All Governor training	Sept 2025	Sept 2026	Signed declaration form	
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Kitchen staff, Volunteers, visitors and peripatetic teachers- information updates	Sept 2025	Sept 2026	Signed declaration form
Safer Recruitment	Ongoing	Ongoing	3 members of the SLT Certificates- DSL google folder
Governor safeguarding monitoring	Oct 2025 HT termly report	Term 4 (Safer Recruitment)	Report shared with governors
Prevent training- Lead DSL	April 2026	April 2028	Certificate
Prevent duty- staff	Jan 2025	Jan 2027	CPDL record
Prevent duty- govs	Sept 2024 Ongoing-induction	Sept 2026	Certificates stored in google drive
Child protection files	Ongoing	Ongoing	CPOMs
Low Level Concerns Policy	Sept 2025	Sept 2026	Staff are aware of the policy during the visioning day- 2 recorded and reported this academic year. Investigated and resolved. No further action necessary.

Open Cases (24.03.26- 18.05.26)

Type of support	Number of pupils
Operation Encompass (domestic abuse)	0
Social Services - Child Protection	0
Social Services - CHIN	6
Social Services - Child and Family Assessment	2
Early Help Intervention	1
Family Liaison support	17

The school has a pastoral overview in place which is monitored and updated continually by the FLO, DSLs and SLT.

Training

Staff have continued to discuss Safeguarding scenarios during training sessions. Another member of the EYFS team has completed DSL training.

Cyber security training and Domestic Abuse training have taken place for all staff.

Induction has taken place for the following members of staff appropriate to their roles:

- Finance Officer
- Attendance Officer

As the LA is reducing the number of PREVENT trainers its core training package will be restricted in the future. The HT has completed the Home Office 'train and trainer' skills test and Prevent training and will be carrying out the skills test in order to carry out face to face training with staff.

Designated Safeguarding Leads meetings and supervision

DSL meetings continue fortnightly with supervision sessions offered to staff. EYFS supervision is offered termly. Support has increased for some members of staff due to the challenges being faced with a number of children in the school.

Governor Monitoring

Term 5 monitoring - Safeguarding visit took place on the 29th April 2026.

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.

Advice from The Key:

There's a difference between a school leader's role in monitoring the SCR and that of a governor:

- *School leaders: carry out the operational task of physically checking the SCR and making sure all of the relevant boxes are complete and that the document as a whole is up to date*
- *Governors: are responsible for the strategic task of monitoring that school leaders are keeping up with their statutory duties. They do this by asking the right questions about how complete the record is, how frequently it's reviewed and how it's stored*

The safeguarding link governor is usually best placed to take on this strategic monitoring. If this is you, read on to find questions to ask.

Questions to ask your school leaders to make sure they're monitoring the SCR

- *How and where do we store the SCR? Is it secure?*
- *How often do you check the SCR?*
- *When was the last time you checked the SCR?*
- *Have you checked the information recorded on the SCR for errors?*
- *Are all new staff recorded on the SCR?*
- *Are all relevant fields on the SCR completed for each listed person?*

Headteacher reviewed the SCR on the 28th April 2026. All checks have been completed for new members of staff.

Mobile Phones

Miss Adams is working with local schools to try to bring about a total ban on smartphones in September 2026 i.e. no smartphones will be allowed on the school premises. Parent views have been surveyed in Y4 and 5. Most parents have worries about smartphones but equally want to be able to track and contact their child.

An email has been sent to Y4 and 5 parents outlining our planned approach:

For Current Year 5 Pupils:

- When these pupils reach Year 6, we will strongly discourage smartphones being brought to school, however at this point they will not be banned as we can appreciate that some children may have one.
- We will advise that parents provide a basic 'brick' type phone (a phone that allows calls and texts only, with no internet or app access).
- All phones brought to school will be collected by staff each morning, stored in the admin department, and returned to pupils at the end of the school day.

For Current Year 4 Pupils:

- When these pupils reach Year 6, smartphones will be banned on school premises.
- Only 'brick' type phones will be permitted if necessary.
- We will advise that parents provide a basic 'brick' type phone (a phone that allows calls and texts only, with no internet or app access).
- The same collection and storage system will apply.

Behaviour (24.03.26-18.05.26)

Bullying allegations	0	
Racist incidents	1	1x Y3 - Calling a child in Y6 inappropriate names. Parents involved and informed. Children spoken to and supported
Online Safety Incidents	5	1x Y5 pupil commenting on YouTube posts. Parents made aware and will monitor their child's behaviour online and what they are able to access 1x Y6 accessing TikTok and being unkind. Parents were informed and the child spoken to.

		1x Y4 lightspeed notification - the word 'drug' was flagged up. Children researching South America. 1x Y6 child - swearing online to friends. The child was spoken to and parents informed. 1x Y4 child - watching an inappropriate programme online. Parents informed	
	Suspension/ Exclusion	0	
	Reduced Timetable	0	
12.	Review of policies Lettings Policy – no changes Proposer: Mrs S Windle Seconded: Mrs B Walsh Policy was unanimously approved.		
13.	Governing Body Reports Received reports from governors' statutory visits as per the visit schedule: Finance - report attached with these minutes. Finance governors discussed pricing for breakfast club and whether this should be increased. They felt with the wages and food prices increasing the price should go up by 20p per day to £3.20 from 1st September 2026. Proposal was to increase to £3.20 per day. Proposer: Mr A Parish Seconded: Mr T King The governing body unanimously agreed to the proposal. Reports from the Monitoring Day 2 have all been received and are on the shared google drive. All governors are reminded to check the Governors' Visit schedule and book their visits. Planning Day - date to be confirmed - chair Brief reports to be submitted if governors aren't attending. - all governors.		Chair All governors
	OTHER		
14.	Chair's Actions / Correspondence Regularly monthly meetings with the Headteacher are taking place. Mrs Walsh left at 6.35pm after item 14.		
15.	Training No report		
16.	Confidentiality / Publication of Minutes The governors considered that all parts of the proceedings could be released for communication.		
17.	Any Other Urgent business Cycling Governors have discussed the cycling policy and whether it needed to be reviewed. They discussed the fact that only Year 6 are allowed to cycle to school. This is based on the fact that they are more mature and better able to assess traffic situations. They also take part in Bikeability sessions at the end of Year 5. The governing body assessed the local area and concluded that it would not be safe for younger children to cycle in these conditions. Governors will send a letter to parents to support this policy.		
18.	Dates and times of future meetings Friday 3 rd July 8.40am – Governing Body Meeting Wednesday 10 th June 6pm - New Parents' Meeting Date to be confirmed - Planning morning- please confirm attendance to Lucia Page Saturday 20 th June 11:30am-2:30pm - Summer Fete		

	2026/2027 Tuesday 1 st September 8.30am – Visioning Day Wednesday 7 th October 5pm - Governing Body Meeting Wednesday 21 st October – Governor Monitoring Day Friday 11 th December 8.40am - Governing Body Meeting Wednesday 10 th February 5pm - Governing Body Meeting Friday 19 th March 8.40am – Governing Body Meeting Wednesday 28 th April – Governor Monitoring Day Wednesday 26 th May 5pm – Governing Body Meeting Friday 2 nd July 8.40am – Governing Body Meeting	
19.	Meeting closed at 18.40	

Signed Chair of Governors

Date